

Timeline – AAQEP Quality Assurance Process

WHAT	WHO	WHEN	
Apply for/maintain AAQEP membership	Provider	Join anytime, maintain annually	
Complete scheduling form with preferences for reviewer characteristics, site visit dates	Provider	Upon joining	
Assign provider to cohort, identify AAQEP Liaison	AAQEP	Upon receipt of scheduling form	
Participate in professional learning (cohort calls, webinars, live events, consulting, etc.)	Provider	Ongoing / optional	
OPTIONAL	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
	Send provider completed Proposal Review Form, hold feedback exchange	Reviewers	Within 2 months of receiving proposal
	Revise proposal (if desired), file final version with AAQEP	Provider	Within 2 months of receiving feedback
	Review proposal for completeness	AAQEP	4-6 weeks after receipt of final proposal
Secure final visit dates by paying at least 50% of site visit fee	Provider	1 year before site visit	
Send Quality Assurance Report (self-study) to AAQEP	Provider	At least 6 months before site visit	
Select/confirm composition of Quality Review Team (QRT), hold logistics call	AAQEP & Provider	4-6 months before visit	
Share case material 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	2 months before visit	
Confirm final schedule for site visit	Provider & Team Lead	2 weeks 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	
Resolve comments and send AAQEP final QRT Report	Team Lead	Within 2 weeks of receiving comments from provider	
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	