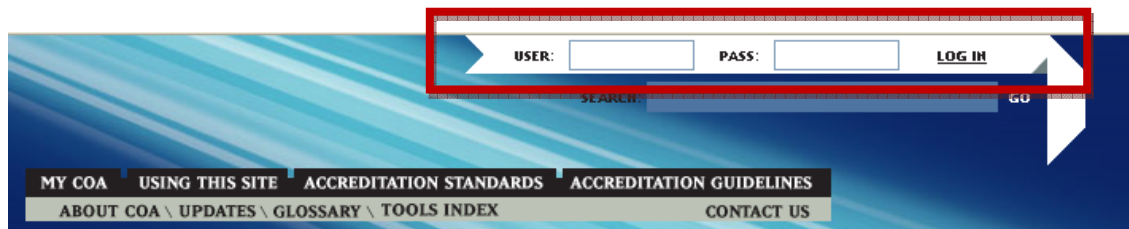





Accessing a Document in your *My COA* Account

1. Navigate to the relevant Standards website:
United States: <http://www.coastandards.org>
Canada: <http://www.coacanadastandards.org>
After School Programs: <http://www.coafterschool.org>
2. From the home page, log in to your My COA account. **NOTE:** If you do not remember your My COA username and password, please contact your COA Accreditation Coordinator.






3. Once you log in, you will be directed to the My COA home page. Navigate to the middle of this page to the section called "My Documents." Click on the relevant link to download and/or view a document. **NOTE:** If you do not see the document in the list, click on [See more documents](#)  to expand the list.

MY DOCUMENTS

My Documents contains important documents for the accreditation process. Occasionally, you will receive an email from COA that a new document has been uploaded to your account. To access that document, click on the relevant link below. During the accreditation process, you can expect to receive the following documents:

- **Accreditation Agreement**
Establishes the terms of agreement for accreditation between COA and your organization.
- **Assessment Table**
Outlines the sites and services for which your organization will be reviewed.
- **Site Visit Team Notification**
Provides information about the review team that will be visiting your organization.
- **Pre-Commission Review Report (PCR)**
Outlines the standards requiring implementation following the site visit. Includes instructions for responding to the PCR.
- **Final Accreditation Report (FAR)**
Notifies your organization of the services for which you are accredited and your expiration date. Includes the final ratings from your most recent accreditation as well as a sample press release, a memo to stakeholders, and strengths and areas for improvement.

-  [Pre-Commission Review Report \(PCR\)](#) October 2008
-  [Assessment Table](#) June 2008

[See more documents](#) 

Click here to access the relevant document.