



CREDIBILITY • INTEGRITY • ACHIEVEMENT



COA AFTER SCHOOL ACCREDITATION

Criteria

Any individual program, or after school program that is part of a larger organization with multiple programs where only after school services are being accredited (this is inclusive of after school, before school, mid-day and summer programs), is eligible to apply. Programs are accredited independent of other programs within the same organization. Programs need to have been providing after school services for at least six months.

Programs accredited by National Afterschool Association (NAA) are required to pursue COA After School Accreditation, and cannot apply for Registration or Certification.

COA After School Accreditation Process

1. Program submits application¹ for accreditation, with application fee and requested attachments.
2. Client Relations² reviews application and attachments.
3. Client Relations sends accreditation agreement³ to Program Administrator.
4. Upon receipt of an executed accreditation agreement from a program, Client Relations notifies the After School Program Manager.
5. The After School Program Manager assigns a Coordinator, and notifies Client Relations of the assignment, who then forwards the program documentation to the COA After School Coordinator⁴.

¹ “Application” refers to the initial contact between a program interested in pursuing after school accreditation and COA. It involves providing basic information to COA, and does not create any contract or obligation to pursue after school accreditation.

² “Client Relations” refers to a department within COA that receives initial applications for accreditation, requests for (re)accreditation information, etc.

³ “Agreement” refers to the formal agreement and contract between a program pursuing COA’s after school accreditation and COA.

⁴ “After School Coordinator” refers to the COA staff member who is assigned to each after school program to provide assistance and support as indicated in the corresponding description.

6. The COA After School Coordinator contacts program (Intake Call) and explains process (Self-study, site visit, PCR⁵, Commission) and timeline, including the due date of the Self-study and the scheduling of the site visit dates (at least 6 months out). The program also receives its MyCOA⁶ account information.
7. The COA Coordinator determines the number of Endorsers and the length of the site visit for the program.
 - Various criteria will be used to determine the length of the site visit and the number of Endorsers.
8. The program then works on their narrative responses and the collection of documents outlined in the Tables of Evidence (found in the standards section of the COA After School website – one for each section of standards – Human Resources, Program Administration, and Programming and Services). These responses and documents constitute the majority of the self-study submission to COA.
9. Program *electronically* submits self-study⁷ of applicable standards for self-study review, within 120 days of the Intake Call.
10. The self-study is administratively reviewed by COA staff.
11. The assigned staff member submits self-study review results to the After School Coordinator.
12. In the event the self-study review identifies deficiencies warranting remediation by the Program, revisions will be requested within 90 days by the After School Coordinator.
13. Revisions and re-submissions will be reviewed by the After School Coordinator.
14. Site visit occurs approximately two (2) months after the receipt of the Self-study.
15. The PCR process will coordinate the review of all submitted documentation from the site visit. If any information is missing or incomplete, the Endorser(s) will be contacted to supplement/complete documentation.
16. PCR process occurs upon receipt of complete site visit documentation.

⁵ “PCR” refers to the COA Pre-Commission Review process when a review of all documentation from the site visit occurs by a COA staff team prior to a review and accreditation determination being made by the COA Accreditation Commission.

⁶ MyCOA is a custom portal for customers of COA including in-process and accredited programs, organizations, and public agencies. Each program, organization or agency receives one account and can assign multiple users to that account.

⁷ “Self-study” refers to the compilation of requested documentation that is submitted to COA for Endorser review prior to a site visit occurring.

17. In the event the site visit results identify areas of concern within the program that would prevent the program from becoming accredited, revisions will be requested within 30 - 45 days, and prior to a final decision regarding accreditation being made.
18. For PCR reviews that demonstrate full implementation of all core and/or fundamental practice standards, after school accreditation may be granted at this level, without being presented to the Accreditation Commission.
19. Recommendations from the PCR are presented to the Accreditation Commission, as needed.
20. Upon approval by the COA Accreditation Commission, full COA After School Accreditation Notice and certificate is sent by Client Relations within 5 business days.
21. A Final Accreditation Report (FAR) is sent 45 days after formal notification of accreditation and includes details of program's strengths and areas for improvement.

Full After School Accreditation Details

- After school program accreditation is good for 4 years.
- The program will submit annual Maintenance of Accreditation (MOA) reports with the annual MOA fee, including copies of parental complaints and/or accidents involving injury to children.

After School Accreditation Costs

There is an initial application fee that is submitted with the application for accreditation.

An accreditation is also charged with the signing and returning of the accreditation agreement. This may be paid in full at that time or broken into two payments with one half of the fee being submitted with the signed accreditation agreement and the remaining 50% submitted within 60 days.

The site visit costs vary based on the number of Endorsers and the length of the visit. This is billed to the program typically within 30 days of the completion of the site visit.

The an annual maintenance of accreditation (MOA) fee is billed to all accredited programs for each of the three years in its four year accreditation cycle. Each payment is due to COA no later than ninety (90) days prior to the annual anniversary of the date of accreditation.

Payment of the maintenance of accreditation fee and submission of the MOA Report, including copies of parental complaints or accidents involving injury to children, is a requirement for continued COA accreditation.

The current fees can be located online at www.COAAfterschool.org in the “[Accreditation Guidelines](#)” section.