NCATE REDESIGN IMPLEMENTATION: CONTINUOUS IMPROVEMENT OPTION*
(VISITS IN FALL 2012 AND BEYOND)

FALL 2012 VISIT TIMELINE
INSTITUTIONS SEEKING FIRST ACCREDITATION

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Date	Continuous Improvement Visit
24 months prior to visit	The unit submits the Intent to Seek First NCATE Accreditation form to NCATE.
18 months prior to the visit (February 1, 2011)	The unit submits preconditions documentation to NCATE.
18 months prior to the visit (March 15, 2011)	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 Sunday to Wednesday.
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 visit	The unit submits its Institutional Report (IR) in AIMS for review by an offsite BOE team. Electronic exhibits must also be available to team members at this time.
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.
4-5 months prior to visit	The offsite BOE team reviews the IR, electronic exhibits, and annual reports and prepares a feedback report to the unit on areas for concern to be addressed before the onsite visit. NCATE notifies the unit when the Offsite BOE Report is available in AIMS.
2 months prior to visit	The unit submits the IR Addendum in AIMS for review by the BOE team chair prior to the previsit.
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 follow-up on areas of concern addressed in the Offsite BOE Report and validate that standards are met.

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

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 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.
April 2013	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