



The Accreditation Process

Accreditation for Post-Secondary education promotes excellence and elevates the quality of all programmes through compliance with established standards. Below are steps in the accreditation process.

LET'S GET STARTED

ARE YOU

(Pick one)

Initial Accreditation Application

OR

Continuing Application
(Sent 1 year from proposed site visit date)

Step 1

APPLY



Submit written application as well Graduation history to GNAB's Executive Director.

Step 2

Submit a self-study report

The institution will need to complete a self-study report, submit complete education database documents. Provide any information requested by GNAB. The institution will document compliance with applicable *Criteria, Standards and Scope of Evidence*. This will be a self-evaluation of the institution and its programmes, identifying strengths and weaknesses and specific plans for addressing identified issues.

Self-Study Report Incomplete

Institutions have **six** months to complete the initial self-study report. Should an extension be needed, the institution would need to contact GNAB prior to the due date to request an extension. A fee may be required

Self-Study Report Complete

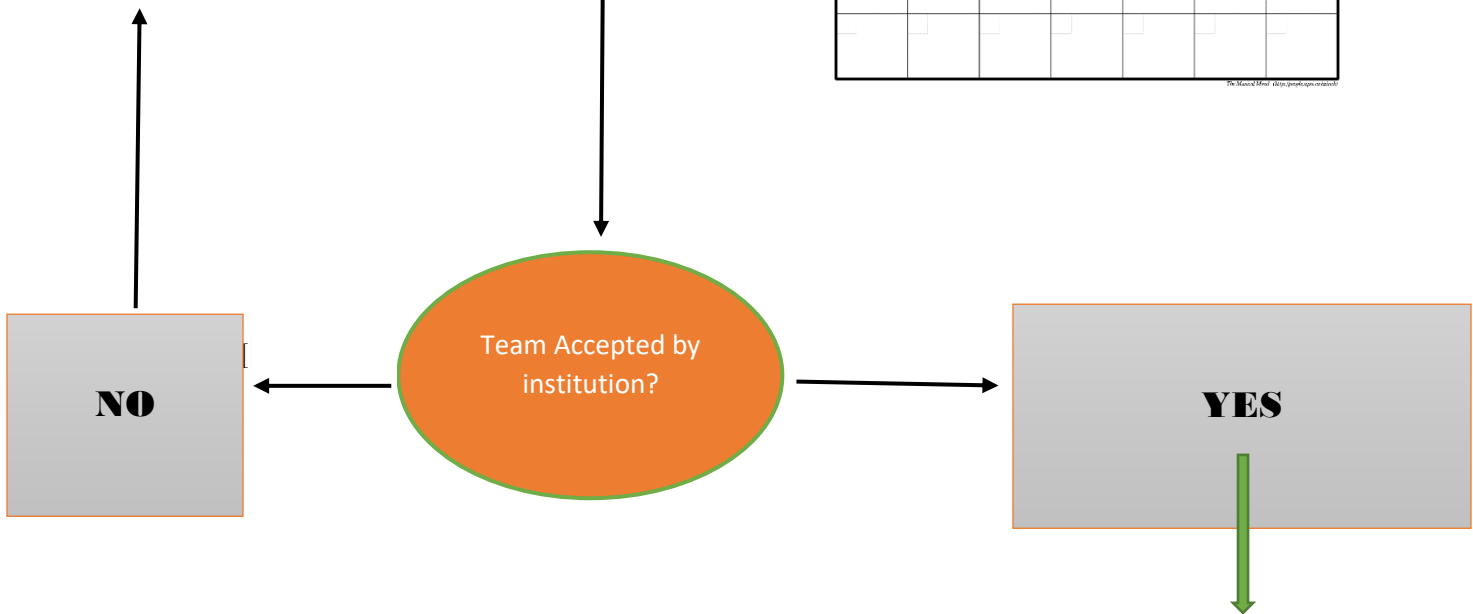
Once the initial self-study report has been submitted, a copy of the report and an electronic signature request will be sent to the Dean and Executive Director. GNAB will not review the document until both electronic signatures have been received

STEP 3 ACCREDITATION REVIEW AND SITE VISIT SCHEDULE

The site visit will be scheduled by the Accreditation Site Visit Chair after the self-study has been reviewed. A site visit team will be appointed to validate the self-study report and evaluate the institution.

Month/Year:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday



STEP 4 SITE VISIT WITHIN 6 MONTHS

The site visit lasts for **3 – 5 working days**. Additional days may be included depending on the number of campuses/locations. The site visit team will tour the institution, programme classrooms, learning resources, viewing room, etc. The team will also interview administration, faculty, staff and students.



6 Months

Step 5 Report of site visit team findings

The site visit team will schedule an exit summation with the institution and administration prior to leaving the campus. This unofficial report will contain institution strengths, highlight areas for programmatic improvement, and identify objectives in areas of noncompliance



OVERDUE

Report of Site Visit Team Findings Received within **1** month of Visit

Step 6 Site Visit Report (SVR) to institution within **3 months**

The official report is based on the self-study report, the report of site visit team findings, and professional staff review of relevant materials. The official report will be sent via email to GNAB'S Executive Director, and the Chief Academic Official of the institution's accreditation committee for review and response.

STEP 7

Response to SVR within 14 working days

The Chief Academic Official is required to respond to the report to correct any errors of fact, address any disagreement with the analysis, conclusions or tone of the report. If there are any citations to respond to, then the institution is required to provide detailed narratives and documentation indicating full compliance with the objective. Once the institution responds to the report, an email will be sent to the Chief Academic Official for electronic signature.

SVR Response Overdue

If a response is overdue and has not been received in the office, a reminder letter will be sent to the Chief Academic Official and copied to the Executive Director and the Dean.

The institution's response to the draft report and the final draft report are circulated to all members of GNAB and the institution for their information.

STEP 8

GNAB DELIBERATION

GNAB will appoint a deliberation committee comprising of 3 -5 persons, following the receipt of the final draft report. The committee's decision is final, however, institutions may appeal the decision in accordance with the *Appeals Policy*.

STEP 9

INSTITUTION NOTIFICATION

The institution will be notified via written correspondence, as well as email of the Board's decision.