

# Process for Application Renewal

## PROVIDER

### *Application for Renewal*

The provider submits the application, a detailed list of courses, and the application fee.

**Application Fee: \$750**

Due at the time of course submission

### *Course Submission*

The provider submits courses for review, along with the course review fee within **30 days** of receipt of the acceptance letter.

**Course Review Fee: \$1,350 / course**

Due at the time of course submission

### *Curriculum Revisions*

The provider makes changes to meet quality standards and returns the curriculum to AQC.

**Follow-Up Review: \$500 per course (if required)**

AQC will invoice the provider

## AQC

### *Application Review*

AQC staff in collaboration with the AQC Committee on Academic Review considers the application materials.

AQC staff selects sample courses and sends an acceptance letter to the provider.

### *Course Review*

The reviewers have **60 days** to evaluate the curriculum and return it to AQC.

AQC staff sends completed reviews to the provider for a response to any determination that quality standards are not met.

### *Follow-Up Assessment*

Within **30 days**, providers receive formal notification of whether AQC status is granted.

AQC staff adds the list of approved courses to the AQC website.