

Accreditation Application Instructions

Take the following steps to submit your application.

Each step is detailed below. Please read through all the instructions before you begin.

1. Log in to the Alliance website
2. Access the online Application Form
3. Update your museum's Organizational Profile
4. Complete the questions and authorizations
5. Submit the online form
6. Ensure your Letter of Support is sent to the Accreditation Program by the writer

Help: If you have any questions about the application process or online form, contact the Accreditation Program staff at 202-289-9116 or accreditation@aam-us.org

Access the Online Accreditation Application

1. Use this URL: <http://www.aam-us.org/edit-profile/accreditationapplication>
2. It will take you to the Alliance website. If you are already logged in to the website, the application form will appear. If you are not already logged in, the standard Alliance login page will appear.
3. Log in using your existing username and password. Contact Member Services at 866-226-2150 or membership@aam-us.org if you need your login information. If, after you log in, you are not automatically redirected to the application, click on the URL above again.

Complete the Application

- 1. Update Organizational Profile**
 - The Organizational Profile collects basic demographic information about the museum, such as type, governance, budget, and staff size.
 - Use the link at the top of the Application to access the Organizational Profile. It will open in a separate window.
 - Fill in, or update existing data, and click the Save button. If you get a message that all data has been saved successfully, close the window and return to the application.
 - Note: You can access and update the museum's Organizational Profile separately, at any time by selecting the gray Edit Profile box at the top any Alliance webpage.
- 2. Eligibility Questions**

- Answer “Yes” or “No” to the first seven eligibility questions. If you cannot answer “Yes” to all of them, the museum is not eligible to apply.
 - Enter the year the museum opened.
- 3. Preparation and Readiness Questions**
- Use the drop down menus and checkboxes to answer questions about how, and how long, the museum has been preparing to apply.
- 4. Letter of Support**
- Enter the name of the person writing the letter.
 - See further details and instructions below.
- 5. Wrap Up Question**
- There is no minimum or maximum length for this question. Your answer should be a thoughtful, specific response on the importance of accreditation to your museum.
 - You can type directly in this box or paste in text written in a separate document.
- 6. Approvals**
- Check the boxes to confirm the appropriate approvals for the application are in place.
 - Enter the names and titles of the museum director and head of the governing authority.
 - If the museum has dual governance, provide the information for both governing authorities.
 - Attention academic museums: list the individual to whom the director reports (Dean, Provost, President, etc.) as the head of the governing authority (plus the chair of an advisory body if applicable). It is not necessary to list the head of the board of regents.

Submit the Application

1. Review the Application for completeness. All error messages must be resolved in order to submit.
 2. Print the Application for your records (use your browser’s print functionality),
 3. Click the “Save and Submit” button **ONLY ONCE**. You will be redirected to a confirmation page once the application has been successfully transmitted.
- After you submit you can no longer access the Application. E-mail Accreditation Program staff at accreditation@aam-us.org if you need to make changes or withdraw your application.
 - Submission of an application does not constitute acceptance in the Accreditation Program. Acceptance of an application does not constitute or guarantee accreditation.

Letter of Support

Applicants are required to submit a letter from a museum professional who knows the museum well and has with experience with the accreditation process (e.g., current/former director of an accredited museum, an accreditation peer reviewer).

This letter of support should provide a peer's candid assessment of the museum's readiness for accreditation and its commitment to excellence. The letter should include examples of the ways the museum has demonstrated that it is ready for accreditation, committed to standards and best practices and has the capacity, resources and leadership needed to achieve accreditation. The Accreditation Commission and program staff are looking for thoughtful, original writing, not text that is copied and pasted from the museum's website or generic reassurances.

The letter should be mailed or emailed directly to the Accreditation Program by the writer:

accreditation@aam-us.org

American Alliance of Museums
Attn: Accreditation Program/ Application
2451 Crystal Drive, Suite 1005
Arlington, VA 22202

Technical Notes

- *Browsers and devices:* We recommend you use Chrome, Internet Explorer, Firefox, or Safari (Mac). Please ensure you are using the most up-to-date version. The pages may display slightly differently depending on your browser. Do not complete on a tablet or other mobile device.
- If you get a security notice that only secure content is being displayed, do NOT click "show all content". If you do, you will be forced to refresh your browser and lose data already entered. Either just ignore the notice or click the X to close the security warning dialogue window or notice bar.
- Before you begin entering data, review all questions and gather the information you will need. You can paste text into the open-ended Wrap-up answer field, but specialized formatting may be lost.
- If you are not ready to submit the Application, you can save your work by clicking the "Save without Submitting" button at the bottom of the page.
- You can change your answers even after you click the Save button on a page. Any answer can be changed up to the point of final submission.
- Do not use your browser's back/forwards or buttons or refresh feature, or you will lose data already entered.
- To move from one answer field to another, **use the TAB key or place your cursor. Do not hit ENTER** after adding data in order to save or move to the next answer field—if you do you will get bumped out of the system and lose any unsaved data.
- Inactivity after about 15 minutes will cause the system to time out and you will have to log back in; any unsaved data will be lost.
- When you click the Save button, and there are no errors on the page, the message "Info Saved Successfully" will appear. If there are errors (e.g., data missing from a required field or entered in an incorrect format) you will see error messages in red at the bottom of the screen and next to the question. Data on the page will not be save until all error messages have been resolved and the save button(s) has been clicked again.

- Once you've submitted the application, you can no longer access the online form to change your answers. Contact the Accreditation Program staff at accreditation@aam-us.org if a correction is needed.