

## Milestones for Birth Centers working toward CABC Accreditation for the 1st Time

Time Frame	The Birth Center will...	CABC will...
6-12 months before the Site Visit	Complete the Initial Registration form on the CABC website: <a href="https://www.birthcenteraccreditation.org/get-accredited/getting-accredited-for-the-first-time/">https://www.birthcenteraccreditation.org/get-accredited/getting-accredited-for-the-first-time/</a>  Pay the first half of Initial Registration invoice.  Sign and return the Accreditation Agreement.	Confirm Starting Point (1-year or 3-year Accreditation).  Email invoice for Initial Registration and Accreditation Agreement.  Send the Accreditation Manual.
6 months before the Site Visit	Pay the second half of Initial Registration invoice and request a Site Visit date. <b><i>Changing a site visit date after travel plans are made and documents are uploaded incurs additional cost to the birth center.</i></b>	Confirm the Site Visit date and assign an Accreditation Specialist.  Give the birth center access to Basecamp, the project management system.
2 months before the Site Visit	<b>Upload to Basecamp the documents listed in the Accreditation Manual.</b>  Upon request, recommend transportation, lodging, and meal arrangements for the Site Visit.	Confirm the materials have been received and alert the Accreditation Specialist to perform a Preliminary Review.  <b>Confirm travel plans.</b>  List the birth center as “In-Process” of Accreditation on the CABC website.
1 month before the Site Visit	Upload any additional documents requested after the Preliminary Review, if necessary.  Upon request, provide contact information for interviews that will be conducted before the Site Visit.	Communicate any outstanding requirements to the birth center based on the Preliminary Review.

Time Frame	The Birth Center will...	CABC will...
2 weeks before the Site Visit	Upload a tentative Site Visit Schedule to Basecamp.	Upload a Site Visit Info Sheet containing Accreditation Specialist travel itinerary and contact information.
2-3 Days	Host the Site Visit.	Accreditation Specialist will conduct the Site Visit and provide a written report to the birth center during the Exit Conference.
No later than 1-week after the Site Visit	Complete an on-line evaluation of the process.	Send the birth center a link to the on-line evaluation form.
8-10 weeks after the Site Visit		<p>Pen a Decision Letter based on the results of the Panel Review. The letter is reviewed by the Commissioners' Chair and Co-Vice Chairs. The letter is mailed and emailed to the birth center.</p> <p>If accredited, an accreditation certificate is mailed and the birth center is listed as "Accredited" on the CABC website.</p>
90 days after receipt of Decision Letter	Complete Progress Report addressing requirements outlined in the Decision Letter. Upload to Basecamp by due date.	Conduct a review of the Progress Report by a team of Panelists. Additional documentation may be requested.
2 weeks after Progress Report is received	Submit any revisions or additions to the Progress Report if needed as requested by the Review Panel.	Communicate the final decision to the birth center.
1-year after the Site Visit	<p>Look ahead to next year:</p> <p>If your Starting Point is 1-Yr Accreditation, anticipate your 1-Yr Review Site Visit.</p> <p>If your Starting Point is 3-Yr Accreditation, anticipate your first Interim Status Report.</p>	