



INITIAL ACCREDITATION PROCESS (REVISED 2021)

To initiate the initial accreditation process, the program must submit official correspondence requesting access to the JRCERT's Accreditation Management System (AMS) portal, identifying the sponsoring institution, program director, and terminal award offered. The correspondence should be submitted to mail@jrcert.org.

To proceed with the 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.
- 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 the initial accreditation process:

- An initial application fee of \$3,675.00 must be submitted prior to the JRCERT granting access to the JRCERT AMS portal.
- Once the JRCERT has received the initial accreditation application fee for the pending program, the program is provided with access to the AMS portal as well as directions for submission of the initial application/self-study report.
- Submit all required information for recognition of each clinical setting via the AMS portal.
- Submit all required information for recognition of program director, clinical/educational coordinator(s), full-time didactic faculty (if applicable), and clinical preceptors via the AMS portal.
- Submit the initial self-study report via the AMS portal within the required timeframe.

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.



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Programs that are interested in becoming JRCERT accredited should:

Review the Standards, fees, resources, and information available on the JRCERT website under Program Director & Faculty at <http://www.jrcert.org>.

The clinical settings in which the students will use to obtain their clinical experiences will also need to be identified.

Video tutorial resources regarding the JRCERT AMS portal can be located [here](#). Additionally, JRCERT staff is more than willing to assist with any additional questions the program may have.

The office can be contacted at: **312-704-5300**.

The United States Department of Education (USDE) recognizes the JRCERT as the only agency for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.