

# First-Time Accreditation Process

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## 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

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## PRE-APPLICATION



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

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- Commission reviews and formally accepts or declines your pre-application
- Accepted applicant receives project selection, fee and targeted verification request (~2 months prior to application due date)

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## APPLICANT SUBMITS APPLICATION AND PAYS FEE \$ (on or before application due date)

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- 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

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



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- Commission reviews additional documentation and makes final decision (timing dependent on Commission meeting schedule)

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## APPLICANT RECEIVES COMMISSION DECISION (~10 months after application was submitted)