

## COMMISSION FOR ACCREDITATION OF PARK AND RECREATION AGENCIES ACCREDITATION HANDBOOK

### Accreditation Status - Actions

At its annual meeting in the fall, the Commission may take the following action regarding an agency's accreditation status:

1. **Grant accreditation without condition**
2. **Grant accreditation with condition:**
  - a. Conditions must be met within a prescribed time period set forth in the motion
  - b. Failure to document corrections of deficiencies within the specified time period will result in withdrawal of accreditation.
3. **Defer action:**
  - a. The determination of initial accreditation may be deferred for a specific time pending compliance with action specified by the Commission and set forth in the motion.
  - b. Failure of the agency to document corrections of deficiencies within the specified time period shall be considered void and the agency must reapply for accreditation.
4. **Deny accreditation:** The determination of initial accreditation may be denied for specific reason(s) set forth in a motion.
5. **Withdraw accreditation:** The determination of continuing accreditation may be withdrawn, either voluntarily by the agency or by Commission action. If by Commission action, the specific reason(s) are set forth in a motion
6. **Issue a warning:** The Commission may issue a warning to an agency at any time. Warnings are formal statements issued by the Commission that signal serious concerns about current future lack of compliance with standards. Warnings are given when, on the basis of its annual report, official accreditation review, or other evidence, an accredited agency is believed to be falling significantly below minimum compliance requirements.

The agency is informed of the decision at the meeting, if present, and within 30 days via official letter to the director. The agency may make a written request for further clarification within 30 days after receipt of the Commission decision. Only the Commission

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chair or accreditation manager is authorized to disseminate information prior to official notification of action by the Commission to the agency.

Agencies that receive a deferral or conditions will be given opportunity to make the required improvements. Evidence that an agency has responded satisfactorily to the circumstances leading to conditions or deferral will be based on one or more of the following:

- A written report indicating improvements made accompanied by relevant documentation, as appropriate;
- A supplementary visit (at agency expense). The number of visitors and number of days scheduled will be determined by the Commission;
- A meeting of agency representatives with designated Commission representatives.
- Combinations of the above or other specified evidence.

The agency will send written documentation of compliance with specific actions taken in response to conditions, a warning or a deferral to the Commission's executive committee and accreditation manager. Depending upon the nature of the documentation, the Commission may require verification from the agency's chief executive officer or delegate. In the case of compliance with conditions, documentation also will be forwarded to the Commission lead and second reviewer designated for the agency in question. The agency is responsible for expenses incurred by the Commission or Commissioners regarding conditional or deferred accreditations.