

I. OVERVIEW

I.4.3 (d) Communicating with the COA

Correspondence with the Chair of the COA should be sent to the Office for Accreditation. The Office fulfills the secretarial function for the COA and maintains all its records.

Any request for action by the COA must be directed first to the Chair of the COA. In order for the COA to consider an action request at its next meeting, the request should be sent care of the Office for Accreditation at least six (6) weeks before the next regular COA meeting. This time frame will enable the COA to consider the request for the agenda of the next meeting.