

## **ALEAP ACCREDITATION TRACKING**



Stage of ALEAP Accreditation	IMPORTANT DATES	<u>NOTES</u>
Self-Assessment Start Date*:	Date the ALEAP Commission Approves Agency Application	This date is now your annual anniversary date.
Deadline for Completion*:	<b>24-Months</b> after Commission approved application	This date is when the self-assessment MUST be completed by.
Mock Assessment Date:	Date MUST be 3-4 months before the end of 24-month cycle	Schedule through CAPA on ALEAP website.
	Assessor #1:	
	Assessor #2:	
On-Site Assessment Date:	Date MUST be at least 1-2 months prior end of 24-month cycle  Director.	Schedule on-site with ALEAP Program
	Assessor #1:	
	Assessor #2:	
ALEAP Commission Meeting:	Date	Speak to CAPA about how to prepare for this meeting.
	Agency Attendee:	
AACOP Meeting Award Date:	Date	The accreditation award will be presented at the AACOP meeting, please discuss with CAPA to prepare for presentation.
	Agency Attendee:	

<sup>\*</sup>Proofs of compliance must fall between these dates. Proofs submitted outside these dates will not qualify as proof of compliance.

## 4-Year Reaccreditation Cycle

Year 1*			Completed
Start Date (Initial Award Date)	End Date (12-Month Cycle)	ALEAP File Review Date	
Year 2*	End Date	ALEAP File Review Date	Completed
Year 3*			☐ Completed
Start Date	End Date	ALEAP File Review Date	
Year 4*Start Date	End Date (3-4 months prior to actual anniversary date)	Mock Assessment Date 3-4 months prior to anniversary date; Only Year 4 files reviewed.	Schedule through CAPA
	Mock Assessor #1:		
	Mock Assessor #2:		
On-Site Assessment Date:	Date MUST be 1-2 months prior to 4-year anniversary date	Schedule on-site with Director.	ALEAP Program
	On-Site Assessor #1:		
	On-Site Assessor #2:		
ALEAP Commission Meeting:	Date	Speak to CAPA about a this meeting.	how to prepare for
	Agency Attendee:		
AACOP Meeting Award Date:	Date	presented at the AACO discuss with CAPA to p	OP meeting, please
	Agency Attendee:	presentation.	
	Agency Attendee:		
	Agency Attendee:		
	Agency Attendee:		

<sup>\*</sup>Proofs of compliance must fall between these dates. Proofs submitted outside these dates will not qualify as proof of compliance.

## 4-Year Reaccreditation Cycle

Year 1	5: +2 + /2 + /2 + +2	5 10 1 (2) 1 (2)	ALEADE'L D D.	_ Completed
	Start Date (Reaccreditation Award D	Date) End Date (12-Month Cycle)	ALEAP File Review Date	
Year 2	Start Date	End Date	ALEAP File Review Date	Completed
				_
Year 3	Start Date	End Date	ALEAP File Review Date	Completed
Year 4				_ Schedule
	Start Date	End Date (3-4 months prior to actual anniversary date)	Mock Assessment Date 3-4 months prior to anniversary date; Only Year 4 files reviewed	through CAPA
		Mock Assessor #1:		
		Mock Assessor #2:		
On-Site Assessment Date:	Date MUST be 1-2 months prior to 4-year anniversary	Schedule on-site wit Director.	th ALEAP Program	
		On-Site Assessor #1:		
		On-Site Assessor #2:		
ALEAP Commission Meeting:		Date	Speak to CAPA abou this meeting.	it how to prepare foi
		Agency Attendee:		
AACOP Meeting Award Date:		Date		COP meeting, please
		Agency Attendee:		

 $<sup>*</sup>Proofs \ of \ compliance \ must \ fall \ between \ these \ dates. \ Proofs \ submitted \ outside \ these \ dates \ will \ not \ qualify \ as \ proof \ of \ compliance.$ 

## ALEAP ACCREDITATION TIMELINE

Agency's application is approved by ALEAP Commission.

The agency now has 24-months to complete the initial selfassessment.

The agency will have their on-site visit by (2) ALEAP Assessors. All files are reviewed, and a final report is written for the ALEAP Commission.

Upon approval of the ALEAP accreditation award, the agency will now begin their 4-year reaccreditation cycle

All written directives and proofs of compliance for YEAR 2 should have been completed. **YEAR 4 END** 

Approximately 3 months before the 4-year cycle is over, the agency will request a mock assessment.

The agency goes before the ALEAP Commission to review the final report, discuss the process, and receive the final determination about accreditation.

October 2021

21-22 months

January 2022

January 2023

January 2025

November 2025

2 months before the end of year 4 4-Year Reaccreditation Begins Again January 2026

January 2020

November 2021

23 Months



January 2022

4-Year Reaccreditation Begins January 2024

3 months before end of year 4

October 2025

January 2026



Approximately 2-3
months before the
self-assessment
period is over, the
agency will request
a mock
assessment.

The agency goes before the ALEAP Commission to review the final report, discuss the process, and receive the final determination about accreditation.

All written directives and proofs of compliance for YEAR 1 should have been completed.

1

All written directives and proofs of compliance for YEAR 3 should have been completed.

3

The agency will have their on-site visit by (2) ALEAP Assessors. All files are reviewed, and a final report is written for the ALEAP Commission. Upon approval of the ALEAP reaccreditation award, the agency will now begin their next **4-year reaccreditation** cycle