

## 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 two weeks of Eligibility Application submission  |
|                                 | If RFI created, response to RFI  | Applicant          | Within two weeks of notification of RFI   |
|                                 | 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          | Submission of Compliance Application*  | Applicant          | Within twelve months of Eligibility Application approval and Compliance Application creation                                    |
| Months 1-2                      | FACT review of Compliance Application and creation of RFI, if applicable                             | FACT               | Within one month of submission  |
|                                 | Response to RFI  | Applicant          | Within two weeks of notification of RFI   |
|                                 | FACT review of RFI response  | FACT               | Within two weeks of submission  |
| Inspection<br>Months 3-6        | Submission of potential on-site inspection dates   | Applicant          | Within two weeks of completion of Compliance Application, including adequate responses to RFI                                   |
|                                 | Schedule on-site Inspection  | FACT               | Within four weeks of receipt of potential inspection dates (inspection must be scheduled a minimum of 30 days before it occurs) |
|                                 | On-site Inspection   | FACT and Applicant | Within six months after submission of Compliance Application  |
| Committee Review<br>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 RFI, if applicable               | FACT               | Within one month of receipt**   |
|                                 | Resolution of remaining deficiencies via response to RFI   | Applicant          | Two weeks from receipt of RFI   |
|                                 | FACT review of additional response to deficiencies via RFI   | FACT               | Two weeks from submission of RFI response   |
| Accreditation<br>Month 12       | Accreditation  | FACT               | Within 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 within 12 months of the initial Compliance Application submission. 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 is 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.