Assistance Dogs International Accreditation Summary Process Chart

Program contacts ADI Accreditation Coordinator to request accreditation information and survey documents at laura@assistancedogsinternational.org. The program reviews all accreditation documents.

Program reviews the ADI Accreditation Manual and Compliance Guidance Notes to determine if it can be ready for the accreditation process within one year. If so, the program requests a phone meeting with ADI Accreditation Coordinator.

Program representative and Accreditation Coordinator conduct a phone meeting. If it is mutually determined that the program appears ready for accreditation, the program must pay the non-refundable application fee.

Program completes pre-packet and prepares staff, clients, and volunteers for survey through a self-conducted mock survey.

Program submits digital pre-packet to the ADI Accreditation Coordinator.

Pre-packet is reviewed by the Accreditation Coordinator. If further documentation is needed, the Accreditation Coordinator will assist the program to complete. Once the pre-packet is approved, the Accreditation Review Committee (ARC) assigns assessor(s) to the program’s accreditation process.

The pre-packet is shared with the assessor. The assessor reviews the pre-packet and may request additional information from the program. Assessor and program agree on dates for the on-site survey visit. The assessor sends the program a final survey schedule/agenda at least 2 weeks prior to the on-site survey visit.

On-site survey visit occurs. If needed, the assessor determines if additional time will be granted to the program to provide additional compliance documentation.

The assessor writes his/her recommendation report. The ARC reviews the assessor’s report at their next scheduled meeting.

If the survey is approved, the program is informed by an emailed letter from the ADI Board Chairman.

The Accreditation Coordinator sends an accreditation certificate to the program.

The program's digital pre-packet file is closed by the Accreditation Coordinator.

If the survey is not approved, ARC may discuss the review with the ADI Standards Committee in a closed session, or proceed to the program for notification.

The program can appeal against the decision within 30 days in writing to the ADI Board of Directors. The ADI Board meets to hear the appeal. Their decision is final.

Upon final decision, the ADI Board informs the program of the decision to approve or deny the accreditation.

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