ACPE ACCREDITATION COMMISSION

**REGIONAL ACCREDITATION COMMITTEE CHAIR CHECKLIST**

**For Ten Year and New Accredited Member Center Reviews**

**Center**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Institution**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Fax**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **E-mail** \_\_\_\_\_\_\_\_\_\_\_\_\_

Check and date each item as it is completed

\_\_\_\_\_ Receive copy “Accreditation Review Request and Face Sheet”([Appendix 3](https://acpeincatl-my.sharepoint.com/personal/marc_acpe_edu/Documents/2016%20Appendices%20for%20Website/Accreditation%20Links/APPENDIX%203.pdf))

\_\_\_\_\_ Advised of name of National Site Team Chair by Chair, Accreditation Commission.

\_\_\_\_\_ Set site visit date in collaboration with National Site Team Chair.

\_\_\_\_\_ Set site visit date.

\_\_\_\_\_ Began discussion with National Site Team Chair.

\_\_\_\_\_ Completed team formation.

\_\_\_\_\_ Received accreditation review materials from center.

\_\_\_\_\_ Received Site Visit Team Report Part I from National Site Team Chair.

\_\_\_\_\_ Received response by Center to site visit team report.

\_\_\_\_\_ Received Site Visit Team Report—Part II and site team recommendation(s).