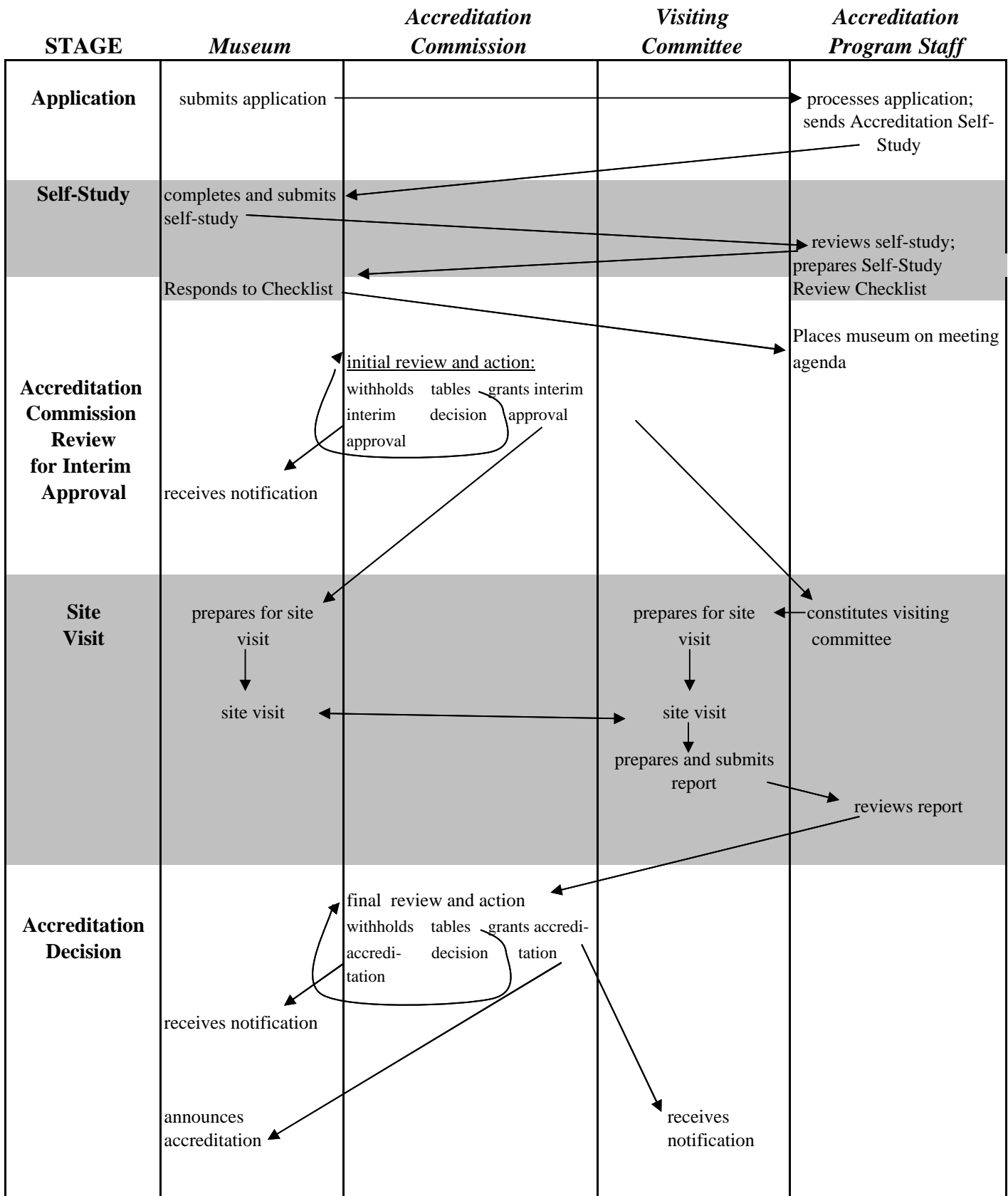


QUICK REFERENCE GUIDE TO THE ACCREDITATION REVIEW PROCESS

The Initial Accreditation Review (for Applicant Museums)

	TIME * (months)	CUMULATIVE TIME (months)
APPLICATION <ul style="list-style-type: none"> • Museum submits application. • Application reviewed at one of the predetermined application review periods during the year; upon confirmation of acceptance, the Self-Study Questionnaire, its assigned due date, and the application fee invoice are sent to museum. 	1 (from application deadline)	1
SELF-STUDY <ul style="list-style-type: none"> • Museum spends one year completing questionnaire and assembling supporting documents. • Museum submits all materials by assigned due date. • Accreditation Program staff confirms receipt and begins thorough review of materials for completeness and eligibility. • In 3-4 months, museum receives review results in the form of the Self-Study Review Checklist. • Museum responds to any requests for clarification or information, and/or submits any missing documents. 	15-16	16-17
INTERIM APPROVAL <ul style="list-style-type: none"> • When Self-Study is complete (all requests appropriately responded to), museum is placed on the next available Accreditation Commission meeting agenda. • Commission reviews Self-Study to determine if museum is ready to move to next step in the process. • Commission grants or denies interim approval, or votes to table its decision. • Museum notified of decision within one month. 	3-4	19-21
SITE VISIT <ul style="list-style-type: none"> • Museum receives list of potential Visiting Committee members to approve; museum returns list within one month. • Accreditation Program staff makes request (more than one if necessary) to one of approved individuals to serve as the Visiting Committee Team Contact. • The confirmed Team Contact selects second team member; coordinates with museum and second team member to set visit date. • Museum prepares for site visit (scheduled several months in advance). • Visit occurs. • Visiting Committee writes and submits report. • Museum placed on next available Commission meeting agenda. 	8-16	27-37
FINAL ACCREDITATION DECISION <ul style="list-style-type: none"> • Accreditation Commission reviews all Self-Study materials again, along with the Visiting Committee's report. • Commission grants or denies accreditation, or votes to table decision. • Museum receives decision letter and a copy of the Visiting Committee report. (Self-study materials are returned to museum separately) • If accreditation is granted, the next review date is stated in the decision letter (5-10 years). 	4-6	31-43

THE INITIAL ACCREDITATION REVIEW PROCESS



QUICK REFERENCE GUIDE TO THE ACCREDITATION REVIEW PROCESS

The Subsequent Review (for Accredited Museums)

	TIME* (months)	CUMULATIVE TIME* (months)
<p>NOTIFICATION / SCHEDULING THE SUBSEQUENT REVIEW</p> <ul style="list-style-type: none"> • Museum notified of upcoming subsequent review, 7-8 years after last award. • A specific start time is established at the beginning of year 8. • Accreditation Program staff officially initiates the review in the chosen start month; museum receives the Self-Study Questionnaire and its assigned due date. 	--	--
<p>SELF-STUDY</p> <ul style="list-style-type: none"> • Museum spends one year completing questionnaire and assembling the supporting documents. • Museum submits all materials by assigned due date. • Accreditation Program staff confirms receipt and begins thorough review of materials for completeness and eligibility. • In 3-4 months, museum receives review results in the form of the Self-Study Review Checklist. • Museum responds to any requests for clarification or information and/or submits any missing documents. 	15-16	15-16
<p>SITE VISIT</p> <ul style="list-style-type: none"> • Museum receives list of potential Visiting Committee members to approve; museum returns list within one month. • Accreditation Program staff makes request (more than one if necessary) to one of approved individuals to serve as the Visiting Committee Team Contact. • The confirmed Team Contact selects second team member; coordinates with museum and second team member to set visit date. • Museum prepares for site visit (scheduled several months in advance). • Visit occurs. • Visiting Committee writes and submits report. • Museum placed on next available Commission meeting agenda. 	8-16	23-32
<p>ACCREDITATION DECISION</p> <ul style="list-style-type: none"> • Accreditation Commission reviews all Self-Study materials along with the Visiting Committee's report. • Commission grants or denies accreditation, or votes to table decision. • Museum receives decision letter and a copy of the Visiting Committee report. • If accreditation is granted, the next review date is stated in the decision letter (5-10 years). • Self-study materials are returned to museum. 	4-6	27-38

* Times given are approximate and do not factor in possible extensions to the Self-Study period and/or tabling actions by the Commission at either the interim or final decision stage.

**THE SUBSEQUENT
ACCREDITATION REVIEW PROCESS**

