



ACCREDITATION TIME TABLE (FOLLOWS THE PROCESS FLOW CHART)

	TIMELINE	RESPONSIBLE	ACTION
Preparation	Week 1	TEPHINET	Issues Official Call For Applications
	Week 6	FETP	Completes Readiness Assessment / Submits Letter of Intent (LOI)
	Weeks 6–7	TEPHINET	1. Designates TEPHINET Accreditation Facilitator 2. Sends LOI acknowledgement letter to FETP
	Weeks 8–9	TEPHINET	1. Submits the FETP Accreditation Application and supporting documentation for review
Accreditation Application	Week 12	FETP	Selects Accreditation Review Team (ART) for the Program Informs the FETP of the designations
	Weeks 12–13	TEPHINET	TEPHINET sends the FETP Accreditation Application and supporting documents to the ART for their assessment
	Week 15	ART	1. Drafts initial report assessment and 2. Submits it to FETP together with questions
	Week 17	FETP	1. Addresses ART draft assessment and 2. Responds to questions and additional information requested
	Week 19	ART	Submits final assessment and recommendations to TEPHINET
	Week 19	TEPHINET	Accreditation facilitator sends adjusting memo to FETP accepting or refusing application
Site Visit	Week 20	TEPHINET	FETP sends draft site visit agenda—TEPHINET coordinates visit with the Program and the ART
	Weeks 24–32	FETP ART	Site Visit plans are completed and visit takes place
	Week 28–36	ART	Sends Draft Site Visit Report to program for FETP review
	Week 29-37	FETP	Completes the Response to Site Visit form in the online accreditation submission system
	Week 31-39	ART	Submits final Site Visit report (Summary of Compliance and Recommendations Form) online
Accreditation Decision	Weeks 32-40	TEPHINET	1. Convenes the Global Accrediting Body (GAB) 2. GAB reviews the Programs accreditation package (application, ART assessment, ART Site Visit Report and recommendations,
	Weeks 42–46	GAB	GAB panel examines application packages, makes accreditation decisions, and signs accreditation certificates
	3–4 weekdays	TEPHINET	Notifies FETP of GAB accreditation decision
	Weeks 48–51	FETP	If in disagreement : Submits appeal for GAB accreditation decision
	Week 52	GAB	GAB panel reviews FETP appeal and makes decision
	3–4 weekdays	TEPHINET	Notifies FETP of GAB final decision on appeal