AMERICAN MONTESSORI SOCIETY
education that transforms lives

SCHOOL REACCREDITATION STEPS & TIMELINE

Accredited schools should be reaccredited before their current term expires. It is strongly recommended that an accredited school begin its reaccreditation steps no later than 24 months before the expiration of the current AMS accreditation term. The following timeline should be used only as a guide when creating a reaccreditation 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 reaccreditation.
- School orders the Accreditation Information Packet ($100).
- School participates in the Accreditation 101 Webinar*.
- **Complimentary with purchase of Accreditation Information Packet*

Reaccreditation Eligibility Verification, Candidacy, Candidacy, and Self-Study Process

28 to 30 months

- School submits the AMS reaccreditation verification form, 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 reaccreditation verification form and approves reaccreditation candidacy. School receives written notification of the decision.
- School participates in the reaccreditation 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 reaccreditation to the AMS Board of Directors

OR

- defer school reaccreditation 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 reaccreditation or deny school reaccreditation.

Reaccreditation 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 reaccreditation, a new accreditation certificate will be issued.

4 to 20 weeks