TIMELINE FOR TRANSFORMATION INITIATIVE PILOTS
(Pilot Period Spring 2012 through Fall 2015)

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Date	Transformation Initiative Option
36 months before the visit (beginning with onsite visits scheduled for fall 2015)	The unit decides on what option to pursue regarding program reports for national recognition by Specialized Professional Associations (SPAs). (NOTE: Submission of program reports varies across partnership states or is optional in some partnership states.) If applicable, the unit submits the Specialty Program Association (SPA) reports for national review. Consult program review timeline on the web for further guidance if the onsite visit is before fall 2015.
24 to 36 months prior to the visit	The unit submits proposal for transformation initiative, OR Institutional Report. To determine which one to submit confer with NCATE staff. If IR is submitted at this time, then electronic exhibits must also be available to team members.
22-32 months prior to the visit.	A Committee on Transformation Initiatives (CTI) reviews the TI proposal, consults with the unit on any modifications, and makes a recommendation for approval to the Unit Accreditation Board (UAB). OR BOE Offsite team reviews the IR and writes the Offsite Feedback report.
18 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 Sunday to Tuesday.
8-10 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 the visit	The unit submits proposal for transformation initiative, OR Institutional Report whichever was not submitted 24-36 months before the onsite visit. If IR is submitted at this time, then electronic exhibits must also be available to team members.
6 months prior to onsite visit date	The unit publishes an announcement of the upcoming visit in local news media and on its website 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.
4-5 months prior to visit	A Committee on Transformation Initiatives (CTI) reviews the TI proposal, consults with the unit on any modifications, and makes a recommendation for approval to the Unit Accreditation Board (UAB). OR BOE Offsite team reviews the IR and writes the Offsite Feedback report.

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1-2 months prior to visit	The unit submits the IR addendum in AIMS for review by BOE team chair prior to the previsit.
1-2 months prior to visit	The BOE team chair, state team co-chair, and state consultant conduct the previsit electronically or in person.
Onsite Visit	The BOE team, the state team (when applicable), and consultant conduct onsite visit to follow-up on areas of concern addressed in the offsite BOE report, and provide feedback on the implementation of the TI.
Within 52 days after the end of the visit	NCATE notifies the unit that the Onsite BOE Report is available in AIMS.
Within 30 days after receipt of the BOE Report	The unit has the opportunity to submit or waive the Institutional Rejoinder in AIMS.
Within 2 weeks after submission of the rejoinder	The BOE team chair submits a response to the Institutional Rejoinder.
The first meeting of the UAB following the onsite visit either October or April	The Unit Accreditation Board 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. A copy of the report will be mailed to the CEO and unit head.
1 month after notification of accreditation decision	Unless a decision is being appealed, NCATE sends information on the accreditation decision to the U.S. Department of Education and CHEA. The list is also sent to the chief state school officer and state affiliates of NEA, AFT, and NSBA. It is also published on the NCATE website.