Preparing Your IACET Accredited Provider (AP) Application

A Project Plan for Re-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 9 to 12 month timeline is ONLY a suggestion.**

The application must be submitted within 12 months of purchase.

<table>
<thead>
<tr>
<th>Suggested Timeline</th>
<th>Milestone</th>
<th>Tasks</th>
<th>Status</th>
</tr>
</thead>
</table>
| 9 - 12 months prior to IACET Accreditation expiration | Determine AP expiration date | 1. Contact the IACET office if you have any questions.  
2. Set an internal date to complete application. | |
| For AP Renewals, the suggested submittal date is a minimum of 90 days prior to AP expiration date. If there have not been significant organizational changes, 9 months should be enough time to complete the re-accreditation process | Attend AP Workshop on the current ANSI/IACET Standard | 1. Determine responsibility for ensuring adherence to the ANSI/IACET Standard and developing the AP re-application  
2. Create a team responsible for developing AP re-application  
3. Individuals responsible for adherence to the Standard and completing the AP re-application should register for AP workshop. | |
| ~8 months prior to submittal | Utilize AP application development resources | 1. Purchase and download re-application  
2. Review the current ANSI/IACET Standard  
3. Begin attending the free one hour, monthly AP Assistance webinars | |
| ~7 months prior to submittal date | Complete Self-Assessment Checklist of CE/T program  
Collect all previous audit reports | 1. Gather up all existing CE/T policies, processes and related documents  
2. Review past accreditation reports and suggestions given by site reviewer  
3. Conduct an analysis of current practice and identified “gaps” by standard category | |
| ~6 months prior to submittal date | Ensure continued alignment of CE/T program with ANSI/IACET Standard based on past 3 years of 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 (any changes must be in effect for 3 months prior to re-accreditation deadline  
4. Educate staff on changes to policies, process, etc.  
5. Update course materials, as needed  
6. Document task activities involving review and updates/changes |
| ~5 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 |
| ~3 months prior to submittal date | Demonstrate compliance with ANSI/IACET Standard | 1. Identify the evidence necessary to demonstrate compliance with the narratives  
2. Collect appropriate evidence, using completed (not blank) forms, templates and examples  
3. Write the narratives needed for the re-application |
| ~2 months prior to submittal date | Finalize AP application | 1. Identify AP re-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. Submit narrative online |