

# APPENDIX K

## ACCREDITATION PROCESS CHART

<i>PHASE</i>	<i>REQUIRES</i>	<i>FEES</i>	<i>DOCUMENTS</i>	<i>TIME</i>	<i>ACTIONS</i>	<i>BENEFITS</i>
<b>REGISTERED AGENCY</b>	Application for registration.	\$250 Valid for three years.	Application for registration.	Three years or until change in status to applicant agency	Staff review of registration and return application packet to agency.	Access to mailing lists, newsletters, network, and to trained "members" of CFAI.
<b>APPLICANT AGENCY</b>	Letter of agreement, demographics and application forms, report on eligibility, accreditation mgr must have successfully completed a Self-Assessment Workshop, and letters submitted that support program.	Varies by population.	Letter of agreement, demographics and application forms, report on eligibility, accreditation mgr must have successfully completed a self-assessment workshop, and letters submitted that support program.	Must return self-assessment manual within 18 months (or if 90 percent volunteer agency, within 24 months).	Self-assessment	Access to CFAI staff, to peer review, to training, and self-assessment benefits.
<b>ACCREDITATION CANDIDATE</b>	Self assessment complete and document approved by team leader	Actual costs of assessors for on-site visit and for the team leader to attend commission meeting.	Completed self-assessment manual compliant to the latest edition of the FESSAM and peer assessment report.	Three months to one year for peer assessment after self assessment complete and submitted.	Peer Assessment site visit and commission review	Self-assessment benefits. Opportunity to go before the commission.
<b>ACCREDITED AGENCY</b>	Compliance with categories and criteria and work toward requirements in the latest edition of the FESSAM.	One-fifth of applicant agency fee per year.	Annual report due 45 working days prior to accreditation anniversary.	Accreditation applicable for five years, then renewal of accreditation.	Commission review	Accreditation and self-assessment benefits.
<b>RENEWAL OF ACCREDITATION</b>	Continuous annual payments and ACRs. Submit application. Document and peer review.	One-fifth of applicant agency fee and team visit costs.	Completed self-assessment manual compliant to the latest edition of the FESSAM and peer assessment report.	Accreditation applicable for five years. See timeline.	Peer assessment and commission review	Accreditation and self-assessment benefits.