

# AABInternational

## STEPS TO ACCREDITATION

### FORM 212

1. The institution must be an educator member of AABI to be eligible for accreditation.
2. The institution submits an application (Form 202), application fee, three copies of: institution catalog, the aviation program curriculum and course descriptions, the classroom coverage of core topics, and a curriculum review form for each program submitted for candidacy.
3. Executive Director reviews application documents and, if complete, submits copies to Accreditation Committee chair for review. If not complete, Executive Director notifies institution of additional required items.
4. Accreditation Committee chair determines the institution's status (candidate status, additional information required or denied).
5. Chair of the Accreditation Committee notifies Executive Director, by letter, of the decision regarding candidate status.
6. Executive Director notifies the institution, by letter, advising status. If approved for candidate status, the next step is the Self-Study Report (SSR). Forms 201 (Accreditation Criteria Manual) and Form 204 (Outline for a Self-Study Report) are sent to the institution for guidance.. If denied, advise institution of reasons for denial.
7. Institution completes Self-Study Report (one year from date of candidate status). The SSR should be completed in one academic year.
8. Institution submits two copies of the Self-Study Report to AABI office, along with an electronic version, and one copy to the chair of the Accreditation Committee. If the institution has had a catalog change at any time since submission of their application, three copies of the new catalog should also be submitted. Executive Director reviews the SSR and sends Self-Study Checklist and comments to the Accreditation Committee chair for review and approval. If not complete, Executive Director notifies institution of additional required items.
9. Accreditation Committee chair advises the Executive Director, by letter, if the Self-Study Report is accepted. This letter may include specific items for review by the visiting team.
10. Executive Director 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.

11. When the institution responds, Executive Director selects the chair of the Visiting Team and, in consultation with chair of the team, selects the date of the visit and visiting team. Executive Director notifies the institution of date of visit and visiting team members and sends Form 206 (Information and Procedures for the Visiting Team), Form 207 (Typical Schedule for a Visiting Team) and Form 220 (Team Visit Checklist for Institutions).
12. Executive Director sends a copy of 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). The institution sends copies of Self-Study Report and catalog, and any other appropriate information to the other team members.
13. Executive Director sends to the visiting team a travel expense report (with explanation of travel procedures) to be completed and returned to AABI Central Office and AABI Forms 206 (Information and Procedures for the Visiting Team), 207 (Typical Schedule for a Visiting Team), 208 (Aviation Program Evaluation) and 220 (Team Visit Checklist for Institutions). Executive Director sends Form 214 (Team Member Assessment of the Performance of the Visiting Team Chairperson) to team members and Form 215 (Chairperson's Assessment of the Performance of the Visiting Team Member) to team chair, to be completed and returned to AABI Central Office. AABI pays the expenses of the visiting team, to include a \$100 honorarium for each team member, \$200 honorarium for the chair, and invoices the institution for the amount.
14. Executive Director sends to the visiting team chair Form 210 (Visiting Team Recommendation to the Accreditation Committee and Board of Trustees).
15. Executive Director notifies appropriate regional and specialized accreditation association(s) of visit by letter.
16. 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 discuss schedule and travel logistics.
17. Visiting team chair corresponds with institution to work out a detailed schedule of visit. The Timetable Worksheet is prepared by the central office. The final detailed schedule is completed by the team chair and copies sent by team chair to institution, team, Accreditation Committee chair and AABI central office.
18. Visiting team members conduct visit. (Executive Director or other AABI representative may participate as an observer, if deemed necessary by visiting team chair or Executive Director.)
19. After the visit, the chair of the Accreditation Committee and Executive Director receive visiting team first draft report from the team chair for review. Those comments are sent to team chair, who will incorporate them into second draft of report.

20. Chair of the visiting team completes Form 215 (Chairperson's Assessment of the Performance of the Visiting Team) and returns to the team member and AABI central office to be filed in the visiting team members' files.
21. Visiting team members complete Form 214 (Team Member's Assessment of the Performance of the Visiting Team Chairperson) and return to the AABI central office to be filed in the chair's file.
22. 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.
23. The program administrator reviews second draft and sends comments and draft back to the chair of the visiting team. A final report is completed by chair and sent to chair of the Accreditation Committee and Executive Director, along with Form 210 (to Executive Director only).
24. Executive Director sends final report to the Chief Executive Officer (CEO) of the institution for response to recommendations and, if desired, to suggestions.
25. Institution submits response to final report to Executive Director with 30 days.
26. Thirty days prior to their next meeting, Executive Director sends final visiting team report and the institution's response to the report to all members of Accreditation Committee with Form 211 (Guidelines for Accreditation Committee Review of the Visiting Team Report and Preparation of the Report to the Board of Trustees) and Form 216 (Accreditation Committee Report for Initial or Reaffirmation of Accreditation) for review and balloting. The completed Form 210 is submitted to the Accreditation Committee..
27. Thirty days prior to their next meeting, Executive Director sends the visiting team report and the institution's response to the report to the Board of Trustees.
28. Accreditation Committee reviews the visiting team report and the institution's response to the report, and the Committee chair completes Forms 216. The chair prepares for the Board of Trustees an Executive Summary as outlined in Form 211. Chair presents Executive Summary to the Board.
29. Board deliberates and acts on the report and makes decision for approval or denial of accreditation/reaffirmation.
30. Possible actions by the Board are:
  - 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.

31. Following Board action, an official Letter of Notification of the action is sent to the institution by the Executive Director within 30 days of the action.

## **APPEAL PROCESS**

1. If not accredited, the Executive Director sends a letter, also within 30 days of the action, notifying institution of action and basis of action.
2. Institution may appeal action by notifying AABI within 30 days of the date the Executive Director's letter was postmarked.
3. Executive Director submits letter of appeal to AABI President.
4. President appoints three Trustees to Appeal Panel. Whenever possible, no Board or visiting team member that participated in the process or denial decision may serve on such panel.
5. Appeal Panel meets at next AABI meeting and within 24 hours of hearing the appeal, reports to the Board.
6. Board reviews report deliberates, acts on the report and makes decision.
7. If accredited, an official Letter of Notification of the action is sent to the institution by the Executive Director within 30 days of the action.

## **INTERIM REPORT**

1. Institution is given period for interim report, the items required in the report and deadline date of submittal.
2. Interim reports must be signed by the institution's Chief Executive Officer (CEO).
3. Institution submits interim report(s) to AABI.
4. Executive Director reviews report(s) and submits to Accreditation Committee chair.
5. Accreditation Committee reviews report.
6. Accreditation Committee chair prepares report for the Board with recommendations.