

## FALL 2010 TIMELINE FOR CONTINUING NCATE VISIT

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*For a general timeline and more information, see Timeline for Continuing Accreditation Visits on the NCATE website.*

<i>Timelines</i>	<i>Actions</i>
<i>September 2008 (2 years prior to visit semester)</i>	NCATE sends the head of the institution's professional education unit and the unit's NCATE coordinator an e-mail message as a reminder of the upcoming visit and the submission of the Intent form. The message also describes how to access materials in the AIMS workspace and on the web to prepare for the visit.  The institution returns to NCATE the updated form, "Intent to Continue NCATE Accreditation."
<i>September 2009 (1 year prior to visit semester)</i>	The institution submits to NCATE a date preference email with the preferred dates for the on-site visit.  NCATE sends an e-mail message to the institution confirming the begin and end dates of the on-site visit.
<i>By September 15, 2009</i>	The institution submits electronic program reports to NCATE. (Note: submission of program reports is optional in certain partnership states.)
<i>By February 1, 2010</i>	NCATE notifies the institution of the availability of the national recognition reports for programs.
<i>March - June 2010 (6 months prior to visit begin date)</i>	The institution publishes an announcement of the upcoming visit in local news media to invite third-party testimony.
<i>April 15, 2010</i>	Earliest date for institution to submit to NCATE electronic revised program reports responding to concerns raised in the national recognition reports. (Note: for additional submission dates, see each of your national recognition reports.)
<i>April - May 2010</i>	NCATE notifies the institution of the availability of the name and address of the assigned BOE chair who will conduct the on-site review.
<i>June - July 2010</i>	NCATE notifies the institution, once a BOE team is complete, of the availability of the names and addresses of the assigned BOE team members who will conduct the on-site review.

<b><i>July - September 2010 (2-3 months prior to visit begin date)</i></b>	<p>NCATE sends a copy of the third-party testimony to the institution for comment and to the BOE team chair.</p> <p>Institution sends to NCATE its response(s) to third-party testimony, if any.</p> <p>NCATE sends a copy of the institution's response(s) to third-party testimony, if any, to the BOE team chair.</p>
<b><i>60 days prior to the visit begin date</i></b>	The professional education unit emails a Draft version of its Institutional Report (Online IR), created within the institution's workspace in AIMS, to the BOE team chair for comments and suggestions.
<b><i>30 to 60 days prior to the visit begin date</i></b>	The team chair, state chair, and state consultant visit the campus for the pre-visit.
<b><i>30 to 60 days prior to the visit begin date</i></b>	The professional education unit submits, within the institution's workspace in AIMS, the Final version of its Institutional Report (Online IR).
<b><i>September 1, 2010</i></b>	NCATE sends notification of the availability of the revised national recognition reports to institutions that submitted revised program reports the previous September.
<b><i>Date of Visit (Fall 2010)</i></b>	NCATE BOE team and state team (if a joint or concurrent visit) visit the campus.
<b><i>Within 52 days after the visit end date</i></b>	NCATE notifies the institution of the availability of the Final BOE Report.
<b><i>Within 30 days after notification of Final BOE Report availability</i></b>	The institution submits the Institutional Rejoinder electronically to NCATE.
<b><i>Within 7-10 days after receipt of the Rejoinder by NCATE</i></b>	If the unit rejoined any of the findings in the BOE Report, the BOE team chair has the opportunity to submit a Response to the Rejoinder.
<b><i>April 2011</i></b>	The Unit Accreditation Board renders an accreditation decision.
<b><i>Within two weeks after the UAB Meeting</i></b>	NCATE mails an action letter (and, if any areas for improvement have been cited, an accreditation action report) to the chief executive officer of the institution, the unit head, and the state agency if the institution is located in a partnership state.
<b><i>One month after formal notification of Accreditation Decision</i></b>	<p>Unless a decision is being appealed, NCATE sends information on the accreditation decision to the U.S. Department of Education and releases information to the public via the NCATE website.</p> <p>Information is sent to the applicable NEA and AFT state affiliate organizations, the chief state school officer, and the state affiliate of the National School Boards Association. Information is also sent to institutional and specialized accreditors, and the Council for Higher Education Accreditation.</p>