

# 15 steps towards ACBSP accreditation

1. Application for accreditation evaluation including the nomination of a sponsor.
2. Assigning a mentor.
3. Document preparation for preliminary visit of the institution.
4. Developing the accreditation plan.
5. Once a mentor is recommended and approved by the accreditation director, the institution is ready for internal analysis.
6. Developing the intent to submit the internal analysis form.
7. The intent to submit the internal analysis form must be submitted by 1st October for the January deadline or by 1st April for the August deadline.
8. ACBSP assigns a team for the evaluation visit of the institution.
9. Evaluators receive the internal analysis at least four weeks before visiting the institution.
10. A consensual interview. The mentor and assigned commissioner are invited to attend the interview with the evaluators.
11. The team visits the university campus. Within two weeks after the visit, the team of evaluators submits a report to the ACBSP.
12. Institutional response – the findings of the team are first checked for completeness by the ACBSP then submitted for commenting to the president of the institution.
13. Board of commissioners evaluates the internal analysis, the evaluators' report and the institutional response.
14. The course of action of the board of commissioners is communicated to the institution immediately after the meeting. (Comments, conditions, postponement.)
15. Accredited institutions are awarded at an annual conference.