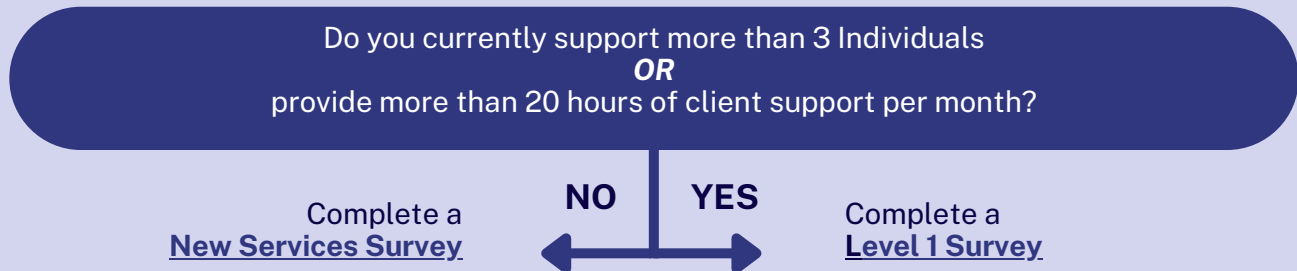


## What Type of Accreditation does a New Organization Need?



## How Does an Organization Become Accredited?

- In order to become qualified to provide services through the Ministry of Seniors, Community and Social Services, you must first complete the Pre-Qualified Request (PQR) process through Alberta Purchasing Connection and be approved as a qualified service provider.
- **Email ACDS** to express your interest in accreditation. You will be sent 3 forms to complete in order to apply for either a New Services or Level 1 CET Survey:
  - Application Form
  - Service Areas Form
  - Record of Individuals Accessing Service
- After applying for accreditation, you will receive an invoice and must submit a minimum deposit of \$1,000 to proceed with the process.

Once you have completed your application forms and submitted your deposit, the accreditation process is in the '**Initiation**' phase.

- Once the deposit is paid, a Self Study Guide will be issued to you. This is where you are required to submit all policies and procedures, as well as written responses in support of how your organization is meeting the CET standards. We encourage you to purchase the associated CET Accreditation Manuals; product order forms can be found on our website.

Once the Self Study Guide has been completed and submitted to ACDS, the accreditation process is in the '**In Progress**' phase.

- When ACDS has confirmed that the Self Study Guide is thoroughly completed, you will receive confirmation that you are in the process of completing accreditation, and the site survey date will be set based on availability.
- Once you have gone through the site survey, a report is completed reflecting your current accreditation status. The report is issued to you and the funder within 4-6 weeks of the site survey.