

Administrative Warning (updated June 2011)

Administrative Warning is an accreditation status assigned administratively when a provider does not comply with administrative requirements for maintaining accreditation. These requirements may include, but are not limited to: (1) failure to pay ACPE any invoiced fees within the time limitation indicated on the invoice; (2) failure to submit monitoring reports or annual monitoring requirements by the established deadline; (3) failure to submit timely notification of a substantive change; and (4) inappropriate use of the ACPE logo.

If staff determines that a provider has failed to meet its administrative obligations as listed above, the provider will be notified in writing of each delinquency and given ten (10) days to fulfill all outstanding requirements, after which continued failure to comply will result in the imposition of Administrative Warning. Administrative Warning will be removed once all administrative requirements have been met. Failure to cure any such delinquency within the designated time period will result in a review for Board action at the next regularly scheduled Board meeting and may result in the provider being placed on probation or subjected to an adverse action.

If staff determines that a provider has failed to submit a complete self-assessment report as part of the comprehensive review for continued accreditation, the provider will be notified in writing of the delinquency and given two (2) weeks to fulfill all outstanding requirements, after which continued failure to comply will result in the imposition of Administrative Warning. Failure to cure any such delinquency within the designated time period will result in a review for Board action at the next regularly scheduled Board meeting and will result in the provider being placed on probation with a complete self-assessment report due during the subsequent accreditation cycle.

Administrative Warning is an administrative classification and is not subject to reconsideration or appeal. During a period of Administrative Warning, a provider continues to be recognized as being accredited according to the last status decision and is maintained in the Directory listing of accredited providers. In addition, the provider will be listed as being on Administrative Warning in all published documents that specify accreditation status.

If the provider's accredited status is not restored, the education activities produced during the provider's term of accreditation will not be recognized as accredited when offered to new audiences. At such time, the provider will be notified in writing, removed from the ACPE directory of accredited providers and indicated in the Report of the Proceedings.

If a provider believes adverse action notification is not warranted or that the situation has been misjudged by reason of the applicable facts, the provider may request a review of the situation by a special Appellate Commission under the terms and conditions set forth in Appendix C.