AMERICAN MONTESSORI SOCIETY
education that transforms lives

INITIAL SCHOOL ACCREDITATION STEPS & TIMELINE

The following timeline is based on an average projection and should be used only as a guide when creating a timeline specific to your school.

Initial Planning
Approximately 36 months from projected end date

- School reviews the AMS Accredited School Standards & Criteria to determine readiness and eligibility for accreditation.
- School orders the Accreditation Information Packet ($100).
- School participates in the Accreditation 101 Webinar*.
- **Complimentary with purchase of Accreditation Information Packet*

Accreditation Application, Candidacy, and Self-Study Process
28 to 30 months

- School submits the AMS application for initial accreditation, all required documentation, and fee ($700 plus additional $425 for each satellite site).
- *School contacts both AMS and the cooperating agency if plans are to engage in a cooperative process.*
- AMS Office of School Accreditation reviews the application and approves accreditation candidacy. School receives written notification of the decision.
- School participates in the accreditation self-study writing teleconference if candidacy is approved.
- School engages the entire school community in the self-study process, culminating in the self-study report.

12 to 18 months

Self-Study Report Review
10 to 18 months

- School submits the self-study report along with the review fee ($210) to the AMS Office of School Accreditation.
- *July 1 in order to host a fall accreditation onsite visit*
- *October 1 in order to host a spring accreditation onsite visit*
- AMS Office of School Accreditation reviews the self-study report for completeness and requests revisions as necessary.

Accreditation Onsite Visit Coordination
6 to 8 months

- AMS Office of School Accreditation contacts the school to identify potential dates for the accreditation onsite visit.
- AMS Office of School Accreditation appoints a team chair and team members to the accreditation onsite team from the pool of qualified volunteers.

Accreditation Onsite Visit and Team Report Review
4 to 6 months

- School hosts the accreditation onsite visit, during which the Accreditation Onsite Team verifies the school's compliance with AMS Standards & Criteria and validates content of the self-study report through observations, interviews, and document review.
- Accreditation onsite team summarizes its findings in a team report, which is submitted to the AMS Office of School Accreditation within one month of the conclusion of the accreditation onsite visit.

School Accreditation Commission and AMS Board of Directors Review
2 to 4 months

- AMS Office of School Accreditation and a member of the AMS School Accreditation Commission review the team report.
- AMS Office of School Accreditation schedules the school's review at an upcoming School Accreditation Commission meeting; there are 3 school review meetings per year - *January, April/May, June.*
- School Accreditation Commission members review the school and vote to:
- recommend the school for AMS accreditation to the AMS Board of Directors

OR

- defer school accreditation until the school demonstrates full compliance with AMS Standards & Criteria.
- Members of the AMS Board of Directors review the recommendation of the School Accreditation Commission and vote to award school accreditation or deny school accreditation.

Accreditation Decision Notification
1 month

- AMS Office of School Accreditation notifies the school of the final decison of the AMS Board of Directors. If the school has been awarded AMS school accreditation, an accreditation certificate will be issued.

4 to 20 weeks