



ASE Accreditation checklist & timeline



Approximate timeframe:

**24
Months**

New Programs

Accreditation can take approx. 24 months for a new program or 1 graduated class

**12
Months**

Renewals

Renewal should begin 12 months prior to expiration



Want to open a program?

Contact a Field Manager
Visit ASEeducationFoundation.org

Become ASE Accredited



New Program Requirements

- Begin conducting advisory board meetings (Fall & Spring)
 - Must have a minimum of 5 members
 - Review facilities/equipment
 - Review tasks
 - All of standard 6 criteria must be documented between the two meetings
- Graduate results: Need a least 1 year of graduates to start process
- Instructors required ASE Certifications based on teaching assignments
- Instructor 20 hours of technical training



Renewal Requirements

- Advisory board meetings (Fall & Spring)
 - Must have a minimum of 5 members
 - Review facilities/equipment
 - Review tasks
 - All of standard 6 criteria must be documented between the two meetings each year
- Graduate results
- Instructors required certifications based on teaching assignments
- Instructor 20 hours of technical training

Renewals are valid for 5 years



Accreditation Timeline & Checklist



Prepare your application:

Months 1-6

Organize Standards

- ☐ Organize/update standards documentation for renewals
 - ☐ Paper files (not recommended)
 - ☐ Digital files: Google Drive, SharePoint, or school's LMS
- ☐ Administration assists with compiling or updating documentation for standards 1-6
- ☐ Instructor(s) compiles or updates documentation for standards 6-10; 11 & 12 if applicable

Advisory Board

- ☐ Hold board meeting:
 - ☐ Complete self-evaluation forms
 - ☐ Review and rate all documentation compiled for standard 1-10, 11 and 12 (if applicable)
 - ☐ Standards may be divided between advisory members to review and rate
- ☐ Collect Advisory Board minutes (minimum 2 per year, 10 meeting minutes for renewals)

Instructor Training

- ☐ Collect training: 20 hours per year of technical training for ALL instructors
- ☐ Verify/complete instructors' required ASE certifications based on teaching assignments

Onsite Visit

- ☐ Choose team members that will assist with the review during the onsite evaluation day(s)
- ☐ Choose preferred dates for visit (must be at least 2 months from date of application submission)



Submit application to ASE Education Foundation:

Months 6-8

- ☐ ASE Education Foundation reviews application*
- ☐ ASE Education Foundation aligns an ETL for onsite visit

Months 8-10

- ☐ Coordinate onsite visit date for ETL
- ☐ Onsite visit and debriefing *(1-2 days depending on initial or renewal, or more for additional programs)*
- ☐ ETL submits report
- ☐ ASE Education Foundation reviews onsite report*

Month 11-12

- ☐ ASE Education Foundation issues accreditation approval
 - ☐ Accreditation documentation and promotional materials sent to school
- * Edits or missing information may delay the process*