

Accreditation Process

Levels of Review

The inspection process involves three levels of review:

1. The Inspector who inspects the labs and submits an inspection report to the laboratory Director and the Commissioner.
2. The Commissioner who reviews first, the application packet completing a Commissioner's Summary Form and secondly, the Inspector's report and then notifies the laboratory Director of deficiencies. The Commissioner is the primary reviewer in the new process and is responsible for the assessment of compliance providing all facts as necessary.

[Commissioner Accreditation Timeline \(.doc 33kb\)](#) (see attachment)

[Commissioner Accreditation Timeline \(.pdf 43kb\)](#) (see attachment)

3. The Accreditation co-Chair who acts as secondary reviewer.
A fourth level of review by the Accreditation Review Board is used in all circumstances, to maintain fairness and consistency of all decisions and policies.

The ASHI Board of Directors has oversight of the entire Accreditation process.

Commissioner Accreditation Timeline

Cycle 1		Cycle 2		Cycle 3	
1A = Odd Years; 1B = Even Years*		2A = Odd Years; 2B = Even Years*		3A = Odd Years; 3B = Even Years*	
Date Completed	Step in Cycle	Date Completed	Step in Cycle	Date Completed	Step in Cycle
1 March	Application deadline	1 July	Application deadline	1 November	Application deadline
15 March	All applications sent to Commissioners	15 July	All applications sent to Commissioners	15 November	All applications sent to Commissioners
1 March	Packet review done by Commissioners**	1 September	Packet review done by Commissioners**	1 January	Packet review done by Commissioners**
15 April	Inspections begin Prev defic to insp.	15 August	Inspections begin Prev defic to insp.	15 December	Inspections begin Prev defic to insp.

15 June	Inspections completed	15 October	Inspections completed	15 February	Inspections completed
15 June	Interim Report summaries completed	15 October	Interim Report summaries completed	15 February	Interim Report summaries completed
1 July	Lab responses due	1 November	Lab responses due	1 March	Lab responses due
15 July	Onsite Application summaries completed	15 November	Onsite Application summaries completed	15 March	Onsite Application summaries completed
August	Meeting Month	December	Meeting Month	April	Meeting Month
20 August	Letters & certificates edited & reviewed by commissioners & co-chairs	20 December	Letters & certificates edited & reviewed by commissioners & co-chairs	20 April	Letters & certificates edited & reviewed by commissioners & co-chairs
25 August	All letters/ certificates mailed to labs	24 December	All letters/ certificates mailed to labs	25 April	All letters/ certificates mailed to labs
1 September	Date accreditation begins	1 January	Date accreditation begins	1 May	Date accreditation begins

*Refers to expiration dates; i.e., labs with expiration dates in odd years (05, 07, 09) are in the A cycles (1A, 2A, 3A).

**Refers to packet review with the exception of labs being inspected before April 15, August 15, and October 15. Those (onsite) packets should be reviewed earlier to relay information to inspector before inspection date.