

Timeline for Accrediting Process (Initial Applicant)

Please Note: Application to DETC is not a guarantee that accreditation will eventually be awarded. Also, the successful attainment of accreditation from DETC will depend in part on the applicant's timely achievement of the various tasks for gaining accreditation.

Steps	Activity	Time to Complete	Deadline Date
1	Review DETC Handbook and Application	6 months	4/30/09
	Key person enrolls and completes <i>DETC Course on Preparing for Accreditation</i>		
	Begin writing Draft of Self-Evaluation Report		
2	Submit Application and Required Documents		4/30/09
3	Submit Draft of Self-Evaluation Report	Within 60 days of submitting Application	6/30/09
	Undergo Readiness Assessment and receive Report	90 days from receiving Draft of SER	9/30/09
4	If "ready,"* submit course materials	Immediately after receiving Readiness Assessment Report	10/31/09
	Schedule on-site visit		10/31/09
	Submit/send final Self-Evaluation Report	4-6 weeks before visit	01/31/10
5	Receiving Subject Specialists Reports	4-5 weeks before on-site visit	01/31/10
	Respond to any "B" or "C" ratings from Subject Specialists	2 weeks after receiving	02/12/10
6	Have on-site visit	12 weeks after receiving course work	03/31/10
7	Receive Chair's Report	4 weeks after visit	04/30/10
	Respond to Chair's Report	2 weeks after receiving it	05/14/10
8	Commission decides to accredit or not	January/June each year	06/30/10

As online high school providers embark on the DETC accreditation process, they are urged to contact Nan Bayster Ridgeway, Director of Accreditation, DETC, at (202) 234-5100, ext. 103, or Nan@detc.org.

Spring visits must take place before April 1 to be considered at the June Accreditation Council Meeting. Fall visits must take place before November 1 to be considered at the January Accreditation Council Meeting

*If Readiness Assessment Report states institution is not ready for a full on-site visit, the process stops until the institution documents to the satisfaction of the assessing evaluator that it has remedied the areas of concern in the Assessment Report; then the courses will be reviewed and a full on-site visit scheduled.