

Print copies of the Accreditation Forms 1001-1007 from the Becoming Accredited webpage.

Complete the Beginning the AMC Institute Accreditation Process (Form #1001)

Participate Accreditation Training Webinars and Accreditation Workshops

Prepare and submit documentation according to the ANSI Standards. Successfully apply processes and procedures within your AMC.

Introduction of AMC Institute Accreditation into your AMC

Once all materials and documents are completed, contact a CPA to do carry out the Review of your company.

Give the company/Reviewer the Reviewer's Guide materials (See Section IV, AMC Reviewer's Guide)

Reviewer must sign the Reviewer's Commitment Form (Form #1005) and be approved by AMC Institute prior to start of Review

No

AMC Institute will notify you within seven working days of receipt of above materials if your reviewer has been approved.

Yes

Submit the following forms:
Declaration of Intent to Become AMC Institute Accredited (Form #1002)
License Agreement (Form #1003) pages 1 & 10
Accreditation Fee (Form \$1006)
Reviewers Commitment Form (Form #1005)

Contact your Reviewer and negotiate terms and conditions of Review with your Accounting Firm or individual CPA within 30 days. Related expenses, negotiated by you, are your responsibility.

Schedule the review. Ideally, the review should be completed within six months of submitting your Declaration of Intent to become AMC Institute Accredited form.

Review passed

AMC will receive congratulatory letter from AMC Institute along with logo in electronic and hard copy formats

When Review is complete (follow the guidelines for Conducting an AMC Institute Accreditation Review, Section IV), the Reviewer will forward page 1 of the Reviewer's Report Form (#1004) to the AMC Institute office and pages

Review Incomplete

AMC shall respond in writing directly to the Reviewer with explanation and supporting information that addresses the area(s) of concern or shall withdraw its application for accreditation without prejudice. All monies and fees submitted to date shall be considered payment for services rendered to date.