



## AdvancED Education Service Agency Accreditation Procedures

### Michigan ESAs

Thank you for your interest in pursuing AdvancED Education Service Agency (ESA) Accreditation.

AdvancED ESA Accreditation provides a national protocol for education service agencies committed to systemic, systematic, and sustainable continuous improvement. The ESA Accreditation process invites agencies to collaborate in reviewing the quality and impact of the agency's systems and their services that support teaching and learning. The process supports, enhances, and stimulates growth and improvement throughout the agency.

This document outlines the steps of the AdvancED ESA Accreditation process **for ESAs in MI who are a part of the MAISA sponsored process**. As you progress through this process, your Michigan AdvancED/NCA state office is available to assist you.

#### **Applicant**

##### **Step 1: Submit Application.**

- The agency submits a notification of interest to the Executive Director of MAISA as soon as possible. (Applications are limited to a cohort of 10 per year beginning July 1, 2013)
- Agencies obtain an Application from the AdvancED Michigan Office for both ESA Accreditation and for any schools they operate. The completed ESA application form and associated schools forms are submitted to Kristin Margelot, kmargelot@gomasa.org at MAISA. MAISA will submit the applications and fees (which include the application fee and first year accreditation fees) for the entire cohort to AdvancED
- Upon receipt of the application, AdvancED sends the agency head a Readiness Letter describing the expectations for the Readiness Visit, along with a *Self-Assessment of Readiness for Accreditation* tool.
- The AdvancED Michigan Office coordinates support and assistance to the agency as needed.

##### **Step 2: Host a Readiness Visit.**

- The state office works with the agency to coordinate the Readiness Visit to the agency. The purpose of the visit is to determine the agency's capacity to pursue ESA Accreditation.
- The agency completes the *Self-Assessment of Readiness for Accreditation* prior to the Readiness Visit. The Self Assessment is shared with the Readiness Visit team members and provides the basis for the Readiness Visit.
- The agency hosts the Readiness Visit.
- AdvancED communicates the findings of the visit to the agency.
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## Candidate

### Step 3: Ensure that all schools operated by the agency are accredited or candidates for accreditation.

- By the time of the External Review Visit, all schools operated by the agency must be accredited or candidates for accreditation. The state office works with the agency to develop a plan for bringing any schools that are not accredited or candidates into the process.

### Step 4: Schedule, prepare for, and host the External Review.

- **Schedule the Review.**
  - At least six months prior to the desired timeframe for the visit, the agency identifies and sends AdvancED up to three dates (in preferred order) for hosting the External Review. The Review should be conducted within 2 years of entering candidacy.
  - Upon receipt of the letter requesting to schedule the Review, AdvancED selects and communicates the Review dates to the agency. The Review date confirmation letter provides detailed instructions for preparing for the review.
- **Work with the External Review Lead Evaluator.**
  - AdvancED appoints a Lead Evaluator approximately three months prior to the Review. Team members and an Associate Lead Evaluator are also appointed. The team includes national representation with half of the members of the team coming from outside the state, including the Lead Evaluator. AdvancED provides the agency with the names and contact information for all team members.
  - The Lead Evaluator and Associate Lead Evaluator work with the agency to prepare the agenda for the External Review.
- **Prepare for the Review.**
  - The agency prepares for the Review by notifying the agency's community, making available evidence to share with the team to demonstrate adherence to the standards, coordinating individuals to be interviewed by the team, making appropriate logistical arrangements for the team members, coordinating the Review schedule with the Lead Evaluator, and ensuring that the agency and members of the governing board are accessible for the visit.
- **Complete the Accreditation Report**
  - The agency completes the Accreditation Report involving all constituents and stakeholders in the agency's service area. The Accreditation Report engages the agency in a comprehensive review of each of the five AdvancED standards. It serves to prepare the agency for the External Review and becomes the basis of the review team's work.
  - The agency submits the Accreditation Report in ASSIST approximately four weeks prior to the scheduled Review.
- **Host the Review Team and receive the team report.**
  - The agency hosts the review and receives the oral exit report. It is expected that the oral exit report will be delivered to the governing board and agency head at a public meeting of the board.
  - The Lead Evaluator prepares a written report and submits it in ASSIST for review by an AdvancED Reader who reviews the report to ensure quality.

- The final report is submitted to the agency, State Office, and Lead Evaluator, and to AdvancED for national review, status identification, and action.
- **Submit payment of the invoice for team member reimbursement and the ESA Accreditation External Review fee.**
  - Within 30 days of the conclusion of the visit, the agency will receive the written report of the External Review Team and an invoice for the travel reimbursement of team members and the ESA Quality Assurance Review fee. This fee is assessed once every five years to defray some of the costs associated with preparing and coordinating the visit. This invoice is forwarded to MAISA for payment per the MOU.

**Step 5: Communicate the External Review Team's findings to the community.**

- Upon receipt of the written report, the agency communicates the External Review findings to the governing board and community.
- When the agency's accreditation status is reviewed and acted upon at the national level, the agency communicates its final accreditation status to the community.

**Accredited (Ongoing Steps)**

**Step 6: Act on the findings.**

- The agency acts on the report Required Actions as part of its continuous improvement efforts.

**Step 7: Adhere to the AdvancED standards and engage in quality continuous improvement.**

- The agency and any schools it operates must maintain adherence to the AdvancED standards and regularly self-assess itself against the standards.
- The agency and any schools it operates must engage in continuous improvement.
- The agency provides AdvancED with accurate and up-to-date contact information and demographics for the agency and its schools.
- The State Office provides support and professional development opportunities to assist the agency in its continuous improvement efforts.

**Step 8: Complete the Accreditation Progress Report (APR).**

- The school system submits the Accreditation Progress Report detailing the school system's progress in addressing the Required Actions from the External Review team report. The timing for submitting the APR is based on the system's accreditation status and is between one and two years following the External Review.