

**Extension of Reaccreditation Policy**

An entity may be granted an extension of reaccreditation by the Board upon showing of circumstances that hindered or prevented the entity's ability to prepare for the reaccreditation visit.

1. No extension, or combination of extensions, of the accreditation may exceed one (1) year from the due date of the reaccreditation site visit.
2. Failure to hold a site visit prior to the Board meeting following the approved period of extension of accreditation will result in loss of accreditation status.

**Procedure for Requesting/Granting Extension of Reaccreditation****1. Request Submission:**

- The entity seeking an extension of reaccreditation must submit a formal request to the Board through IFSAC Administration. This request should include detailed documentation explaining the circumstances that hindered or prevented the entity's ability to prepare for the reaccreditation visit.

**2. Evaluation of Request:**

- The Board will review the submitted request along with the supporting documentation provided by the entity.
- The Board will assess the validity and significance of the circumstances presented by the entity to determine if they warrant an extension of reaccreditation.

**3. Decision Making:**

- The Board will deliberate on the request during their scheduled meetings.
- Based on the evaluation, the Board will decide whether to grant an extension of reaccreditation and the duration of the extension, if approved.
- If the request is denied, the entity will be notified promptly with reasons for the decision. Entities have the right to appeal the decision of the Board.

**4. Extension Limitation:**

- No extension, or combination of extensions, may exceed one (1) year from the due date of the reaccreditation site visit.
- The duration of the extension will be determined by the Board based on the circumstances presented by the entity.

**5. Notification of Decision:**

- The entity will be informed in writing of the Board's decision regarding the extension request.
- If the extension is approved, the entity will receive specific instructions regarding the revised timeline and any additional requirements.

**6. Reaccreditation Process During Extension Period:**

- The entity must utilize the extension period to address the issues that hindered or prevented their preparation for the reaccreditation visit.

- The entity should continue to comply with any ongoing accreditation requirements and fulfill any outstanding obligations during this period.

**7. Site Visit Scheduling:**

- If an extension is granted, the entity must coordinate with Administration to schedule the reaccreditation site visit within the approved extension period.

**8. Consequences of Failure to Hold Site Visit:**

- Failure to hold a site visit prior to the Board meeting following the approved period of extension of accreditation will result in loss of accreditation status.
- The entity will be notified of the loss of accreditation status per the Membership/Accreditation Withdrawal or Revocation policy and the necessary steps for reapplication, if applicable.

**9. Monitoring and Reporting:**

- The Board will monitor the progress of the entity during the extension period to ensure compliance with the agreed-upon timeline and requirements.
- The entity must provide periodic updates to the Administration regarding their progress in addressing the identified issues.

By following this procedure, the Board ensures fairness and transparency in evaluating requests for extension of reaccreditation while maintaining the integrity of the accreditation process.

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This policy and procedure is effective as of October 5, 2024, and supersedes any previous policies and procedures related to extensions of reaccreditation.

For questions or further information regarding this policy and procedure, please contact IFSAC Administration.