

AGEC Application/Accreditation Quick View

For a more detailed description of the AGEC application and accreditation process, please consult the *AGEC Handbook*, particularly Sections III and IV. AGEC is available for consultation and to answer your questions throughout the process: staff@geroaccred.org

- ✓ Download and complete the AGEC Accreditation Application Form found on this website.
- ✓ Send the completed application form, along with the cover letter attesting to the applicant's understanding of the application process, as email attachments to Donna Schafer, PhD, AGEC Secretary at: donna_schafer@sbcglobal.net
- ✓ AGEC staff will review the application form for compliance with basic requirements (degree-granting program, accredited institution, etc.)
- ✓ AGEC staff will contact the applicant within 30 days to review next steps, advise and consult. If application meets basic requirements, applicant will select preferred review cycle (specified in *AGEC Handbook*, p. 16) in consultation with AGEC staff.
- ✓ AGEC staff will prepare an invoice for the accreditation fee and send it to the applicant.
- ✓ Upon agreement about the review cycle and receipt of the application fee, AGEC staff will send the applicant the "Notice to Proceed."
- ✓ Applicant prepares and submits the Self Study on the due date specified on the "Notice to Proceed," as described in the *AGEC Handbook*, Section VI, pp. 40-45
- ✓ The AGEC Review Team will review the Self Study and, if acceptable, will advise the applicant to prepare for the Site Visit, as described in *AGEC Handbook*, Section VII, pp. 46-47.
- ✓ Following the Site Visit, the AGEC Review Team/Site Visitors will prepare their report for the AGEC Board of Governors
- ✓ AGEC Board of Governors will meet to review reports and make accreditation decisions.
- ✓ Applicant will be notified of the Board's accreditation decision.