Preparing Your IACET Accredited Provider (AP) Application
A Project Plan for Initial Accreditation

Use this template to develop your organization's plan for applying for AP status. Your organization may take a shorter or longer *period of time to prepare the application depending on your current level of compliance with the ANSI/IACET Standard for Continuing Education and Training.*

Please note that the 18-month timeline is <u>ONLY</u> a suggestion

The application must be submitted within 12 months of purchase

Suggested Timeline	Milestone	Tasks	Status
12 - 18 months prior to application submittal Set an internal submittal date and work backwards from that		1. Contact the IACET office if you have any questions. 2. Set an internal date to complete and submit application	
	Complete Self-Assessment Checklist of CE/T program	1. Determine responsibility for ensuring adherence to the ANSI/IACET Standard and developing the AP application 2. Create a team responsible for developing AP application 3. Individuals responsible for adherence to the Standard and completing the AP application register for AP workshop	
12 months prior to submittal	Utilize AP application development resources	1. Purchase the ANSI/IACET Standard and application 2. Begin attending the free one hour, monthly AP Assistance webinars	
	Attend AP Workshop on ANSI/IACET Standard	1. Gather up all existing CE/T policies, processes and related documents 2. Conduct an analysis of current practice and identified "gaps" by standard category	
~**11 months** prior to submittal date	Align CE/T program with ANSI/IACET Standard based on audit results	1. Update policies, processes and related documents and course materials, as needed 2. Review and approve updated documents 3. Implement changes in CE/T Program 4. Educate staff on changes to policies, process, etc. 5. Update course materials, as needed 6. Document task activities involving review and updates/changes	

Suggested Timeline	Milestone	Tasks	Status
~**9 months** prior to submittal date	Develop AP application responses	1. Create narrative responses 2. Insert narrative responses into the AP application 3. Insert policies and processes into the AP application	
~**6 months** prior to submittal date	Demonstrate compliance with ANSI/IACET Standard	1. Identify the evidence necessary to demonstrate compliance with the category element 2. Collect appropriate evidence, using completed (not blank) forms, templates and examples 3. Insert evidence into the AP application	
~**2 months** prior to submittal date	Finalize AP application	1. Identify AP application reviewers within organization 2. Develop a mechanism for the reviewers to provide feedback 3. Evaluate feedback 4. Edit AP application 5. Seek approval of final draft	
~**2 days** prior to application submittal date	Submit AP Application	1. Login to IACET account and ensure all entries are complete 2. Submit application online	

Rev 11.11.20