

TIMELINE FOR FIRST TIME NCATE VISITS: SPRING 2009

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For a general timeline and more information, see Timeline for First Accreditation Visits on the NCATE website.

Timelines	Actions
Prior to January 2007	The institution submits the "Intent to Seek First NCATE Accreditation" form to NCATE.
September 15, 2007	The institution submits preconditions to NCATE.
January 2008	The institution submits to NCATE the date preference email indicating the proposed dates for the NCATE on-site visit.
February 1, 2008	The institution submits electronic program reports, which respond to NCATE-approved guidelines as required for precondition #8, unless the institution is located in a partnership state in which the submission of program reports is optional.
July 1, 2008	NCATE notifies the institution of the availability of the national recognition reports for programs.
August - September 2008	NCATE sends to the institution the name and address of the assigned BOE team chair who will conduct the on-site review.
August - October 2008 (6 months prior to visit)	The institution publishes announcements of the upcoming visit in local news media to invite third-party testimony.
Fall 2008 (at the latest)	NCATE sends a final preconditions report to the institution. (If all preconditions are not met, a visit cannot take place.)
September 15, 2008	The institution submits to NCATE revised program reports responding to concerns raised in the national recognition reports. (NOTE: Submission is optional.)
October 2008 - January 2009	NCATE sends to the institution the names and addresses of the assigned BOE team members who will conduct the on-site review.
November 2008 - January 2009 (2-3 months prior to visit)	NCATE sends a copy of the third-party testimony to the institution for comment.
By February 1, 2009	NCATE notifies the institution of the availability of the national recognition reports for programs.
60 days prior to the visit	The institution submits its institutional report and catalogs electronically to NCATE. The institution should send both an electronic and printed copy of the IR to each BOE team member, state team members, the state consultant, and NEA and AFT representatives. A link to the web-based college catalogs should be sent to team members.
30-60 days prior to the visit	The team chair, state chair, and state consultant visit the campus for the previsit.
Date of visit	NCATE BOE team visits the campus.
Within 52 days after the visit	The institution receives the final BOE report electronically from NCATE.
30 days after receipt of the BOE report	The institution submits the institutional rejoinder electronically to NCATE.
Within 7-10 days after receipt of the rejoinder	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.
October 2009	The Unit Accreditation Board renders an accreditation decision.
Within two weeks after the UAB meeting	NCATE mails an action letter (and, for provisional accreditation 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.
1 month later	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 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.