TEPHINET
Training Programs in Epidemiology and Public Health Interventions Network

TEPHINET Accreditation Application System
Frequently Asked Questions

Q: Who can apply for Accreditation?

Advanced-level FETPs that meet the basic eligibility requirements may apply. Programs should already have completed the Accreditation Readiness Assessment.

The eligibility requirements have not changed, and are as follows:

- The majority of residents' time is spent in field work (minimum of 68 weeks).
- The duration of the program is equal to or greater than 21 months.
- At least two cohorts have completed the program within the past five years, and at least 75 percent of the total residents who started the program also completed it.

Q: What about Intermediate programs?

A: There is not currently an Accreditation process for these programs. In 2022, TEPHINET will be introducing Accreditation for Intermediate programs.

Q: Where do I send my Letter of Intent?

A: Letters of Intent must be submitted within the online system, which can also be accessed through the link on the TEPHINET website. You must create an account to complete both the Letter of Intent and the Certification of Eligibility as well as other preliminary forms. Once you've received notification of eligibility, you can then proceed with the rest of the application.

Q: Who should create an account on the website?

A: This can be the Director, Coordinator, or any other FETP staff person at the program who can assume the responsibility of entering the information into the system.

Q: Can we have more than one account for our program?

A: No; there can only be one account per applicant program. We suggest that you identify a "lead" person for the Accreditation process, who will coordinate the work of completing the application. Your

application will remain securely in the system and will still be accessible in the future, even if the person who originally created the account is no longer with the program.

Q: Can I use the online system on my phone?

A: The system is not optimized for mobile phone use. The application requires the upload of many documents, so we recommend using a traditional computer.

Q: Which browser works best with the new system?

A: The system will work with most browsers, as shown below.

	Chrome	Firefox	Internet Explorer	Microsoft Edge	Opera	Safari
Mac	Supported	Supported	N/A	N/A	Supported	Supported
Windows	Supported	Supported	Supported, IE10+	Supported	Supported	Not supported

Q: How long will it take me to complete the application?

A: The accreditation application process happens in stages. There are approvals at each stage, from the creation of an account, to determination of eligibility, to answering questions about standards. You will receive notifications by email when you can move to the next stage. Depending upon the program's level of preparedness, the application may be quite simple or quite difficult to complete. We recommend allowing plenty of time to complete each stage. Please do not wait until the last minute because we cannot extend the deadline in the automated system.

Q: What is the deadline?

A: Because this process has stages, there are several deadlines.

Stage	Description	Deadline
Stage 1	Eligibility Determination (Preliminary forms) ● Letter of Intent ● Certification of Eligibility ● Annual Program Calendar ● Program Information Form	The deadline to complete Stage 1 is September 24, but programs can submit the forms and complete the stage before that. Eligible programs will be notified to continue their applications within the system by October 8.

Stage 2	Application for Accreditation (Minimum Standards) ● Answer questions about the program's adherence to minimum standards ● Upload the required documentation.	The deadline to complete Stage 2 is November 6.
Stage 3	Review by Accreditation Review Teams	This stage will last through January 31, 2022.
Stage 4	Accreditation Review Teams Site Visits	TBD
Stage 5	Global Accrediting Body Panel Session	TBD

Q: Do I have to complete the entire application at one time?

A: No, you do not need to complete the application all at one time. The system lets you save your work as you go, and you can answer questions in any order that you wish.

Q: How many standards does the program have to meet in order to be accredited?

A: Programs must meet all 22 standards to be considered for Accreditation. The application is just the first phase. The Accreditation Review Team may recommend a site visit, which allows reviewers to validate that the program meets the standards as described in the application. The Global Accrediting Body makes the final decision about Accreditation.

Q: Is the application available in multiple languages?

A: The Accreditation process, including the application, is in English. We always welcome your questions at accreditationapplication@tephinet.org if you require assistance understanding the meaning of any text.

Q: My program's operations were severely impacted by COVID-19 response. Can we still apply?

A: Any program which meets the three eligibility requirements may apply. Changes to your program because of the pandemic will not affect your program's possibility of being accredited, if it is eligible and meets all of the minimum standards.

Q: Are there instructions on using the system?

A: Read the User Guide and keep it handy as you go along. The system is designed to take you from step to step, but if you have questions, you will likely find answers in the User Guide.

Q: Can I get in touch with TEPHINET if I need help?

A: You can email accreditationapplication@tephinet.org if you have questions that are not answered in the User Guide.