# SPRING 2012 VISIT TIMELINE – REGULAR VISIT

**National Council for Accreditation of Teacher Education**
**2010 Massachusetts Avenue, N.W., Suite 500**
**Washington, DC 20036-1023**
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| Date | Regular Visit |
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| **24 months prior to visit** | The unit submits the Intent to Seek First NCATE Accreditation form to NCATE. |
| **18 months prior to the visit** | The unit submits preconditions documentation to NCATE. |
| **12 months prior to the visit** | The unit submits program reports to NCATE through AIMS for national recognition by Specialized Professional Associations (SPAs). In accordance with the NCATE state partnership agreement, submission of program reports is optional in some partnership states. |
| **12 months prior to the visit** | The unit submits the dates of the onsite visit to NCATE after confirmation from the state education agency if the state has a partnership with NCATE. The visit is typically scheduled from Saturday to Wednesday. |
| **6-8 months prior to visit** | NCATE notifies the unit to check AIMS for the name and address of the assigned BOE team chair who will conduct the review. NCATE will also notify the unit when the team members are assigned. |
| **6 months prior to visit** | The unit publishes an announcement of the upcoming visit to invite third-party testimony and submits a copy in AIMS. Institutions may solicit third-party comment from relevant public audiences, organizations, and stakeholders through direct solicitation and announcements in print and/or electronic media. |
| **2 months prior to visit** | The unit submits its Institutional Report (IR) in AIMS. Electronic exhibits must also be available to team members at this time. |
| **1-2 months prior to visit** | The BOE team chair, state co-chair (when applicable), and state consultant conduct the previsit with members from the unit. |
| **Onsite Visit** | The BOE team, state team (when applicable), and state consultant conduct the onsite visit to validate that standards are met. |
| **Within 52 days after the end of the visit** | NCATE notifies the unit that the BOE Report is available in AIMS. |
| **Within 30 days after receipt of the Onsite BOE Report** | The unit has the opportunity to submit or waive the Institutional Rejoinder in AIMS. |
| **Within 2 weeks after submission of the Institutional Rejoinder** | The BOE team chair submits a response to the Institutional Rejoinder. |

***NCATE institutions are required to submit an *Annual Report* between October 1 and January 31 each year.**

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| **October 2012** | The Unit Accreditation Board (UAB) renders an accreditation decision. |
| **Within 2 weeks after the UAB meeting** | NCATE notifies the Chief Executive Officer of the institution, the unit head, and the state agency of a partnership state that the accreditation letter and action report are available in AIMS. The report and letter will be mailed to the CEO and unit head. |
| **1 month after notification of accreditation decision** | NCATE sends information on the accreditation decision to the U.S. Department of Education and the Council for Higher Education Accreditation (CHEA). The list is also sent to the chief state school officer and state affiliates of the National Education Association (NEA) , American Federation of Teachers (AFT), and National School Board Association (NSBA). It is also published on the NCATE website. In case of an appeal or deferral, the decision will not be announced until finalized. |

July 2011