

SPRING 2011 TIMELINE FOR CONTINUING NCATE VISIT

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<i>Timelines</i>	<i>Actions</i>
<i>January 2009 (2 years prior to visit)</i>	NCATE sends the head of the institution's professional education unit and the unit's NCATE coordinator an e-mail message describing how to access web-based materials to prepare for the visit. The institution returns to NCATE the updated form, "Intent to Continue NCATE Accreditation."
<i>January 2010 (1 year prior to visit)</i>	The institution submits to NCATE the date preference email with the preferred dates for the on-site visit.
<i>By February 1, 2010</i>	The institution submits electronic program reports to NCATE. (Submission of program reports is optional in certain partnership states.)
<i>By July 1, 2010</i>	NCATE notifies the institution of the availability of the national recognition reports for programs.
<i>August-September 2010</i>	NCATE sends to the institution the name and address of the assigned BOE chair who will conduct the on-site review.
<i>September 15, 2010</i>	The institution submits to NCATE revised program reports responding to concerns raised in the national recognition reports. (Note: submission is optional.)
<i>October 2010-January 2011</i>	NCATE sends to the institution the names and addresses of the assigned BOE team members who will conduct the on-site review.
<i>November 2010-January 2011 (2-3 months prior to visit)</i>	NCATE sends a copy of the third-party testimony to the institution for comment and to the BOE team chair.
<i>30 to 60 days prior to the visit</i>	The team chair, state chair, and state consultant visit the campus for the pre-visit.
<i>February 1, 2011</i>	NCATE notifies the institution of the availability of the national recognition reports for programs
<i>Date of Visit (Spring 2011)</i>	NCATE BOE team and state team (in most partner states) visit the campus.
<i>Within 52 days after the visit</i>	The institution receives the final BOE report electronically from NCATE.
<i>Within 30 days after receipt of BOE report</i>	The institution submits the institutional rejoinder electronically to NCATE.
<i>Within 7-10 days after receipt of the rejoinder</i>	If the unit rejoined any of the findings in the BOE report, the BOE team chair has the opportunity to submit a response to the rejoinder.

<i>October 2011</i>	The Unit Accreditation Board renders an accreditation decision.
<i>Within two weeks after the UAB meeting</i>	NCATE mails an action letter (and, for provisional accreditation, accreditation with conditions, probation, revocation, or denial, a report of the accreditation decision) to the chief executive officer of the institution, the unit head, and the state agency if the institution is located in a partnership state.
<i>One month later</i>	Unless a decision is being appealed, NCATE mails information on the accreditation decision to the U.S. Department of Education and releases information to the public via the NCATE website. Information is also sent to the applicable NEA and AFT state affiliate organizations, the chief state school officer, and the state affiliate of the National School Boards Association. Information is also sent to institutional and specialized accreditors, and the Council for Higher Education Accreditation.