

HPCO Accreditation – Detailed Timeline

ACTION	TIMELINE
<p>Organization completes Registration (declaring intent to participate in Accreditation Program).</p> <p>HPCO confirms receipt of registration via email which contains blank “Standards Review” document and invoice for Application Fee.</p>	<p>Registrations can be completed at any time. It is recommended that organizations complete the registration form a minimum of 10 months before the Accreditation decision is required.</p> <p>Visit www.hpcoco.ca to complete a registration form.</p>
<p>Organization submits Application Fee</p>	<p>Within 30 days of invoice</p>
<p>Organization completes the Standards Review.</p> <p>The Standards Review is a mandatory screening process that helps HPCO assess the organization’s preparedness to have its program(s) reviewed.</p>	<p>Within 4 months of planned application deadline.</p> <p>It is estimated that the organization should allow 4-6 weeks prior to application deadline for completion of this document.</p>
<p>OPTION 1: SPRING/SUMMER TIMELINE</p> <p><i>Collection of evidence occurs in the Spring/Summer, Accreditation decision delivered December 1.</i></p>	
<p>Organization submits an application to participate in the Accreditation Program. The online application includes:</p> <ol style="list-style-type: none"> 1) Declaration of compliance with Accreditation Essentials 2) Declaration of intention to participate in an Accreditation Review (Board approved) 3) Upload of completed Standards Review 	<p>April 1</p> <p>(8 months before the Accreditation decision is required)</p>
<p>HPCO confirms receipt of application and application fee via email.</p>	<p>Within five business days of application deadline.</p>
<p>HPCO staff reviews the application and determines if organization is eligible to participate in the Accreditation Program. HPCO notifies the organization if they are approved to proceed and provides an invoice for payment of the Review Fee.</p>	<p>May 1</p> <p>(within 30 days following application deadline)</p>
<p>Organization submits Review Fee to HPCO.</p>	<p>June 1</p> <p>(within 30 days following invoice date)</p>
<p>Organization collects evidence that demonstrates compliance with Standards.</p>	<p>May 1 – Sep 1</p> <p>(within 4 months of submission deadline)</p>
<p>Organization submits evidence to HPCO.</p>	<p>September 1</p>



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HPCO confirms receipt of Evidence Submission via email, including notification of on-site review where applicable.	
On-site reviews will take place in selected organizations	By October 15 (Date to be mutually determined between HPCO Peer Review Panel and organization's Accreditation Lead.)
Accreditation Review Panel delivers decision via email and mailed letter.	Dec 1 (within 90 days following submission deadline)
Organization submits Plan for Improvements to HPCO.	Feb 1 (within 60 days of Accreditation decision)
HPCO sends reminder for Annual Compliance requirements via email, including access to online process and invoice for Annual Compliance Fee	Oct 1 of Year Two and Oct 1 of Year Three
Accreditation organization submits Annual Compliance Fee and Annual Compliance Report	Dec 1 of Year 1 and Dec 1 of Year 2
HPCO confirms receipt of Annual Compliance Fee and Annual Compliance Submission via email	Within 5 business days
HPCO delivers feedback on Annual Compliance Report	Jan 1 of Year 1 and Jan 1 of Year 2
OPTION 2: FALL/WINTER TIMELINE <i>Collection of evidence occurs in the Fall/Winter, Accreditation decision delivered June 1.</i>	
Organization submits an application to participate in the Accreditation Program. The online application includes: 1) Declaration of compliance with Accreditation Essentials 2) Declaration of intention to participate in an Accreditation Review (Board approved) 3) Upload of completed Standards Review	October 1 (8 months before the Accreditation decision is required)
HPCO confirms receipt of application and application fee via email.	Within five business days of application deadline.
HPCO staff reviews the application and determines if organization is eligible to participate in the Accreditation	November 1



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Program. HPCO notifies the organization if they are approved to proceed and provides an invoice for payment of the Review Fee.	(within 30 days following application deadline)
Organization submits Review Fee to HPCO.	December 1 (within 30 days following invoice date)
Organization collects evidence that demonstrates compliance with Standards.	Nov 1 – Mar 1 (within 4 months of submission deadline)
Organization submits evidence to HPCO. HPCO confirms receipt of Evidence Submission via email, including notification of on-site review where applicable.	March 1
On-site reviews will take place in selected organizations	By April 15 (Date to be mutually determined between HPCO Peer Review Panel and organization's Accreditation Lead.)
Accreditation Review Panel delivers decision via email and mailed letter.	June 1 (within 90 days following submission deadline)
Organization submits Plan for Improvements to HPCO.	Aug 1 (within 60 days of Accreditation decision)
HPCO sends reminder for Annual Compliance requirements via email, including access to online process and invoice for Annual Compliance Fee	Apr 1 of Year Two and Apr 1 of Year Three
Accreditation organization submits Annual Compliance Fee and Annual Compliance Report	June 1 of Year 1 and June 1 of Year 2
HPCO confirms receipt of Annual Compliance Fee and Annual Compliance Submission via email	Within 5 business days
HPCO delivers feedback on Annual Compliance Report	July 1 of Year 1 and July 1 of Year 2