COMMISSION FOR ACCREDITATION OF PARK AND RECREATION AGENCIES
ACCREDITATION HANDBOOK

Preparing for the Visit

When the invited visitors accept the assignment, they are provided with details about the agency, share contact information with each other, and upload signed versions of the conflict of interest forms for their assigned visit.

At least ten (10) weeks prior to the scheduled visit, the agency provides access to the self-assessment report form with uploaded documentation. Failure to do so may result in cancellation of the scheduled visit (see extension policies at pages 9-10). Any expenses incurred up to this point (e.g., prepaid visitor travel expenses) are the responsibility of the agency.

The visit must take place at least 90 days prior to the Commission meeting at which the agency will be reviewed. The agency makes all arrangements for visitation team arrival, time onsite, and departure.

The visitation team chair and agency work together to set the specific dates for the visit and to develop the onsite visit agenda. The agency arranges for housing, meals, work space, materials, clerical assistance, and interview schedules. All arrangements should be made in close consultation between visitors and the host agency. As early as possible, details of all visitation team member arrival and departure schedules should be determined. Visitors **MUST NOT** make any travel arrangements until the agency has been notified that their visit is approved and the visit team receives access to the review form.