

Process for a New Provider

PROVIDER

Initial Application

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

Application Fee: \$1,000

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: \$1,500 / 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

Initial Application Review

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

If the provider is a good fit for AQC review, the 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.