INDICATIVE WORKFLOW FOR: INSTITUTION ACCREDITATION
(with timeframes)

APHEA
Accredited Institution

Following successful Validations / CTEE (combinations available)

Invoice raised for 'Review and Decision' stages. See 'fee structures' on APHEA website.

Completes Self-evaluation documentation & schedule

Sends draft to secretariat for checking for content, clarity & coherence

revisions recommended? — Yes → revisions made

No

TIMEFRAME: Months 0-6. Normally takes around 6 months to complete. We recommend the institution spend and adequate time of the Self-Evaluation documentation as it is intended for self-reflection.

All timeframes are indicative and times will vary.

Sent to 3 site reviewers for review and analysis

Site reviewer tele-conference

clarifications requested? — Yes → clarifications sent to review team

No

Site review protocols developed and sent to programme

TIMEFRAME: Months 7-8. Self-evaluations are deposited with the site visit team around 8 weeks prior to the site visit

Site visit takes place

Review report written. Factual corrections from the institution made.

Site review report and recommendation sent to Board of Accreditation

TIMEFRAME: Months 9-10. Site visits take up to 3 days to conduct.

The report takes 6 weeks to deliver (maybe longer if covers a vacation period)

Factual corrections of the report by the institution in 2 weeks

Decision to Accredit? — No → Can shortcomings be addressed / rectified? — No → Accreditation not granted (applicant can re-apply after 2 years)

Yes

Yes

Decision sent to Board of Directors for ratification

Provisional accreditation granted

TIMEFRAME: Months 11-12.

The Board of Accreditation meet bi-monthly.

Board of Directors' ratification of decision takes 2 weeks