



Maintaining your Accreditation

To uphold accreditation standards and integrity, the following maintenance process is in place:

Clinical internship programs will be recognized as ACLP-accredited for 5 years, pending annual submission of maintenance materials. Once accreditation has been established through ACLP, clinical programs will be expected to submit yearly maintenance materials and complete an accreditation renewal process every 5 years.

The maintenance materials include:

Submission of Annual Maintenance Report: This report must be completed in its entirety and include any changes that have occurred in the program throughout the year, as well as any accommodations that needed to be made and why they were made.

Submission of the Maintenance Fee: \$ 100

The ACLP will notify each clinical program 60 days prior to their Annual Maintenance Renewal deadline to submit both the Maintenance Report and the Maintenance Fee. If a program fails to meet this deadline, the ACLP will offer a 30-day extension for the required materials and payment. If a program does not submit both the Report and the Fee by the extended deadline, accreditation maintenance will be denied.

The clinical programs will be granted one of the following statuses:

Accreditation maintenance approved: The clinical program continues to meet all required standards. The program will remain listed on the ACLP website and can continue to utilize the ACLP accreditation seal.

Accreditation maintenance denied: The previously accredited program will no longer be identified as accredited. The program will be eligible to reapply after a period of 12 months have passed. The program will no longer be listed on the ACLP website's list of accredited internships sites, and must immediately discontinue use of the ACLP accreditation seal. This status change can occur from the annual maintenance report showing the program is not able to continue to meet standards or can be due to the program not submitting the annual maintenance fees by the deadline.

The Internship Accreditation Oversight Committee (IAOC) reviews annual maintenance forms to verify continued fulfillment of accreditation requirements. The IAOC understands unforeseen circumstances can lead to structural changes and ask that these be included in the report each year. Programs can also reach out to the IAOC at any time throughout the year as any issues or changes arise in the program to receive clarification and guidance. The IAOC reserves the right to revoke accreditation if a clinical program becomes unable to meet the requirements for accreditation or fails to submit the annual maintenance report and fees by the deadline.