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 ONLY a suggestion**

The application must be submitted within 12 months of purchase

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<th>Suggested Timeline</th>
<th>Milestone</th>
<th>Tasks</th>
<th>Status</th>
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| 12 - 18 months prior to application submittal | Complete Self-Assessment Checklist of CE/T program | 1. **Contact** the IACET office if you have any questions.  
2. Set an internal date to complete and submit application | |
| | | | |
| | | 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 | |
| | | | |
| | Utilize AP application development resources | 1. **Purchase the ANSI/IACET Standard and application**  
2. Begin attending the free one-hour, monthly AP Assistance webinars | |
| | | 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 | |
| | 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 | |

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| ~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 | |