**Regional Accreditation Committee Report**

**Annual Center Reports Review for \_\_\_\_\_ Year**

**Recommendations and Documentation of Commission Actions**

This form is required to document the Regional Committee recommendations to the Commission regarding Annual Centers Reports after completing Appendix P- 25 for each Center. This form is intended for documentation and in preparation for the Spring Commission meeting.

**Section 1—Regional Accreditation Committee Report to Accreditation Commission**

This section is a compilation of information on all Annual Center Reports in each region. This will document the review of reports by the Regional Committee and become part of regional accreditation records/files.

In preparation for the Commission Spring Meeting:

1. List all centers’ reports with recommendation to “Receive Report and Affirm Center” to be added to the Commission’s **Consent Agenda** for block vote at the Commission Spring Meeting.

|  |  |
| --- | --- |
| **Center ID#** | **Center Name** (Recommendation to “Receive Report and Affirm Center”) |
|  |  |

1. List all centers’ reports with recommendation to assign notation(s) for the Commission’s **Non-Consent Agenda**, citing the non-compliance Standard.

|  |  |  |
| --- | --- | --- |
| **Center ID#** | **Center Name** | **Recommendation for Notation**  |
|  |  |  |

1. List centers with complaints filed during the previous year (for regional records):

|  |  |  |
| --- | --- | --- |
| **Center ID#** | **Center Name** | **Complaint Filed** |
|  |  |  |

**Section 2—Accreditation Commission Action** (during the Spring Meeting)**:**

*The Accreditation Committee documents and keeps record of the Commission Action for each center.*

* Centers in the Consent Agenda: block vote to “Receive Report and Affirm Center”
* Centers in the Non-Consent Agenda: Keep Regional records of the Commission Actions:

|  |  |  |  |
| --- | --- | --- | --- |
| **Commission Meeting Date:** |  | **Location:** |  |

|  |  |  |
| --- | --- | --- |
| **Center ID#** | **Center Name** (List of Non-Consent Agenda Actions) | **Commission Action** |
|  |  |  |

**Section 3—Communication with Centers** (after the Spring Meeting)**:**

* Centers with notations assigned receive communication from the Commission only.
* All other centers receive communication from the Regional Chair documenting the Commission action to “Receive Report and Affirm Center.” **Regional Accreditation Committee s**ends letter (electronic) to Center Supervisor(s) and Principle Administrator, with copy (electronic) to Regional Director informing Commission Action within 30 days of the Spring Commission Meeting. Accreditation Committee Chair retains a copy for regional center files/records. Use Section 1, # 1 Table to check that all centers received a letter.
* Center and Regional Accreditation Committee keep these communications for documentation in their records.