

# AABInternational

## STEPS TO ACCREDITATION FOR EDUCATOR MEMBERS

### FORM 212

1. The institution must be an educator member of AABI to be eligible to apply for accreditation.
2. The institution submits Form 202 or 202B, the application fee, and one hard copy of: the application (along with an electronic copy on CD or jump drive), institution's catalog, the aviation course descriptions and unit assessment plan.
3. The president/AABI central office reviews application documents and, if complete, submits copies to Accreditation Committee chair for review. If not complete, president/AABI central office notifies institution of additional required items.
4. The Accreditation Committee determines the institution's status (pre-candidate, candidate status, additional information required or denied).
5. The chair of the Accreditation Committee notifies the president/AABI central office, of the decision regarding candidacy.
6. The president/AABI central office notifies the institution, by letter, advising status. If approved for candidate status, this notification establishes the due date for submission of the Self-Study Report (SSR). The next step is the preparation of the SSR. Forms 201 (Accreditation Criteria Manual) and 204 (Outline for a Self-Study Report) are sent to the institution for guidance. If denied candidate status, advise institution of reasons for denial.
7. The institution completes Self-Study Report no later than one year from date of candidate status.
8. The institution submits one hard copy of the Self-Study Report to AABI office, along with an electronic version\*\*. If the institution has had a catalog change at any time since submission of their application, one copy of the new catalog should also be submitted. The president/AABI central office reviews the SSR and sends a Self-Study Checklist and comments to the Accreditation Committee chair for review and approval. If not complete, the president/AABI central office notifies institution of additional required items. **\*\* Please note: AABI requires hard copies of SSRs to be submitted in three ring binders.**
9. The Accreditation Committee chair advises the president/AABI central office, by letter, if the Self-Study Report is accepted. This letter may include specific items for review by the Visiting Team.

10. The president/AABI central office notifies the institution of three dates for a Team visit. A list of Visiting Team members is sent to the institution, which has the option of striking up to five members for potential conflict of interest.
11. When the institution responds, the president/AABI central office selects the chair of the Visiting Team and, in consultation with chair of the Team, selects the date of the visit and the Visiting Team. President/AABI central office notifies the institution of date of visit and Visiting Team members and sends AABI Forms 206 (Information and Procedures for the Visiting Team), and 207 (Typical Schedule for a Visiting Team).
12. The president/AABI central office sends a copy of the SSR and catalog to the Visiting Team chair. If this is a reaffirmation, the chair is also sent the previous Visiting Team Report and interim report(s) if applicable. The institution sends copies of its catalog, and any other appropriate information to the other Team members. The SSR is provided to Team members electronically.
13. The president/AABI central office sends to the institution AABI Forms 207 (Typical Schedule for a Team Visit) and 208 (Evidence Guide).
14. The president/AABI central office notifies appropriate regional and specialized accreditation association(s)/commission(s) of visit.
15. Approximately 30 days prior to the visit, AABI schedules a teleconference with the Team and institution to verify Team receipt of all materials, review questions regarding the visit and to discuss schedule and travel logistics.
16. The Visiting Team chair corresponds with the appointed institutional representative to work out a detailed schedule for the visit. The Timetable Worksheet is prepared by the central office. The final detailed schedule is completed by the Team chair and copies are sent by Team chair to institution, Team, Accreditation Committee chair and AABI central office.
17. The Visiting Team members conduct visit. (President/AABI central office or other AABI representative may participate as an observer, if deemed necessary by Visiting Team chair or president/AABI central office.) See Form 207 for a typical schedule.
18. After the visit the chair of the Accreditation Committee and president/AABI central office receive Visiting Team first draft report from the Team chair for review. Comments are sent to Team chair, who will incorporate them into a second draft of report.
19. The chair of Visiting Team sends the Visiting Team second draft report to the program administrator of the institution for review and correction of factual errors.
20. The program administrator reviews second draft and sends comments and draft back to the chair of the Team. A final report is completed by the Team chair and sent to chair of the Accreditation Committee and president/AABI central office.

21. The president/AABI central office sends final report to the Chief Executive Officer (CEO) of the institution for response to recommendations and, if desired, to suggestions.
22. The institution submits response to final report to the president/AABI central office within 30 days or as specified.
23. Thirty days prior to its next meeting, the president/AABI central office sends the Final Visiting Team Report, Form(s) 210 (Visiting Team Recommendations), and the institution's response to the report to all members of Accreditation Committee for review and balloting.
24. Thirty days prior to its next meeting, the president/AABI central office sends the Final Visiting Team report, the institution's response to the report to the AABI Board of Trustees.
25. The Accreditation Committee reviews the Final Visiting Team report and the institution's response to the report, and the Committee chair prepares for the Board of Trustees an executive summary. The chair presents an executive summary to the Board during the closed accreditation session.
26. The Board deliberates and acts on the report and makes decision for approval or denial of accreditation/reaffirmation.
27. Possible actions by the Board include:
  - Grant accreditation as an initial action
  - Not to accredit
  - Reaffirm accreditation for existing accredited programs
  - Extend accreditation for accredited programs that may expire
  - Revoke accreditation for existing accredited programs
  - Defer accreditation for additional information/actions by the institutions
  - Suspend accreditation for a specified period of time
  - Reinstate accreditation for programs in suspended status
28. Following Board action, an official Letter of Notification of the decision is sent to the CEO of the institution by the president/AABI central office within 30 days of the action.

## **APPEAL PROCESS**

1. The institution may appeal any adverse action by notifying AABI of its intent to appeal within 30 days of the date the president/AABI central office's letter was postmarked.
2. The institution submits a formal letter of appeal within 60 days of the letter of notification by AABI.
3. The president/AABI central office submits the formal letter of appeal to the chairperson of AABI's Board of Trustees.
4. The chairperson appoints three trustees to an Appeal Panel. No Board or Visiting Team member that participated in the process or denial decision may serve on such a panel.
5. The Appeal Panel meets at the next AABI meeting and within 24 hours of hearing the appeal, reports to the Board. If the AABI meeting is not within a 60 day period, the institution may request a special meeting of the Board.
6. The Board reviews and deliberates on the Appeal Panel's report and recommendations, acts on the report and makes a final decision.
7. An official Letter of Notification of the appeal action is sent to the institution by the president/AABI central office within 30 days of the action.

## **INTERIM REPORT**

1. The institution is informed of the interim report requirement, items to be addressed in the report, and deadline date of submittal.
2. Interim reports must be signed by the institution's Chief Executive Officer (CEO).
3. The institution submits interim report to AABI.
4. The president/AABI central office reviews report and submits to Accreditation Committee chair.
5. The Accreditation Committee reviews report.
6. The Accreditation Committee chair prepares report for the Board with recommendations.

7. Possible actions by the Board include:

Accept report as satisfying all items

Accept report with additional report required

Not accept report requiring resubmittal within a specific tie frame

Not accept report requiring campus re-visit