

Accreditation is completed in five steps over 8-12 months.

1. *Accreditation Agreement*

- The accreditation agreement is reviewed and signed by MIP and NCODA.

2. *Self-study*

- The self-study requires the MIP to submit documents, via the NCODA accreditation portal, such as SOPs and meeting minutes to address each of the accreditation standards.
- The MIP submits the self-study by the assigned due date which is four months from the date of the executed agreement between NCODA and the MIP.

3. *Onsite Survey*

- The assigned Onsite Surveyor visits the MIP to confirm compliance with the accreditation standards. The onsite survey lasts no more than one day and includes activities such as employee file and patient record review and pharmacy tour.

4. *Accreditation Review Committee (ARC)*

- The ARC reviews the deidentified Report of Findings and renders an accreditation decision using the following guidelines:
 - *Full Accreditation*
 - *Probationary Accreditation*
 - Accreditation is granted and MIP is required to submit a corrective action plan to address identified areas of noncompliance within 30 days of accreditation decision.
 - *Pending Accreditation*
 - Accreditation is pending and MIP is required to submit a corrective action plan to address identified areas of noncompliance within 30 days of accreditation decision.
 - Upon approval of corrective action plan, surveyor will conduct a follow-up virtual or onsite survey to verify compliance.
 - *Denial*
 - MIP is required to reapply for accreditation.
 - The MIP must wait 90 days from the date of denial to reapply.

5. *Accreditation Decision*

- The MIP receives notification via email of the final accreditation decision.
 - *Notification includes, when appropriate, a digital accreditation seal and NCODA brand guidelines*
- The MIP receives an accreditation certificate via US mail.