

COUNCIL ON AVIATION ACCREDITATION

STEPS TO ACCREDITATION

FORM 112

1. The institution must be an educator member of CAA to be eligible for accreditation.
2. The institution submits an application (Form 102), application fee, three copies of institution catalog, three copies of the aviation program curriculum, and course descriptions, three copies of the classroom hour coverage of core topics, and three copies of a curriculum review form for each program submitted for candidacy.
3. Executive Director reviews application documents and, if complete submits copies to Accreditation Committee Chair for review. If not complete, Executive Director notifies institution of additional required items.
4. Accreditation Committee Chair determines the institution's status (full Self-study or denied).
5. Chair of the Accreditation Committee notifies Executive Director, by letter, of the decision regarding candidate status.
6. Executive Director notifies the institution, by letter, advising status. If approved for full Self-study, enclose Form 101 (Accreditation Standards Manual) and Form 104 (Outline for a Self-Study Report). If denied, advise institution of reasons for denial.
7. Institution completes full or preliminary Self-study (6 - 9 month process). Self-study should be completed in one academic year.
8. Institution submits three copies of Self-study to CAA office. If the institution has had a catalog change at any time since submission of their application, three copies of the new catalog should also be submitted. Executive Director reviews Self-study and if complete mails a copy of the Self-study (and new catalog, if applicable) to the Accreditation Committee Chair for review. If not complete, Executive Director notifies institution of additional required items.
9. Accreditation Committee Chair advises the Executive Director, by letter, if the Self-Study Report is accepted. This letter may include items for review by Visiting Team.
10. Executive Director notifies the institution and requests three dates for a team visit. A list of visiting team members is sent to the institution, which has the option of striking any member.

11. When the institution responds, Executive Director selects Chair of Visiting Team. Executive Director, in consultation with Chair of the Visiting Team, selects the date of the visit and visiting team size. Team members are selected. Executive Director notifies the institution of date of visit and visiting team members and sends Form 106 (Information and Procedures for the Visiting Team), Form 107 (Typical Schedule for a Visiting Team), Form 109 (Guide to Preparation of the Visiting Team Report), and Form 120 (Team Visit Checklist for Institutions).
12. Executive Director sends a copy of Self-study and catalog to the Visiting Team Chair. If this is a reaccreditation, the Chair is also sent the previous visiting team report and interim report(s). The institution sends a copy of Self-study and catalog to the other team members.
13. Executive Director sends to the visiting team a travel expense report (with explanation of travel procedures) to be completed and returned to CAA Central Office and CAA Forms 106 (Information and Procedures for the Visiting Team), 107 (Typical Schedule for a Visiting Team), 108 (Aviation Program Evaluation), 109 (Guide to Preparation of the Visiting Team Report), and 120 (Team Visit Checklist for Institutions). Executive Director sends Form 114 (Team Member Assessment of the Performance of the Visiting Team Chairperson) to team members and Form 115 (Chairperson's Assessment of the Performance of the Visiting Team Member) to Team Chair, to be completed and returned to CAA Central Office. CAA pays the expenses of the visiting team, to include a \$50 honorarium for each team member, and invoices the institution for the amount.
14. Executive Director sends to the Visiting Team Chair Form 110 (Visiting Team Recommendation to the Accreditation Committee and Board of Trustees).
15. Executive Director notifies appropriate regional and specialized accreditation association(s) of visit by letter.
16. Visiting Team Chair corresponds with institution to work out a detailed schedule of visit. CAA form entitled •CAA Accreditation Visit Timetable Worksheet•, leading up to accreditation action, prepared by the Executive Director with final schedule completed by Team Chair and copies sent by Team Chair to institution, team, Accreditation Committee Chair and CAA Central Office.
17. Visiting team members conduct visit. (Executive Director may participate as an observer, if deemed necessary by Visiting Team Chair or Executive Director.)
18. After visit, Chair of the Accreditation Committee and Executive Director receive visiting team first draft report from the Team Chair for review. Their comments sent to Team Chair, who will incorporate comments into second draft of report.

19. Chair of the Visiting Team completes Form 115 (Chairperson's Assessment of the Performance of the Visiting Team) and returns to the CAA Central Office to be filed in the Visiting Team members' files.
20. Visiting Team members complete Form 114 (Team Member's Assessment of the Performance of the Visiting Team Chairperson) and return to the CAA Central Office to be filed in the Chair's file.
21. Chair of Visiting Team sends the visiting team second draft report to the President of the institution for review and correction of factual errors.
22. President reviews second draft and sends comments and draft back to the Chair of the Visiting Team. A final report is completed by Chair and sent to Chair of the Accreditation Committee and Executive Director, along with Form 110 (to Executive Director only).
23. Executive Director sends final report to institution for response to recommendations and, if desired, to suggestions.
24. Institution submits response to final report to Executive Director.
25. Forty days prior to their next meeting, Executive Director sends final visiting team report and the institution's response to the report to all members of Accreditation Committee with Form 111 (Guidelines for Accreditation Committee Review of the Visiting Team Report and Preparation of the Report to the Board of Trustees) and Form 116 (Accreditation Committee Ballot for Initial or Renewal Accreditation) for review and balloting. The completed Form 110 is submitted to the Accreditation Committee Chair.
26. Thirty days prior to their next meeting, Executive Director sends the visiting team report, the institution's response to the report, and Forms 110 to the Board of Trustees.
27. Accreditation Committee reviews the visiting team report and the institution's response to the report, and each member completes Form 116. Upon receipt of the Forms 116, the Chair prepares for the Board of Trustees an Executive Summary as outlined in Form 111. Chair presents Executive Summary to the Board.
28. Board acts on the report and makes decision.
29. If accredited, an official Letter of Notification of the action is sent to the institution by the Executive Director within 30 days of the action.

APPEAL PROCESS

1. If not accredited, the Executive Director sends a letter, also within 30 days of the action, notifying institution of action and basis of action.
2. Institution may appeal action by notifying CAA within 30 days of receipt of Executive Director's letter.
3. Executive Director submits letter of appeal to CAA President.
4. President appoints three Trustees to Appeal Committee.
5. Appeal Committee meets at next CAA meeting and makes recommendation to Board.
6. Board reviews recommendation and makes decision.
7. Board acts on the report and makes decision.
8. If accredited, an official Letter of Notification of the action is sent to the institution by the Executive Director within 30 days of the action.

INTERIM REPORT

1. Institution is given period for interim report(s), the items required in the report and deadline date of submittal.
2. Institution submits interim report(s) to CAA.
3. Executive Director reviews report(s) and submits to Accreditation Committee Chair.
4. Accreditation Committee reviews report.
5. Accreditation Committee Chair prepares report for the Board with recommendations.