PrintED Accreditation/Reaccreditation Flow Chart

Instructor submits completed application//$1800 fee to GAERF. GAERF assigns an Evaluation Team Leader (ETL) to serve as a mentor to the Instructor.

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ETL contacts Instructor within two weeks of receipt of assignment and schedules a facility inspection. Instructor prepares for facility inspection by completing the Instructor Data Form (IDF).

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ETL conducts onsite facility inspection, scores the IDF, provides instruction as to how to assemble the Standards Binders, and submits *Facility, Equipment and Safety Inspection Report* to GAERF. This marks the beginning of the 12-month accreditation process.

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The Instructor assembles Standards Binders to document that competencies are being taught in each potential accreditation area. Once the Standards Binders have been completed, the ETL will notify GAERF and self-evaluation documents will be sent to the Instructor.

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Instructor and at least two members of the Advisory Committee conduct a self-evaluation of the program, by using the *Self-Evaluation Packet* and *Standards & Evaluation Guides* provided by GAERF. The Instructor forwards the documents, the Administrative Standards Binder and the Introduction to Graphic Communications 3.2A Standards Binder to the GAERF Consultant for review.

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GAERF Consultant reviews Self-Evaluation Documents and the Standards Binders. He returns the Standards Binders to the ETL with a report. If changes need to be made to the binders, the ETL is responsible for ensuring the changes are made prior to scheduling a final evaluation.

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The Instructor and ETL determine a date for a final evaluation to be scheduled. ETL notifies GAERF to send Instructor the PrintED test. Instructor returns the test to GAERF for scoring. If passing score is achieved on the PrintED Instructor Test, GAERF informs the ETL. ETL confirms final evaluation date. The Instructor forms a final evaluation team of local industry professionals and submits the *Team Member Assignment* form and *Accreditation Notification* form to GAERF thirty days prior to the event.

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GAERF forwards final evaluation materials to ETL. Evaluation team completes evaluation.

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ETL submits *Final Evaluation Report* to GAERF.

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GAERF awards five-year accreditation or reaccreditation to the program, forwards the institution a plaque, and lists the accredited program on the GAERF website.

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