



# Accreditation 101: Tips and Strategies to Prepare for Your Next Accreditation Visit

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# 5 Keys to a Successful Accreditation Visit



- 1 Organization
- 2 Preparation
- 3 Communication
- 4 Hospitality
- 5 Ask Questions



## Tip 1: Organization

- ✓ Documents are clearly labeled
- ✓ Only documents that have been requested should be provided
- ✓ Colored folders
- ✓ Staff and Faculty Files well organized
- ✓ Use folders with tabs for Staff and Faculty Files
- ✓ Student files





## Tip 2: Preparation

- ✓ Mock interviews with leadership
- ✓ Meet with faculty
- ✓ Prepare all materials requested
- ✓ Organize campus tour
- ✓ Determine team room



## Tip 2: Preparation— Suggestions to Staff

- ✓ Theme song
  - ✓ "I don't know..."
  - ✓ Use titles not names
  - ✓ Establish primary contact for the visit and funnel team requests to primary contact
  - ✓ Leadership on campus before team arrives and stays until team leaves (order lunch)
  - ✓ Set expectations for faculty
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## Tip 3: Communication

- ✓ Communicate to students
  - ✓ Communicate to staff and faculty expectations including dress code and timeline
  - ✓ Be communicative with accreditor prior to the visit
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## Tip 4: Hospitality

- ✓ Dress Code for the visit
  - ✓ Spring cleaning
  - ✓ Snacks and beverages for team room
  - ✓ Arrange parking for team
  - ✓ Office supplies (sticky notes please!)
  - ✓ Sign outside team room
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## Tip 5: Ask Questions

- ✓ Take advantage of the accreditation staff assigned to your visit
  - ✓ When an area of noncompliance is found, ask questions.
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Questions???

