ACR Radiation Oncology Accreditation Checklist and Milestones
Initial, Renewal and Reinstate Applications

☐ **RENEWALS:** Time to renew email sent to the facility 8 months prior to certificate expiration date.
NOTE: Time to renew email is sent to the facility user listed in the accreditation database for the account. If personnel has changed since the last accreditation, log into the ROPA database and "Start Renewal" 8 months prior to expiration.

☐ Review Complete Accreditation Information: Radiation Oncology, available at the following address: www.acr.org/ROInfo

☐ Application Submitted (New or Renewal) https://ropa.acr.org/pages/Login.aspx
- ○ Fees
- ○ Facility Demographics
- ○ Personnel Documents
- ○ Treatment Machine Reports
- ○ Patient Census Data
- ○ Policy and Procedures
- ○ Survey Dates

☐ ACR accepts application

☐ Radiation Oncologist and Medical Physicist (Surveyors) attend the facility for the data collection via ROPA website
https://ropa.acr.org/pages/Login.aspx

☐ ACR assigns Final Report to ROPA Committee to make final decision. ACR reviews the data and issues a Final Report. Final Report issued email is sent to the Medical Director via ROPA database.
- ○ Facility reviews the Final Report noting areas for potential improvement.

☐ If final outcome is a PASS:
- ○ ACR mails a 3-year accreditation certificate and marketing toolkit to the attention of the Medical Director.

☐ If final outcome is Defer:
- ○ The facility has 90 days to submit Corrective Action Plan.

☐ If final outcome is Deny:
- • The facility has 90 days to submit Corrective Action Plan
- • Facility will receive notification that a Scheduled On-Site Survey (SOSS) is required.