



START-UP TASKS FOR BEGINNING THE PROCESS

- ☐ Complete the Program Application and return it to the Commission.
- ☐ Once your application is received and approved, you will receive an invitation to join MPACnetwork. This informational and interactive site is a support network for CEO's, Accreditation Managers and Accreditation Team Members. It is also the Commission's written directive system for program members and membership is mandatory. The site's address is <https://mpacnetwork.net>.
- ☐ Visit the Getting Started page at <https://mpacnetwork.ning.com/getting-started>
- ☐ Go to the Commission's online training portal, CourseStorm at <https://masspoliceaccred.coursestorm.com> for a schedule of upcoming training workshops.
- ☐ Begin Networking. Review the Commission's list of participating agencies and reach out to the accreditation managers of certified and accredited agencies. Visit their agencies, ask to review their accreditation files (compliance documentation) and observe their mock assessments.
- ☐ Notify agency personnel of your application for certification and solicit agency-wide support, participation, and input.
- ☐ Download the **MPAC File Status Log** and **MPAC Compliance Log** (of the applicable program).
- ☐ Use the [MPAC Template Roster](#) to input all of your agency personnel.
- ☐ Using the [MPAC Job Category Flow Chart](#) and the [MPAC Job Category Crosswalk](#) determine the job category of each member of your agency.
- ☐ Set up your Accreditation Filing System, electronic or paper. If using paper files, the template for printing labels is on MPACnetwork. If using electronic, work with your vendor.
- ☐ Download the Assessment Checklists from the MPACnetwork and read through the standards for certification; identify the standards that are not applicable and submit [Waivers](#) to the Commission using the pre-printed templates.
- ☐ Evaluate your agency's written directive system and decide whether to keep it or change it, paying special attention to standards 12.2.1 & 12.2.2.
- ☐ Review the **Agency Tour Checklist** (of the applicable program) to confirm compliance with facility standards as indicated on the checklist.
- ☐ Prepare an initial, internal status report on agency compliance and non-compliance to determine where you are. What's done and what needs to be done?
- ☐ Decide which standards to start with and delegate assignments according to functional areas of responsibility.
- ☐ Use the **MPAC File Status Log** and **MPAC Compliance Log** to monitor your progress and maintain contact with the Director of Field Operations to monitor progress.

Note: The hyperlinks in this document will not work until you have access to MPACnetwork.