

FACT Renewal Accreditation Timeline

Phase	Procedural Step	Responsible Party	Due Date
Renewal Application	Submit online Renewal Application (23 months after accreditation)	Applicant	Due 13 months prior to accreditation expiration
	FACT review of Renewal Application and creation of requests for information (RFI), if applicable	FACT	Within one week of Renewal Application submission
	If RFIs created, response to RFI	Applicant	Within one week of notification of RFI
	FACT review of RFI response	FACT	Within one week of RFI response submission
	Approval of Renewal Application and creation of Compliance Application	FACT	Within one week of Renewal Application approval
Compliance Application Months 1-3	Submission of Compliance Application*	Applicant	Due 11 months prior to expiration date
	FACT review of Compliance Application and creation of RFI, if applicable	FACT	Within one month of submission
	Responses to RFI	Applicant	Within 2 weeks of notification of RFI
	FACT review of RFI response	FACT	Within two weeks of submission
Inspection Months 4-6	Submission of potential on-site inspection dates	Applicant	Within 2 weeks of completion of Compliance Application including adequate responses to RFIs
	Schedule On-site Inspection	FACT	Within four weeks of receipt of potential inspection dates (inspection must be scheduled at least 30 days before it occurs)
	On-site Inspection	FACT and Applicant	90-180 days prior to expiration date**
Committee Review Months 7-12	Accreditation Committee review of inspection results	FACT	Within two months of inspection
	Response to deficiencies and variances	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 RFI
	FACT review of additional response to deficiencies via RFIs	FACT	Two weeks from submission of RFI response
Renewal Month 12	Accreditation	FACT	Accreditation expiration date

A delay in completion of any of the renewal steps will require the shortening of subsequent steps in the process to ensure renewal accreditation is achieved prior to the expiration date. If an applicant has not completed the renewal process by its accreditation date, the organization may be suspended. The inspection will occur under the edition of Standards effective at the time of inspection.

**If the organization is inspected prior to expiration, an additional 90 days following accreditation expiration may be granted as a grace period to complete the process. If the Accreditation Committee requires a reinspection of all or part of the organization, the grace period will not be granted.

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