ICAISA REVIEW PROCESS

The International Council Advancing Independent School Accreditation (ICAISA) provides quality assurance and accountability through a rigorous and impartial review of the accreditation programs of its member associations. Beginning with an extensive Initial Review and utilizing annual reporting, the 10-year review cycle ensures that ICAISA holds associations accountable while also promoting transformative leadership in the accreditation field.

### Application and Preparation

**Provisional Year**
- Submit inquiry for membership and discuss review process with ICAISA Executive Director.
- Apply for membership in ICAISA.
- Complete self study including compliance with Criteria and identification of areas of future focus.

**Initial Review Preparation**
- Candidate Association hosts Review Team for on-site visit.
- Review Team prepares Initial Review Team Report that includes recommendations to which the Candidate Association must respond.

**One-Year Response Report**
- Candidate Association submits Report responding to recommendations.
- ICAISA Board approves/declines membership.
- If approved, the Association receives a certificate and is classified as a Full Member.

### Year 1

**Initial Review**
- Association submits Initial Review Report to ICAISA.
- Review Team conducts virtual or onsite visit.
- Review Team prepares Initial Review Report that includes recommendations to which the Candidate Association must respond.

**Host Initial Review Team**
- Candidate Association hosts Review Team for on-site visit.
- Review Team prepares Initial Review Team Report that includes recommendations to which the Candidate Association must respond.

**Annual Report**
- Associations submit an Annual Report ensuring continued compliance with Criteria and self-assessment of Association’s accreditation program.

### Years 1-5

**Interim Review**
- Association submits Interim Report highlighting compliance with Criteria and Standards and analysis of Association’s Essential Capacities.
- Interim Review Team visits and prepares Interim Review Report.

**Interim Review Report**
- ICAISA Board approves/declines continued membership.

**Annual Report**
- Associations submit Annual Report ensuring continued compliance with Criteria and self-assessment of Association’s accreditation program.

### Year 5

**Renewal Review & Response Report**
- Association hosts Renewal Review Team for on-site visit and receives Renewal Review Report.
- Within one year, Association submits Renewal Response Report responding to recommendations.
- ICAISA Board approves/declines continued membership.
- The 10-year cycle repeats with Interim and Renewal Reports and visits alternating every five years and Annual Reports each year.

**Annual Report**
- Associations submit Annual Report ensuring continued compliance with Criteria and self-assessment of Association’s accreditation program.

### Year 10 and beyond

**Interim Review**
- Association submits Interim Report highlighting compliance with Criteria and Standards and analysis of Association’s Essential Capacities.
- Review Team conducts virtual and/or onsite visit and prepares Interim Review Report.

**ICAISA Review**
- Provides Quality Assurance.
- Ensures Accountability.
- Encourages innovative practices and continuous improvement.
- Inspires transformative leadership in the accreditation field.