



Association for **Advancing**  
**Quality** in Educator Preparation

## Timeline: AAQEP Quality Assurance Review Process

WHAT	WHO	WHEN	
Apply for/maintain AAQEP “regular” membership	Provider	Join anytime, maintain annually	
Complete intake form with program characteristics, preferred site visit semester/year	Provider	Upon joining	
Assign provider to cohort and AAQEP liaison	AAQEP	Upon receipt of scheduling form & dues	
Optional: Participate in professional learning (cohort calls, webinars, live events, consulting, etc.)	Provider	Ongoing	
<b>OPTIONAL</b>	Send Accreditation Proposal to AAQEP	Provider	2-3 years before site visit
	Share proposal with 2 trained reviewers	AAQEP	Within 1 month of next match date
	Hold context meeting with reviewers	Provider	Within 2 weeks of receiving reviewer info
	Send provider completed Proposal Review Form; hold optional feedback exchange	Reviewers	Within 2 months of receiving proposal (~3 months following submission)
	Review proposal for completeness	AAQEP	4-6 weeks after peer review is complete
	Revise proposal (if desired); file final version with AAQEP	Provider	By next proposal match date
Secure final visit dates by paying at least 50% of site visit fee	Provider	1 year before site visit	
Optional: Send draft Quality Assurance Report (QAR) to AAQEP for staff completeness check	Provider	At least 9 months before site visit	
Send final QAR to AAQEP; select local practitioner for review team	Provider	At least 6 months before site visit	
Confirm composition of Quality Review Team (QRT); hold logistics call	AAQEP & Provider	4-6 months before visit	
Share review materials with confirmed QRT	AAQEP	4-6 months before visit	
Solicit third-party comment on program(s) being reviewed	AAQEP & Provider	At least 4 months before visit	
Hold virtual off-site review team meeting to review documents, develop clarification questions; send Off-Site Review Report to provider	QRT	2-3 months before visit	
Hold virtual off-site review provider meeting to meet each other, review clarification questions, discuss visit schedule	QRT, Provider, & AAQEP Liaison	1-2 months before visit	
Respond to third-party comments (if warranted)	Provider	2 weeks before visit	
Respond to team’s clarification questions	Provider	Before or at beginning of visit	
Conduct site visit	QRT		
Send QRT Report to provider	Team Lead	4 weeks after visit	
Respond to QRT Report noting any factual corrections	Provider	Within 2 weeks of receiving report	
Review case and make accreditation decision	Accreditation Commission	2-4 months after visit	
Send official decision package to provider	AAQEP	Within 30 days of decision	