

# **ADI ACCREDITATION** **PROCESS STEPS**



**Remember: Assistance will be available from ADI throughout the accreditation process.**

1. **Go to ADI web site**

**[www.assistancedogsinternational.org](http://www.assistancedogsinternational.org)**

**Members Only tab**

**If you need the User ID and Password send an email  
to Suzi Hall, ADI Coordinator @**

**[info@assistancedogsinternational.org](mailto:info@assistancedogsinternational.org)**

**Members Only section:**

**[Accreditation Procedures, Manual & Request](#)**

(note: ADI members in Europe should contact the ADEu secretariat at [info@assistancedogseurope.org](mailto:info@assistancedogseurope.org) for an application and accreditation procedures information)

**2. Download the following documents:**

**a. Accreditation Application**

**b. Accreditation Procedures**

**c. Accreditation - Instructions for Accreditation Pre-Packet**

**d. Accreditation Manual**

**(note: these documents may be updated once or twice a year, so be sure to check the documents posted on the web site for revisions, which will be dated and highlighted on the documents on the web site)**

**3. Review ACCREDITATION PROCEDURES document**

**This document will outline the accreditation process from start to finish and will assist you in understanding the accreditation steps.**

**4. Review ACCREDITATION MANUAL**

**Conduct a BASELINE SELF ASSESSMENT by going through the five sections, standard by standard, to determine if you are in compliance or what will need to be done to achieve compliance. If you have questions, contact ADI for assistance.**

**Make special note of standards marked Pre-packet. Documentation for those standards will need to be compiled in a special binder that you will submit to ADI**

**5. Submit application and fee to ADI**

**This should be done when you believe you can achieve compliance with all applicable standards within one year.**

**This will get your organization started in ADI's internal accreditation process.**

**ADI will send you an email to confirm receipt of your application and fee. You will also receive information about the next steps and who to contact for assistance with your preparation for accreditation.**

**6.**

**A. Work to bring all policies, procedures, records, and facilities into compliance with the accreditation standards. Provide necessary training for staff and volunteers.**

**B. Complete Pre-packet binder**



7. **Have Board member or other knowledgeable volunteer conduct a **MOCK ACCREDITATION SURVEY** to determine organization's readiness for accreditation.**

**If result is positive, send Pre-packet binder to ADI**



- 8. Pre-packet will be screened by ADI and if approved will be assigned to an Accreditation Assessor.**

**Assessor will follow up with organization regarding questions and any need for additional documentation.**

**Once Pre-packet is approved, the dates for the on site portion of the survey will be scheduled.**

**Plans are made for assessor's travel and accommodations**



**9. Assessor will provide an Agenda for the organization at least two weeks before the on site survey.**

**10. On site survey occurs**



- 11. Assessor determines need for any further compliance documentation.**
  
- 12. Assessor completes survey report and recommendation to Accreditation Review Committee (ARC).**



**13. Accreditation Procedures document provides the step by step details of the survey Scoring and Approval Process.**

**Assessor recommendation:**

**Pass - One Year Probation – Failure to Pass**

**ARC reviews**

**If questions – Accreditation Steering Committee**

**Appeals go to ADI Board of Directors for final decision**

- 14. Organizations that achieve full five year accreditation receive a letter from the President of ADI and are awarded a handsome ADI Accreditation Plaque.**



**CONGRATULATIONS!**