



**ASSOCIATION OF CONSTITUTIONAL  
ACCREDITATION**

**Accreditation Application Instructions:**

1. The application must be submitted via email by the owner or principal of the school.
2. School must complete 1 academic school year to apply and have a minimum of 25 students.
3. Include \$100 non-refundable application fee for evaluation with application. During the on-site visit, if the school is approved, then an additional \$400 payment is required at that time via check or Paypal.
4. Expect a phone call within 5 business days for a representative to call and discuss application process and arrange an on-site evaluation.
5. Additional travel fees may apply at 50 cents per mile beyond 30 miles from Palm City, Florida. Reimbursement for hotel expenses may be required for distances beyond 300 miles if a representative is not available near the school.

## **Requirements to retain accreditation:**

1. Pay \$500 per year due before one year anniversary, \$100 late fee applies to payments made after anniversary date.
2. Initial application approval is valid for 1 year. An on-site visit is required for the first three years and every-other year after the 3rd year. \$500 fee is required annually and a new certificate will be mailed.
3. Notify ACA within 30 days via email or phone call of any major changes such as new principal, sale of school or new location.
4. Reply to email inquires as to the status of the school within 7 days.
5. Continue to meet the Standards provided by ACA.