



Accreditation Commission for Audiology Education (ACAIE)

Application for Initial Program Status

ACAIE Overview of the Process; Fee Structure and the Two Steps for Initial Programs:

A. Overview of the Process/ Fee Structure:

1. Registration with CAP – Please click the Computerized Accreditation Program (CAP) link and answer questions for Initial Program Status.
2. Submission of the Letter of Intent – See B.1. below
3. Letter of Intent must be accompanied by a non-refundable deposit of \$1,000 plus a \$3,000 fee for the required workshop to discuss the overall components related ACAIE accreditation including the Computerized Accreditation Program (CAP).
Non-Refundable Deposit + Training Program..... \$4,000
4. Application Fee(due with completed application)..... \$2,500
5. Annual Fee for Initial Programs..... \$2,500

B. Two Steps for Initial Programs:

1. Step One: Initial Program Status:

For new programs, the process begins with a Letter of Intent signed by the Chief Operating Officer, Senior Academic Officer responsible for the program, and Program Director, if hired, plus a non-refundable deposit of \$4,000 made payable to ACAIE and forwarded to the ACAIE Office. The Letter of Intent should be brief but must include the following:

- A declaration of intent of the institution to develop and seek accreditation for the Au.D. program.
- A statement that the institution agrees **not** to admit students into the Au.D. program until the Initial Program Status has been obtained from the ACAIE
- An indication that –
 - a) The program will lead to the awarding of the Doctor of Audiology (Au.D.) degree.
 - b) The month and year the first class is projected to enter the program (after the Initial Program Status is awarded)
 - c) The month and year the first class is projected to graduate.
(Please note that the process for completing Initial Program Status and Initial Self-Study may take two years or longer. Programs are advised to develop a timeline to allow completion of the accreditation process before the first class graduation.
- A request for an application for Initial Program Status.

This stage is followed by a required visit to the program by ACAIE staff to explain the entire ACAIE process before the accreditation program is implemented (see Training below). The Initial Application can then be completed and submitted for review by the ACAIE Board of Directors. Upon review of the Application, ACAIE either grants or denies Initial Program Status. Although the designation “Initial Program Status” is not a guarantee of accreditation, it does indicate that the resource allocation and plan for development of the proposed program appear to demonstrate the ability to meet the ACAIE Standards if fully implemented. Initial Program Status must be granted before students may be admitted or notified of admission to the program and is a prerequisite for Step 2.

Training:

After an ACAE Letter of Intent and non-refundable Deposit are received at the ACAE Office and a timeline has been outlined for an academic program, the ACAE requires that the Program Director and respective faculty of each applicant program receive 1-2 days training on how to use the Computerized Accreditation Program (CAP) system. An ACAE staff member and/or representative of the Board of Directors will provide a comprehensive over-view of CAP's concept and each of its components. The ACAE team will answer questions about the process, anticipate and review problems that might arise, and enable the program staff to become facile and knowledgeable about managing the CAP system. The training will take place at a mutually convenient time for the program faculty and ACAE team prior to beginning the accreditation process.

2. Step Two: Initial Self-Study and Initial On-Site Evaluation:

a) Initial Self-Study: If Initial Program Status is granted, the program may admit its first class of students and proceed to the second stage of the process, the Initial Self-Study. In this step, the program assesses its compliance with the ACAE Standards and submits a self-study document.

b) Initial Interactive (Virtual) On-Site Visits/ Initial Accreditation:

The last phase of Step 2 is the Initial Interactive (Virtual) Site Visit followed by an on-site evaluation conducted by an ACAE Site Visitor Team. The team prepares a Preliminary Site Visit Report, upon which ACAE bases its decision to either grant or withhold Initial Accreditation.

Because graduation from an accredited educational program is a requirement of licensure in most states, every effort is made to assure that the two-step accreditation process is complete prior to the graduation of the first class of students. This timeline is discussed and formulated with the ACAE office staff and the program.