ACCREDITATION ROAD MAP

PHASE 1: SELF-ASSESSMENT

- Agency develops implementation plan
- Agency purchases manual(s) and software
- Agency seeks training on the process for staff
- Agency assigns chapters/ practices to staff
- Agency staff reviews all applicable policies, procedures and processes
- Agency staff submits practices to Director and/or Accreditation Manager for approval

PHASE 2: APPLICATION

- Agency requests application package from APWA
- Agency submits application and pays fees to APWA
- APWA reviews application and agreement for approval
- APWA sends application acceptance letter to agency

PHASE 3: IMPROVEMENT

- Agency makes improvements identified during self-assessment phase
- Agency determines whether it complies with APWA's recommended practices
- Agency conducts peer-review
- Agency submits Overview Report to APWA
- APWA confirms agency's evaluation date
- APWA identifies evaluation team
- APWA prepares evaluation schedule

PHASE 4: EVALUATION

- Evaluators conduct evaluation review
- APWA prepares evaluation results and presents to agency
- Evaluators make recommendation for Accreditation to Accreditation Council
- Accreditation Council reviews recommendation and determines award

PHASE 5: ACCREDITATION

- APWA notifies agency of results
- Presentation is made to elected body of accredited agency
- Agency is invoiced for any expenses related to evaluation

POST ACCREDITATION

- Agency submits mid-term report on year two of Accreditation

RE-ACCREDITATION

- Agency is required to apply for re-accreditation every four years
- Agency establishes culture of continuous improvement

ACCREDITED AGENCY
APWA