



## **FUNDAMENTAL GUIDELINES FOR FLETA ACCREDITATION**

### **ACCREDITATION**

Academy Accreditation is a commitment that all of the agency's training programs meet FLETA Standards.

Agencies seeking FLETA Academy Accreditation are required to have their basic training and basic instructor development training programs individually accredited by the FLETA Board within three years of achieving Academy Accreditation.

Annual reports are required from Accredited Academies and for Accredited Programs reporting the current status of compliance with FLETA Standards.

### **APPLICATIONS**

A separate application must be submitted for each academy and/or program seeking accreditation.

Applicant Agencies submitting an application for Academy Accreditation must identify their basic training and basic instructor development training programs in the application.

There are no time limits from the application to the initial FLETA Assessment.

### **APPLICABILITY OF STANDARDS**

An Applicant Agency is expected to comply with all relevant standards for all locations where training is conducted by the Applicant.

Temporary relief from an applicable standard, through a waiver, must be made in writing to the FLETA Board. Requests for waivers must include an explanation of the limiting situation along with a plan the Applicant intends to use to resolve the limitation. The FLETA Board may grant or deny the waiver request; if granted, the FLETA Board will establish an expiration date for the waiver.

In instances where the Applicant is not required to perform the activity required by the standard; the Applicant Agency may request, in writing, a determination by the FLETA Office of Accreditation for a standard to be considered not applicable (NA). The FLETA Office of Accreditation will provide written notice to the Applicant Agency for the standard files which are not applicable.

## **STANDARD FILES FOR INITIAL ACCREDITATION**

The Applicant Agency shall maintain a separate and complete set of files for the academy and each program seeking accreditation. Within each set of files, each FLETA standard and its proofs of compliance shall be kept in separate folders.

If the Applicant Agency has had no opportunity to utilize a particular Documented Administrative Control as it relates to the standard, a memorandum signed by the CEO attesting to that fact will be sufficient to show compliance (Wet ink policy).

## **FLETA ASSESSMENTS**

FLETA Assessments will only be conducted for programs that have been presented a minimum of one time beyond the program's pilot presentation.

If a program is presented for a FLETA Assessment by an Applicant Agency that has already received FLETA Academy Accreditation, it will not be necessary to review the Documented Administrative Controls that have already been presented for Academy Accreditation. Documented Administrative Controls specific to the program and program proofs of compliance will be reviewed by the FLETA Assessment Team to determine program compliance. The Applicant Agency seeking program accreditation shall note on the Individual Standard Compliance Report (ISCR) the DAC (number/name) and the date Academy Accreditation was awarded.

## **ASSESSORS**

The FLETA Assessment Team shall be composed of professional peers who volunteer and are trained by the FLETA Office of Accreditation to serve as assessors.

The Office of Accreditation will present the Applicant Agency with a list of trained assessors. From the list, the Applicant Agency will be asked to identify any potential assessor(s) who may present a direct and specific conflict of interest. Conflicts of interest may exist if a potential assessor is a former employee of the Applicant Agency who departed within the last 18 months, the spouse or relative of an agency participant, or a member of the self-assessment team. A written justification for excluding the assessor from the FLETA Assessment Team must be submitted to the FLETA Office of Accreditation. This information may be shared with the identified assessor(s). The final determinations of an assessor's suitability will be made by the Executive Director of the FLETA Office of Accreditation.

Confidentiality of observations and discoveries during all aspects of the FLETA Assessment is required of all FLETA Assessors.

## **REACCREDITATION**

An accredited academy or program must undergo reaccreditation every three years using the then current standards and process.

Academy reaccreditation is contingent upon the accreditation of the basic training and basic instructor development training programs identified in the application.

The reaccreditation is a fresh look at all information to determine if the evidence supports the agency's continued compliance with FLETA Standards.

## **STANDARD FILES FOR REACCREDITATION**

Files addressing each standard must contain all required proofs of compliance, to include current Documented Administrative Controls, and at least one supporting document from each year under review.

Academy Reaccreditation - Documentation will be required from each of the three previous years; in cases in which documentation is identical (exactly the same; not just the same form) for all three years, the provided documentation could be supported with an explanation memorandum.

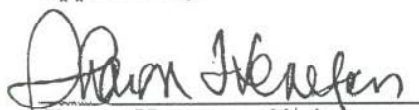
Program Reaccreditation - If a program was not offered during one or more years, an explanation of this fact shall be placed in the standard file.

Supporting documentation for the years under review should come from the current year (the 12 months, or remaining months, prior to the Upcoming FLETA Assessment), the middle year (the middle 12 months) and the first year following the previous FLETA Assessment (the first 12 months). Accumulating numerous proofs for one year but none for other years will not be sufficient.

	<b>Years Under Review</b>			
Previous FLETA Assessment	First Year	Middle Year	Current Year	Upcoming FLETA Assessment
	12 months	12 months	12 or remaining months	

In those years where the Applicant Agency did not have an opportunity to employ a particular Documented Administrative Control as it relates to the standard, a memorandum signed by the CEO attesting to that fact will be sufficient to show continued compliance.

Approved by:

  
Sharon Henegan, Chairperson  
FLETA Board of Directors

  
Gary B. Mitchell, Executive Director  
FLETA Office of Accreditation