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.

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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.

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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.

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

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

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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.

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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.

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

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

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

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The Accreditation Coordinator sends an accreditation certificate to the program.

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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.

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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.

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

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