Timeline

This is a general overview of the timeline and key steps for first-time accreditation process, though the timing of these steps may vary and there may be some changes in when things are due. Click here for a downloadable copy of the first-time timeline infographic.

1. **REGISTRATION**
   - Application slots for first-time accreditation are filled via lottery.
   - To be eligible for the lottery a registrant must be able to respond "yes" to:
     - Are you a U.S.-based 501(c)(3) tax-exempt public charity or quasi-governmental organization?
     - Have you been incorporated for at least two years?
     - Have you completed at least two direct land or easement acquisition projects?
   - Submit $850 registration fee with registration lottery form

2. **PRE-APPLICATION**
   - Applicant fills out and submits pre-application using the Accreditation Management System (AMS) (~3 months prior to application due date)

3. **APPLICANT SUBMITS APPLICATION AND PAYS FEE $**
   - Commission reviews application (timing dependent upon position on review schedule)
   - Applicant has call with Commission review team (~1-4 months after application due date; call agenda is sent one week prior)
   - Commission provides additional information request (AIR) ~2-4 weeks after call with review team

4. **APPLICANT SUBMITS INFORMATION IN RESPONSE TO AIR**
   - (due ~1-3 months after AIR is received)

5. **APPLICANT RECEIVES COMMISSION DECISION**
   - Commission reviews additional documentation and makes final decision (timing dependent on Commission meeting schedule)

   (~10 months after application was submitted)