

ACCREDITATION REVIEW CHECKLIST



The Advance Practice Provider Fellowship Accreditation (APPFA) checklist is intended to guide applicants through major achievements of accreditation application and review.

NOTE

- The **pre-application phase** can last varying amounts of time depending on preparation time required for a program to meet APPFA standards and eligibility requirements.
- The **application and review phase** generally lasts 10 months or less, with 4-months of self-study writing/cycle preparation and 6-months or less of the accreditation review.
- Applicants can expect an accreditation decision within 6 months of submitting their self-study document.

PRE-APPLICATION PHASE

PREPARE

Start communicating with the APPFA Team early. Prepare your team for your application:

- Review the [2023 APPFA Application Manual](#). Ensure your program meets eligibility.
- Complete the accompanying [Gap Analysis Tool](#).
- Consider attending an [APPFA Introductory Workshop](#).

APPLY

Choose one of our four annual [application cycles](#); communicate your plan to the APPFA Team. For questions about what is expected on the application form, contact us at APPFA@ana.org.

- Download and begin to fill out the application form.
- Finalize your application form and required application documents (e.g., organizational charts).
- Set up your application email to send to the APPFA Team.

tip **Space in each cycle is limited; don't delay sending your application.**

Send your completed application form and required documents to APPFA@ana.org.

Check the application open date on the website. The APPFA Team accepts applications at 9:00 a.m. ET. The cycle will remain open until it fills or until the date indicated on the website.

tip **Programs receive a response within one week of application form submission.** The APPFA Team may communicate during this time to ask for program clarifications. Official applicants are accepted into the review cycle via issuance of an eligibility letter.

APPLICATION & ACCREDITATION REVIEW PHASE

The resources below are given to applicants after their eligibility has been confirmed and they are in a cycle. All resources mentioned below are available only to confirmed APPFA applicants and are copyright of the American Nurses Credentialing Center.

SELF-STUDY WRITING & CYCLE PREPARATION

MONTH 1 APPLICATION & ELIGIBILITY	MONTH	YEAR
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Review your Eligibility Letter sent by the APPFA Team.

Open access link to the APPFA Applicant Resource Center. View, download, or share the following resources with your team:

- Download and begin using the REQUIRED APPFA self-study and APPFA Accreditation with Distinction (if applicable) templates.

- View template tutorials and webinars focused on starting your accreditation journey.

- Download and share *Applicant Resource Guide* with your team.

Participate in the *Welcome Call* with a member of the APPFA Team. Prior to the call:

- Review *Welcome Call* webinar in Resource Center.

- Prepare questions.

- Review APPFA Accreditation with Distinction criteria from the [2023 APPFA Application Manual](#).

Develop a writing timeline.

Begin writing self-study; consider gathering your supporting documentation (SD) first.

tip Collecting SD is an easy win — most documents already exist as you developed them before implementing your program.

Prepare your program for the Learner Survey.

Determine if your program will submit for Accreditation with Distinction.

MONTH 2 DOCUMENT PREPARATION & WRITING	MONTH	YEAR
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Continue to communicate process/manual questions to the APPFA Team.

Plan to have an outline of your full self-study document drafted early; track names/roles/organization of persons mentioned in self-study demonstrations to ensure representative sample of site and specialty(ies)/service line(s) is achieved.

Continue to write your self-study; supporting documents should be finalized.

If applicable, choose your Accreditation with Distinction criteria (4 total, see Chapter 5 of the [APPFA Application Manual](#) for full requirements). Draft your AWD self-study.

MONTH 3 DOCUMENTATION EDITING	MONTH	YEAR
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View tutorials and webinars focused on your appraisal journey to come.

tip Listen for an overview of how your appraisal review will flow with topics covered such as appraiser assignment and conflict assessment, document submission, Learner Survey, additional documentation requests, and Virtual Visit assessment.

Watch *APPFA PDF Bookmarking Tutorial* in the Resource Center:

- Download and review formatting from sample bookmarked document.

- Practice bookmarking.

MONTH 3 DOCUMENTATION EDITING (CONTINUED)	MONTH	YEAR
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If needed, request a follow-up call with a member of the APPFA Team.

Review information in the Resource Center prior to request.

Prepare questions; send ahead of request.

Determine if your organization will submit for APPFA Accreditation with Distinction.

The APPFA Team will contact the Program Director regarding APPFA AWD self-study and documentation submission.

Respond to the APPFA Team regarding our inquiry about your AWD decision. Follow up with any questions that arise from our cycle reminder communications.

Continue to write APPFA self-study and APPFA AWD self-study and prepare for final document editing and formatting.

MONTH 4 DOCUMENTATION EDITING & FORMATTING	MONTH	YEAR
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Have final drafted document(s) (APPFA self-study and APPFA AWD self-study, if applicable) early this month (a few weeks before self-study due date).

Seek approval/input of final drafts from your executive (if applicable), Program Advisory Committee, or others *as applicable*.

Complete bookmarking of your APPFA self-study and APPFA AWD self-study (if applicable).

Combine your APPFA self-study template file with your supporting documents into one PDF.

Create required bookmarks and format in same process as seen in sample document.

Review *APPFA PDF Bookmarking Tutorial* again or reach out to your internal IT team for support.

Complete bookmarking of your APPFA AWD documentation (if applicable), repeating the processes used for finalizing the self-study.

ACCREDITATION REVIEW

MONTH 5 DOCUMENTATION SUBMISSION, LEARNER SURVEY, AND SCHEDULING THE VIRTUAL VISIT	MONTH	YEAR
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Submit your APPFA self-study and APPFA AWD self-study (if applicable) before or on due date, specified in your eligibility letter, by 12:00 p.m. ET.

A quantitative review will be completed by APPFA Team (template and formatting quality control check).

Send any missing items to APPFA Team by extension due date.

After all documentation have been cleared by APPFA Team, the Program Director will receive the survey link for distribution to N (survey participants). Immediately distribute survey link to learners.

Monitor progress throughout month via weekly updates from APPFA Team; respond according to survey participation rates through organizational/programmatic efforts.

Ensure survey participation threshold is met within timeframe (51% of N number complete the survey within 4-week time period). **Note: Appraisal review process will stop if participation threshold is not met.**

Select Virtual Visit date and time from options given by appraisers,

Establish audio/video conferencing system for visit; provide login information to appraisers and backup phone number for Program Director.

Block calendars of those expected to participate.

Review *Virtual Visit FAQ*.

MONTH 6 OR 7 VIRTUAL VISIT	MONTH	YEAR
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- Complete and send in any additional documentation requested by Appraiser Team.
- Prepare your team for their Virtual Visit:
 - Reread FAQ sheet on Virtual Visit.
 - Share your self-study document for full team review.
 - Consider hosting mock Virtual Visit.
- Review Virtual Visit agenda (sent 2 weeks before Virtual Visit Date);
 - Confirm audio/video conferencing system information is correct as listed on agenda.
 - Make final preparations for the visit; provide appraisers with any required information (e.g., attendance roster).
 - Reach out to anyone specifically requested for interview by appraiser team.
- Host Virtual Visit.
- Complete an APPFA survey providing feedback about your overall experience as an applicant.
- Celebrate that your review is complete!

MONTH 6 OR 7 VIRTUAL VISIT	MONTH	YEAR
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- Confirm calendar invitation from APPFA Director for Decision Call.
- Arrange for team to be present for call.

FOR PROGRAMS WITH DECISIONS OF ACCREDITED PROVISIONAL, ACCREDITED, OR ACCREDITATION WITH DISTINCTION

MONTHS 10-12	MONTH	YEAR
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- Review Accreditation Decision letter to ensure proper use of your accreditation statement.
- Review *Accredited Program Resource Guide*.
- Create calendar reminders for important accreditation-related requirements, including:
 - Attendance at Program Director webinars, hosted quarterly for accredited programs by APPFA Team.
 - Payment of annual fee (to be paid in either February or August; check review decision letter for due date).
 - Submission of annual report (requirements of report announced in June; program data will be collected in September with a due date of September 30).
 - Reaccreditation timeline and application.