



INITIAL ACCREDITATION PROCESS (REVISED 2018)

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.