



CFEA Accreditation Process and Timeline Description

Accreditation Process & Timeframes

1. The Accreditation process is initiated by the Organization when it submits the Application for Accreditation form along with the non-refundable Application Fee.
2. Within 15 days of receiving the Application for Accreditation form and Application Fee, CFEA will provide the Organization with a Self Assessment Packet and an Accreditation Agreement. The Accreditation Fee is disclosed in the Accreditation Agreement and is determined based on the Organization's revenue derived from financial counseling and education programs.
3. The Accreditation Agreement must be signed by the Organization and returned to CFEA within 30 days along with 50% of the Accreditation Fee.
4. The Organization has a maximum of 180 days from the date of receipt of the Self Assessment Packet to submit the preliminary Self Assessment Document along with the remaining 50% of the Accreditation Fee.
5. Within 60 days of receipt of the preliminary Self Assessment Document, CFEA must provide the Organization with either (1) a Self Assessment Document Critique identifying issues with the Preliminary Self Assessment Document materials or (2) a Self Assessment Document Acceptance Letter and a Site Visit Agreement.
6. If a Self Assessment Document Critique is issued, the Organization must submit an updated Self Assessment Document within 60 days of receipt of the Self Assessment Document Critique.
7. Within 30 days of receipt of the updated Self Assessment Document, CFEA must provide either (1) another Self Assessment Document Critique or (2) a Self Assessment Document Acceptance Letter and a Site Visit Agreement. If a Self Assessment Document Critique is issued, the process continues until a Self Assessment Document Acceptance Letter is granted.
8. Once the Organization has received a Self Assessment Document Acceptance Letter, it must return a signed Site Visit Agreement along with the Site Visit Fee.

Accreditation Process & Timeframes [continued]

9. CFEA will schedule a Site Visit to occur within 90 days of issuing the Self Assessment Document Acceptance Letter. The Site Visit Fee must be received in full prior to the Site Visit.
10. Within 30 days of the Site Visit, CFEA will provide the Organization with a Preliminary Accreditation Report. The Organization will then have 15 days to submit any comments it may have about the Site Visit Report.
11. Within 30 days after issuing the Site Visit Report, the Completed Application for Accreditation, including the Application, the Self Assessment Document and the Accreditation Report (with Organization Comments, if any) must be submitted to the Accreditation Review Committee for Action.
12. Within 60 days of receiving the Completed Application for Accreditation, the Accreditation Review Committee must take one of the following actions:
 - a. Approve the Application
 - b. Remand the Application for further action specified by the Committee
 - c. Deny the Application for a specific cause determined by the Committee
13. The Organization will be informed of the Committee's decision within 15 days. If further action is required, the Organization will have 90 days in which to complete the required action(s).
14. The Organization will be provided with a formal Certificate of Accreditation within 15 days of the Application's Approval by the Committee.
15. Accreditation is valid for 4 years (48 months) from the Date of Accreditation.
16. An Annual Report must be submitted along with the Annual Report Fee within 30 days of each Anniversary Accreditation Date unless an Application for Re-Accreditation is pending.

Re-Accreditation Process & Timeframes

1. The Re-Accreditation process is initiated by the Organization when it submits the Application for Re-Accreditation form along with the non-refundable Application Fee. In order to avoid a lapse in Accreditation, the Application for Re-Accreditation form must be submitted at least 12 months prior to the expiration of the current Accreditation. Applications for Re-Accreditation will not be accepted more than 15 months prior to the expiration of the current Accreditation.
2. Within 15 days of receipt of the Application for Accreditation form and Application Fee, CFEA will provide the Organization with a Self Assessment Packet and an Accreditation Agreement. The Accreditation Fee is disclosed in the Accreditation Agreement and is determined based on the actual gross revenue of the Organization.
3. The Accreditation Agreement must be signed by the Organization and returned to CFEA within 30 days along with 50% of the accreditation fee.
4. The Organization has up to 90 days from the date of receipt of the Self Assessment Packet to submit the preliminary Self Assessment Document along with the remaining 50% of the Accreditation Fee.
5. Within 60 days of receipt of the preliminary Self Assessment Document, CFEA must provide the Organization with either (1) a Self Assessment Document Critique identifying issues with the Preliminary Self Assessment Document materials or (2) a Self Assessment Document Acceptance Letter and a Site Visit Agreement.
6. If a Self Assessment Document Critique is issued, the Organization must submit an updated Self Assessment Document within 60 days of receiving the Self Assessment Document Critique.
7. Within 30 days of receipt of the updated Self Assessment Document, CFEA must provide either (1) another Self Assessment Document Critique or (2) a Self Assessment Document Acceptance Letter and a Site Visit Agreement. If a Self Assessment Document Critique is issued, the process continues until a Self Assessment Document Acceptance Letter is granted.



Re-Accreditation Process & Timeframes [continued]

8. Once the Organization has received a Self Assessment Document Acceptance Letter, it must return a signed Site Visit Agreement along with the site visit fee.
9. CFEA will schedule a Site Visit to occur within 90 days of issuing the Self Assessment Document Acceptance Letter. The Site Visit Fee must be received in full prior to the Site Visit.
10. Within 30 days of the Site Visit, CFEA will provide the Organization with a Preliminary Accreditation Report. The Organization will then have 15 days to submit any comments it may have about the Site Visit Report.
11. Within 30 days after issuing the Site Visit Report, the Completed Application for Accreditation, including the Application, the Self Assessment Document and the Accreditation Report (with Organization Comments, if any) must be submitted to the Accreditation Review Committee for Action.
12. Within 60 days of receiving the Completed Application for Accreditation, the Accreditation Review Committee must take one of the following actions:
 - a. Approve the Application
 - b. Remand the Application for further action specified by the Committee
 - c. Deny the Application for specific cause determined by the Committee
13. The Organization will be informed of the Committee's decision within 15 days. If further action is required, the Organization will have 90 days in which to complete the required action(s).
14. The Organization will be provided with a formal Certificate of Accreditation within 15 days of the Application's Approval.
15. If for any reason the Organization's Application for Re-Accreditation has not been approved by the date of expiration of the current Accreditation period, the Organization will be considered to be Accredited until such time as it either receives its Re-Accreditation or is denied Re-Accreditation.
16. Regardless of the actual date upon which Re-Accreditation is granted, the Re-Accreditation shall be valid for a period of 4 years (48 months) from the date the current Accreditation expires (or most recently expired).

Sample Accreditation Timeline & Fee Schedule

Sample Organization is applying for initial Accreditation and then Re-Accreditation, has less than \$250,000 in annual gross revenue and is a member of a national organization. This timeline represents average submission dates; the organization's time in process can be longer if organization submits everything at the deadline.

Date	Organization Action	CFEA Action	Fee
01-01-2012	Organization submits Application for Accreditation.		\$500 (Application Fee)
01-16-2012		CFEA provides Self Assessment Package and Accreditation Agreement.	
01-31-2012	Organization submits signed Accreditation Agreement.		\$850 (50% of Accreditation Fee)
05-31-2012	Organization submits Self Assessment Document.		\$850 (50% of Accreditation Fee)
07-15-2012		CFEA provides Self Assessment Document Acceptance Letter and Site Visit Agreement. (Note that CFEA could instead provide a Self Assessment Document Critique, which would require additional responses by the Organization.)	
07-30-2012	Organization returns signed Site Visit Agreement.		\$1,500 (Site Visit Fee)
10-01-2012		Site Visit To Organization.	
11-01-2012		CFEA provides Preliminary Accreditation Report to Organization.	
11-16-2012	Organization submits comments in response to Site Visit Report.		
12-01-2012		CFEA submits Completed Application for Accreditation to the Accreditation Review Committee.	
01-15-2013		Accreditation Review Committee Approves the Application. (Note: The Committee could alternatively Deny the Application, or Remand for further action and require additional responses from the Organization.)	

Sample Accreditation Timeline & Fee Schedule [continued]

Date	Organization Action	CFEA Action	Fee
01-31-2013		CFEA notifies Organization and provides Certificate of Accreditation, with an Accreditation Date of 01-31-2013.	
01-31-2014	Anniversary Accreditation Date.		
02-28-2014	Deadline for submitting Annual Report.		\$400 (Annual Report Fee)
01-31-2015	Anniversary Accreditation Date.		
02-28-2015	Deadline for submitting Annual Report.		\$400 (Annual Report Fee)
01-31-2016	Anniversary Accreditation Date.	Organization submits Application for Re-Accreditation.	\$500 (Application Fee)
02-28-2016	Deadline for submitting Annual Report.	CFEA provides Self Assessment Package and Accreditation Agreement.	\$400 (Annual Report Fee)
02-28-2016	Organization submits signed Accreditation Agreement.		\$850 (50% of Accreditation Fee)
05-15-2016	Organization submits Self Assessment Document.		\$850 (50% of Accreditation Fee)
06-15-2016		CFEA provides Self Assessment Document Acceptance Letter and Site Visit Agreement. (Note that CFEA could instead provide a Self Assessment Document Critique, which would require additional responses by the Organization.)	
07-15-2016	Organization returns signed Site Visit Agreement.		\$1,500 (Site Visit Fee)
09-15-2016		Site Visit to Organization.	
10-15-2016		CFEA provides Preliminary Accreditation Report to Organization.	
10-30-2016	Organization submits comments in response to Site Visit Report.		
11-15-2016		CFEA submits Completed Application for Accreditation to the Accreditation Review Committee.	

Sample Accreditation Timeline & Fee Schedule [continued]

Date	Organization Action	CFEA Action	Fee
01-02-2017		Accreditation Review Committee Approves the Application. (Note: The Committee could alternatively Deny the Application, or Remand for further action and require additional responses from the Organization.)	
01-15-2017		CFEA notifies Organization and provides Certificate of Accreditation, with an Expiration Date of 01-31-2021.	
01-31-2018	Anniversary Accreditation Date.		
02-28-2018	Deadline for submitting Annual Report.		\$400 (Annual Report Fee)
01-31-2019	Anniversary Accreditation Date.		
02-28-2019	Deadline for submitting Annual Report.		\$400 (Annual Report Fee)
01-31-2020	Anniversary Accreditation Date.	Organization submits Application for Re-Accreditation.	\$500 (Application Fee)