

FACT INITIAL ACCREDITATION TIMELINE

Phase	Procedural Step	Responsible Party	Due Date
Eligibility	Submit online Eligibility Application	Applicant	Not applicable
	FACT review of Eligibility Application and creation of requests for information (RFI), if applicable	FACT	Within one week of Eligibility Application submission
	If RFIs created, response to RFIs	Applicant	Within two weeks of notification of RFIs
	FACT review of RFI response	FACT	Within one week of RFI response submission
	Approval of Eligibility Application and creation of Compliance Application	FACT	Within one week of Eligibility Application approval
Compliance Application Months 1-2	Submission of Compliance Application*	Applicant	Within twelve months of Eligibility Application approval
	FACT review of Compliance Application and creation of RFIs, if applicable	FACT	Within one month of submission
	Response to RFIs	Applicant	Within two weeks of notification of RFIs
	FACT review of RFI response	FACT	Within two weeks of submission
Inspection Months 3-6	Submission of potential on-site inspection dates	Applicant	Within two weeks of completion of Compliance Application
	Schedule On-site Inspection	FACT	Within four weeks of receipt of potential inspection dates (inspection must be scheduled 30 days before it occurs)
	On-site Inspection	FACT and Applicant	Six months after submission of Compliance Application
Committee Review Months 7-12	Accreditation Committee review of inspection results	FACT	Within two months of inspection
	Response to deficiencies and variances, if applicable	Applicant	Within one to three months of Accreditation Committee review (inspection outcome dependent)
	FACT review of response to deficiencies, variances, and creation of RFIs, if applicable	FACT	Within one month of receipt**
	Resolution of remaining deficiencies via response to RFIs	Applicant	Two weeks from receipt of RFIs
	FACT review of additional response to deficiencies via RFIs	FACT	Two weeks from submission of RFI response
Accreditation Month 12	Accreditation	FACT	Application expiration date: 12 months after initial submission of Compliance Application

A delay in completion of any the steps will require shortening of subsequent steps to ensure that accreditation is achieved prior to the application expiration date. If the accreditation process is not completed within the established timeline, the accreditation cycle may be shortened or the accreditation process may be terminated.

*If a new edition of the Standards are published prior to completion of the accreditation process, the inspection will occur under the edition of Standards effective at the time of inspection; this may require the submission of a new application.

**If Accreditation Committee review of the responses is required, an additional one to three months will be required to complete the process.