

# PREPARING FOR ACCREDITATION IN 5 EASY STEPS



**Step 1: Make a Plan** Work through 1 Accreditation Standard every month and schedule time aside on your calendar to make it a priority. View the online modules with your MDT and begin writing the application and collecting documentation



**Step 2: Check Your Documentation** Utilize the checklist provided in Online Accreditation Bootcamp to ensure your documents include all essential criteria



**Step 3: Consult Your Team** Step 2: Check your Documentation Utilize the checklist provided in Online Accreditation Bootcamp to ensure your documents include all essential criteria



**Step 4: Ask For Advice** Send your application to your state Chapter to review and provide feedback at least 1 month prior to application submission



**Step 5: Proof Read and Submit** Spell check, proof read and submit!



For questions or information regarding NCA Accreditation, including the application process, contact Accreditation at [accreditation@nca-online.org](mailto:accreditation@nca-online.org)