**Accreditation Overview**

The accreditation process at ICPE involves a thorough review of the institution’s policies, procedures, and documentation related to the program. All material must be submitted through the portal. Hardcopies will not be accepted.

There are six steps associated with ICPE accreditation:

1. Preparation of Application
2. Documentation Gathering
3. Application Submission and Dues
4. Review of Application by ICPE
5. Findings/Approval
6. Programmatic Review

1 – Preparation of Application

ICPE recommends the institution create an accreditation committee. Designate roles for each committee member (e.g., program lead, registrar, finance lead, designee, etc.). ICPE requires one point of contact for the institution; or one point of contact for each program if there are two or more programs for review. Institutions must submit a separate application for each program that is seeking to be accredited. Where applicable, materials may be duplicated and used for more than one application.

2 – Documentation Gathering

Do not submit hardcopy materials. All documents must be submitted electronically through the ICPE.org website. Do not submit items separately. All documents must be submitted under the same cover. Official letterhead must be used where applicable. Be advised that ICPE will use time, date, and creation information from submitted materials to ensure compliance.

3 – Application Submission and Dues

Incomplete applications will not be accepted. Dues will not be processed until such time that ICPE accepts the application as complete. Refunds of dues, minus administrative fees, will be issued 30 days after receipt of application withdrawal notification. ICPE will only accept dues that are paid in full. Incomplete or partial payments will not be accepted. Incomplete or partial payments will be returned after an administrative fee is applied.

4 – Review Process

Once the completed application is received, the review process begins immediately. An official letter of receipt is sent to the institution’s designee(s). Timeframes vary for review but typically do not last longer than three weeks.

5 – Findings/Approval

Once the review process is completed, ICBE will conduct a conference call with the institution to discuss the rank/score findings for each program. Institutions submitting more than one program for review will have separate conference calls. It is possible for an institution to have one program approved and others rejected. Findings are categorized into three main areas: 1) Approval (three subsections here – see Application section for more information), 2) Conditional Approval (no more than two critical errors found in application - see Scoring), and 3) Rejection (more than two critical errors or failure to provide clarification on findings). ICBE has a formal appeal process – see Appeals in Application section for more information.

6 – Programmatic Review

Based on approval rank/score, ICBE will systematically review programs to ensure that the quality metrics are continuously met.