Accreditation Renewal Questionnaire

The following section details the steps for Corps to renew their five-year accredited status.

Step 1: Submit Renewal Application & Fee

Corps must submit their application narrative, supporting materials and accreditation renewal fee no later than May 12, 2023. TCN will review each application for completeness. If your application is not complete, your application will be returned to you to complete. Applications submitted without supporting documentation or the accreditation renewal fee are considered incomplete. You can submit payments via The Corps Network secure payment portal found here: <https://corpsnetwork.org/accreditation-dues/>. If you need a payment plan, please contact [btillett@corpsnetwork.org](mailto:btillett@corpsnetwork.org) for options.

* $1,500 - Corps with an operating budget less than $4m
* $2,500 - Corps with an operating budget $4m or more

Step 2: CCE Review of Renewal Application

The review team will prepare a summary report for the Corps Center of Excellence Accrediting Committee. A draft report will be shared with the applicant who will have an opportunity to respond to any remaining issues. If there is a disagreement, the final report will include a statement from the applicant indicating their reasons for disagreement. The report will include a determination on if the Corps is in substantial compliance with the standards, highlight best practices, and, if applicable, may include recommendations for continuous improvement.

The CCE will review the final report and decide whether to renew accreditation. If the applicant is not satisfied with the final decision, they will have 60 days after receiving the official decision to submit an appeal. The appeal will be reviewed by the CCE Committee and responded to no later than 60 days after the submission date. Appeals can be submitted to Bobby Tillett at [btillett@corpsnetwork.org](mailto:btillett@corpsnetwork.org).

If approved for renewal, the applicant will receive an electronic notice of their approval and version of their accreditation certificate. Approved applicants’ accreditation plaques will be presented at The Corps Network’s 2024 National Conference.

Step 3: Annual Responsibilities

The accreditation renewal is valid for five years. As an accredited program, Corps agree to the following:

* Corps will maintain yearly financial audits.
* Corps will complete TCN’s annual profile.
* Corps will notify TCN of major changes in the organization, such as changes in executive leadership or major programmatic or funding changes.

If the Corps does not maintain these annual responsibilities, they are at risk of losing their accredited status. The CCE Committee will decide whether to revoke accredited status based on the degree of non-compliance.

Calendar – Renewing Applicants:

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| **May 12, 2023** | * Renewal questionnaire submitted. * Accreditation fee due. |
| **June 9, 2023** | * Renewal applicants are notified if they must undergo the full accreditation process or if their renewal was accepted by the CCE Committee.\* |
| **March 19 – 21, 2024** | * Accredited Corps recognized at The Corps Network’s National Conference. |

# \**If the Corps is directed to undergo the full accreditation process, refer to the new applicant calendar for deadlines*

# Instructions

# Corps seeking to renew their accreditation must complete the following questionnaire. Each response should be clear, concise, and accurate. TCN staff will review the responses for completeness prior to sharing the document with the CCE Committee. If major changes occurred at the organization or program that are not shared with the CCE Committee, the organization will be at risk of losing its accredited status. After reviewing your submission, the CCE Committee will determine whether the organization must undergo the full accreditation process or not. You will be notified no later than June 9, 2023, whether your renewal was approved or if you must undergo the full accreditation process.

Please do not reformat this application, add a cover page to the application, add your Corps logo to the application, delete any pages of the application, or otherwise alter the application in any way other than by responding to the questions. Once the application is completed, please convert it to a PDF file. Completed applications and required documents should be sent to Bobby Tillett, Member Services Manager at [btillett@corpsnetwork.org](mailto:btillett@corpsnetwork.org) no later than May 12, 2023.

# Contact Information

**A. Background**

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| Name of Corps: |  |
| Parent Organization (if applicable): |  |
| Street Address: |  |
| City: |  |
| State: |  |
| Zip: |  |
| Website: |  |
| Year Established: |  |

**B. Program Leader**

|  |  |
| --- | --- |
| Name of CEO or Executive Director: |  |
| Title: |  |
| Phone: |  |
| E-mail address: |  |

**C. Accreditation Point of Contact**

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Phone: |  |
| E-mail address: |  |

# Questionnaire

1. Please provide a short narrative summarizing the major changes at your organization over the past five years.

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1. If applicable, describe changes to your by-laws in the past 5 years.

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1. Has your Corps experienced any significant changes in funding over the past 5 years (+/- 25% or more)? If yes, please explain.

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1. Has your Corps experienced significant changes in the annual number of Corpsmembers enrolled over the past 5 years (+/- 25% or more)? If yes, please explain.

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1. Have you experienced changes in key leadership staff in the past 5 years? If yes, please explain.

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1. Have you had any significant changes to your service or Corpsmember focus in the past 5 years? If yes, please explain. Service focus is defined as types of project work your Corps engages in. Corpsmember focus is defined as the priority population groups you that serve.

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1. Have you had any legal or compliance issues (resolved or unresolved) in the past 5 years? If yes, please explain.

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1. Describe any risk management critical incidents in the past 5 years. A critical incident is defined as substantial or serious harm to the physical or mental well-being of a program participant, staff person, or volunteer at the organization.

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1. What are three best practices you’ve developed over the past 5 years that you are willing to share with other Corps?

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1. What specific challenges are you facing with your Corps operations?

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1. What specific technical assistance or other services can The Corps Network offer that would help support your Corps?

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1. Please attach the following documents with your renewal application.
   1. Most recent audit completed within the past 12 months.
   2. List of your current Board of Directors including biographies.
   3. List of your current Executive Leadership including biographies.
   4. A current organizational chart for your Corps.
   5. A copy of your current Diversity, Equity, and Inclusion plan.