



INITIAL ACCREDITATION PROCESS (REVISED 2017)

Initial programs must complete the Initial Accreditation process and receive approval by the JRCERT prior to enrolling students into the program.

Portal access to the JRCERT Accreditation Management System (AMS) cannot be made available until the program has contacted a member of the JRCERT professional staff at: 312-704-5300.

To proceed with initial accreditation process, the program must be able to document the following:

- Institutional accreditation [e.g., accreditation by an agency recognized by the United States Department of Education (USDE), Council for Higher Education Accreditation (CHEA) or The Joint Commission (TJC) or equivalent]
- Authorization that the sponsoring institution is legally authorized by the state in which it is located to offer post-secondary level education
- Has a qualified program director and clinical/educational coordinator(s), if applicable
- Appropriate clinical setting(s) that provide a wide range of procedures for competency achievement

To complete initial accreditation process:

- An initial application fee of \$3,675.00 must be submitted prior to providing access to the JRCERT AMS.
- Programs are also responsible for payment of the site visit team's expenses and will be assessed a fixed rate fee for the site visit. The fixed site visit fee is \$900.00 per site visitor and is due prior to scheduling of the site visit. **In addition, the program is responsible for arrangement and payment of hotel accommodations as well as all site visitor transportation during the on-site visit which includes transportation to and from the airport.**
Programs are advised that fees are non-refundable.
- Submit via the AMS all required information for recognition of each clinical setting.
- Submit via the AMS all required information for recognition of program director, clinical/educational coordinator(s) and full-time didactic faculty (if applicable), and each clinical instructor/supervisor/preceptor.
- Submit via the AMS the self-study report within the required timeframe.