**The 5-Step Accreditation Process**

[**https://aseeducationfoundation.org/program-accreditation**](https://aseeducationfoundation.org/program-accreditation)

**STEP 1: Getting Started**
Review the [**program standards**](http://www.aseeducation.org/resources). You will need these to begin the accreditation process. We recommend that you download the document and save it to your local computer so that you can easily access it throughout the accreditation process.

**STEP 2: Program Self-Evaluation** See the [**Self-Evaluation Guide**](http://www.aseeducation.org/resources)
1. Prepare all files and documentation for review based on each program standard
2. Extensive self-evaluation performed by program advisory committee members
3. Program is reviewed and assessed against the national standards
4. Make any necessary program improvements based on results of self-evaluation

**STEP 3: ASE Education Foundation Review**
1. Program [**submits application**](http://www.aseeducation.org/resources) which includes a summary of the self-evaluation
2. The application is reviewed by the ASE Education Foundation
3. Decision is made whether the program qualifies for an on-site evaluation or if improvements are required

**STEP 4: On-Site Evaluation**
On-site evaluation of program is conducted by an Evaluation Team Leader (ETL) who is an ASE Certified Master Technician and trained to perform the evaluation by the ASE Education Foundation.

All items listed below must be provided to the ETL at least two weeks prior to the scheduled evaluation date(s) and you can complete these in the [**portal**](https://portal.aseeducationfoundation.org/Account/Login?ReturnUrl=%2F):

1. Completed On-site Evaluation Agreement
2. Copies of Advisory Committee Meeting Minutes
3. List of (6) graduates who completed the program within the past 3 years and are employed locally. Include the name of the graduate, their supervisor, and the address and phone number of the place of employment.
4. Course of Study
I. Syllabus for each class
II. Tasks to be taught specified by Priority designations
III. Number of contact hours
IV. Sequence of instruction to be included in the program
V. List of training materials used
VI. Sample evaluation form used to track student progress

**STEP 5: Program Accreditation & Ongoing Reviews**
After industry requirements are met, the program is awarded ASE Accreditation for a 5-year period from the date of accreditation/renewal of accreditation.

To maintain accreditation status during this period, programs are asked to review their activities to ensure that standards are being upheld. The ASE Education Foundation requires that programs complete the 2 1/2  year compliance review to remain accredited. The compliance review is designed to help the program determine needed improvements prior to the 5-year renewal process. This process begins with the [**Program Evaluation by Advisory Committee**](http://www.aseeducation.org/resources).