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**Board of Accreditation (BOA)**

**Department of Social Work Accreditation (DOSWA)**

*Baccalaureate and Master’s Social Work Program Accreditation*

**Reaffirmation & Initial Accreditation Eligibility Application**

# Directions

**Purpose**

* Institutions and social work programs must meet eligibility standards that demonstrate support in sustaining a baccalaureate or master's social work program.

**Formatting & Submission**

* A completed application includes:
  + Evidence all eligibility standards are met
  + Payment of the reaffirmation or initial accreditation eligibility fee
  + Finalized attestations and signatures
* Submit this application as a Microsoft Word document or searchable PDF, per policy *4.7 Document Formatting & Submission Requirements* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies).
  + The proposal must be a single document and may not include separate attachments nor appendices.
  + Scanned documents will not be accepted.
* Email completed applications to the [accreditation@cswe.org](https://www.cswe.org/accreditation/info/contact-accreditation-staff/).
* *For collaborative programs:* All institutions must meet the eligibility standards and submit separate applications.

**Timeframe for Review & Response**

Applications are reviewed and processed within 30-days of receipt. CSWE accreditation staff may request clarifying information. Upon approval, programs will receive an email confirmation. After the application is approved, the self-study/initial accreditation benchmark documents may be submitted.

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# Program Information

|  |  |
| --- | --- |
| **Name of Educational Institution:** |  |
| **Program Mailing Address:** |  |
| **Program Level for which Reaffirmation/Initial Accreditation is sought:** | Baccalaureate  Master’s |
| **Name of Social Work Program:**  *(if different than institution’s name)* |  |
| **Title of Degree to be Awarded:** |  |
| **EPAS:**  *(check the EPAS the program’s accreditation will be reviewed under)* | 2015  2022 |
| **Program Option[[1]](#footnote-2) #1 Location:** | City, State, Country or Online |
|  | [Program Option Type](http://www.cswe.org/accreditationpolicies):  *(check one only)*  **In-person/Face-to-Face/Traditional:**  Main/Primary Campus  Branch/Satellite Campus  **Distance Education:**  Online  Broadcast Site  Correspondence |
| **Program Option #2 Location**  **(if applicable):** | City, State, Country or Online or N/A |
|  | [Program Option Type](http://www.cswe.org/accreditationpolicies):  *(check one only)*  **In-person/Face-to-Face/Traditional:**  Main/Primary Campus  Branch/Satellite Campus  **Distance Education:**  Online  Broadcast Site  Correspondence |
| Add or delete program option rows as needed |  |
| **(Master’s Programs Only)**  **Date Required Minimum Faculty Have Been / Will Be Hired[[2]](#footnote-3):** | MM/DD/YYYY |
| **Date Application Submitted to CSWE:** | MM/DD/YYYY |

# 

# Eligibility Standards

## Eligibility Standard 1:

The president/chancellor of the institution authorizes the CSWE Board of Accreditation’s review of the social work program, including conducting site visits.

1a. The president/chancellor of the institution authorizes the CSWE Board of Accreditation’s review of the social work program, including reaffirmation site visits.

Yes

No

1b. Complete the *Authorization of Program Review Form*, signed by the president/chancellor of the institution.

**Authorization of Program Review Form**

**Check the following boxes:**

☐ As the president/chancellor of this institution, I hereby request and authorize a review of the social work degree program to be conducted by the Council on Social Work Education (CSWE) Board of Accreditation.

☐ The president/chancellor understands they must meet with the visitor during their visit and will receive copies of official Board of Accreditation decision letters.

|  |  |
| --- | --- |
| **President/Chancellor Signature:** | Insert e-signature or image of signature |
| **President/Chancellor**  **Name, Credentials:** |  |
| **Title:** |  |
| **Date Signed:** | MM/DD/YYYY |
| **Phone #:** | (###) ###-#### |
| **Email Address:** |  |

## Eligibility Standard 2:

The program is within an educational institution recognized by a regional accrediting body approved by the [Council for Higher Education Accreditation (CHEA)](https://www.chea.org/).

2a. The program is within an educational institution recognized by a regional accrediting body.

Yes

No

2b. The Council for Higher Education Accreditation (CHEA) recognizes the regional accrediting body.

☐ Yes

☐ No

2c. The social work program has been approved by the institution’s regional accrediting body to offer the social work program and award degrees for the program seeking initial accreditation/reaffirmation.

Yes, date approved: MM/DD/YYYY

No, approval is pending

Regional accreditor does not require approval to offer the social work program and award degree for the program seeking initial accreditation/reaffirmation.

2d. Website hyperlink to institution’s accreditation profile or directory listing on the regional accrediting body’s website: Insert website hyperlink here

## Eligibility Standard 3:

The institution must be legally organized and authorized to operate as a post-secondary educational institution under the laws of the relevant state, district, or territory. The program has been approved by the appropriate higher education authorities.

3a. The institution is legally organized and authorized to operate as a post-secondary educational institution under the laws of the relevant state, district, or territory.

Yes

No

3b. The social work program has been approved by the appropriate state, district, or territory-level higher education authorities to offer the social work program and award degrees for the program seeking initial accreditation/reaffirmation.

Yes, date approved: MM/DD/YYYY

No

The appropriate state, district, or territory-level higher education authorities do not require approval to offer the social work program and award degrees for the program seeking initial accreditation/reaffirmation.

## Eligibility Standard 4:

The institution complies with requirements of the Americans with Disabilities Act.

4a. The institution is compliant with the requirements of the Americans with Disabilities Act (ADA).

Yes

No

4b. Insertthe institution’s written ADA compliance plan, website hyperlink to the information, or other proof[[3]](#footnote-4) of the institution’s compliance with the ADA:

Insert website hyperlink or embed proof here

## Eligibility Standard 5:

The institution has appointed a program director (per the current EPAS) who has the ability to provide leadership through teaching, scholarship, curriculum development, administrative experience, and / or other academic and professional activities in social work. At the baccalaureate level, the social work program director has a master’s social work degree from a CSWE-accredited program. At the master’s level, the social work program director has a master’s social work degree from a CSWE-accredited program, and it is preferred that the social work program director have a doctoral degree, preferably in social work. Baccalaureate and master's programs must identify separate program directors.

5a. Provide the name of the social work program director.

Insert text here

5b. Indicate the degree(s) the program director holds.

Insert text here

5c. The program affirms that the program director holds master’s degree in social work from a CSWE-accredited[[4]](#footnote-5) program.

Yes

No

5d. Insert the social work program director’s curriculum vitae (CV) here:

Embed CV here

## Eligibility Standard 6:

The institution identifies and describes the social work program in its catalog, similar publication, or on its website. Program mission and course offerings are specified.

6a. The institution identifies and describes the social work program in its catalog, similar publication, or on its website.

Yes

No

6b. Insertthe website hyperlink and page number (if applicable) to the description of the social work program from the institution’s catalog, similar publication, or website:

Insert website hyperlink here

Identify page number location of information (if applicable)

6c. The institution specifies the social work program’s mission and course offerings in its catalog, similar publication, or on its website.

Yes

No

6d. Insertthe website hyperlink and page number (if applicable) to the social work program’s mission and course offerings from the institution’s catalog, similar publication, or website:

Insert website hyperlink here

Identify page number location of information (if applicable)

## Eligibility Standard 7:

The educational institution provides its organizational chart to document the position of the social work program in the governance structure of the institution and to demonstrate its position relative to other professional education programs offered by the institution.

7a. The educational institution affirms the position of the social work program in the governance structure is relative to other professional education programs offered by the institution.

Yes

No

7b. Insert or provide a website hyperlink tothe institutional organizational chart documenting the position of the social work program in the governance structure of the institution demonstrating its position relative to other professional education programs:

Insert website hyperlink or embed proof here

## Eligibility Standard 8:

The institutional transcript for students who complete the social work program confirms that the social work program was completed, and a baccalaureate or master’s degree was awarded.

8a. The institution affirms the transcripts for students who complete the social work program documents a social work program was completed, and a baccalaureate or master’s degree was awarded.

Yes

No

8b. Provide the title of the degree granted to students who have completed the social work program.

Insert text here

8c. Insert a graduate’s official or unofficial transcript from which identifying information has been removed[[5]](#footnote-6):

Embed proof here

## Eligibility Standard 9:

If a full-time plan of study is offered, the institution must ensure that the master’s social work program can be completed[[6]](#footnote-7) in two (2) calendar years of full-time study. If a part-time plan of study is offered, the institution must ensure that the master’s social work program can be completed in a maximum of four (4) calendar years.

\*Only master’s social work programs respond to this standard.

9a. The institution ensures that the full-time master’s program can be completed in two (2) calendar years.

Yes

No

N/A, a full-time plan of study is not offered (skip 9b)

9b. Insertthe website hyperlink and page number (if applicable) to the social work program’s full-time plan of study documenting that the master’s social work program can be completed in two (2) calendar years of full-time study.

Insert website hyperlink here

Identify page number location of information (if applicable)

9c. The institution ensures that the part-time master’s program can be completed in a maximum of four (4) calendar years.

Yes

No

N/A, a part-time plan of study is not offered (skip 9d)

9d. Insertthe website hyperlink and page number (if applicable) to the social work program’s part-time plan of study documenting that the master’s social work program can be completed in four (4) calendar years of full-time study.

Insert website hyperlink here

Identify page number location of information (if applicable)

# Payment of Reaffirmation or Initial Accreditation Eligibility Fee

*This eligibility application will be processed prior to payment of this fee.*

The program attests they will pay the [*Reaffirmation Eligibility Fee*](https://www.cswe.org/accreditation/policies-process/reaffirmation/) *or* [*Initial Accreditation Fee*](https://www.cswe.org/accreditation/policies-process/candidacy/) by the due date indicated on the program’s timetable.

A check will be mailed to:

Council on Social Work Education

Attention: Accounting Office

333 John Carlyle Street, Suite 400

Alexandria, VA 22314

Programs are automatically invoiced for this fee. Direct invoice and fee-related questions to [feesaccred@cswe.org](mailto:feesaccred@cswe.org).

# Attestations

**By submitting this application, the program attests to the following:**

☐ We understand that the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) includes the policies and procedures governing the accreditation review.

We understand thatCSWE’s Department of Social Work Accreditation and the Board of Accreditation have made many resources available on the [CSWE website](https://www.cswe.org/accreditation/accreditation-process/) to guide us through each step of the process.

☐ We understand that accreditation reviews are program-driven, and reminders / prompts will not be sent to the program. Downloadable [reaffirmation](https://www.cswe.org/accreditation/policies-process/reaffirmation/) and [candidacy](https://www.cswe.org/accreditation/policies-process/candidacy/) timetables are available to guide programs through each step of the process.

We attest that the institution has a written anti-discrimination policy and complaint or grievance process for employees and students.

We attest that the institution has a written anti-harassment policy and complaint or grievance process for employees and students.

☐ We understand that CSWE accreditation staff will assign a visitor for the candidacy/site visit and a visitor assignment confirmation e-mail will be sent to the program.

☐ We agree to contact the site visitor no less than 60-days before the visit (reaffirmation programs) / BOA visitor within 2-weeks of the candidacy visit assignment email notification (candidacy programs), to begin planning the visit, including selecting a date, travel plans, and initial schedule setting and inquire about any accommodations the visitor may need during travel or the visit (e.g., mobility, communication).

* Policies and procedures regarding the site visit are located in policy *6.6 Site Visits* / *5.9 Candidacy Visits 1,2,&3* in the [Accreditation Policy Handbook](https://www.cswe.org/accreditationpolicies" \t "_blank).

☐ We understand that the program is responsible for purchasing flight and hotel accommodations for the visitor and reimbursing for all relevant ground transportation expenses and meals on travel days and visit day(s). We understand that visitors are not expected to provide the program with an IRS Form W-9, personal service agreements, or similar contracts requested by the program/institution, as they are not vendors or service providers.

* Policies and procedures regarding the site visit are located in policy *6.6 Site Visits* / *5.9 Candidacy Visits 1,2, &3* in the [Accreditation Policy Handbook](https://www.cswe.org/accreditationpolicies).

We attest that we will keep the institution’s president/chancellor, social work program administrators, faculty, staff, and students appraised of the review timetable, and request all stakeholders hold the selected date for each forthcoming visit.

We understand that CSWE accreditation staff cannot determine compliance and the Board of Accreditation is the sole and final arbiter of compliance.

We understand that all accreditation-related communications must be facilitated by the program’s selected primary contact per policy *4.1 Primary Contact & Accreditation Communications* in the [Accreditation Policy Handbook](https://www.cswe.org/accreditationpolicies).

We understand that the program is responsible for providing updated contact information to ensure timely and accurate correspondence.

* Policies and procedures for updating the [program’s record](https://www.cswe.org/accreditation/directory/?), including key personnel, are located in policy *4.9 Program Changes* in the [Accreditation Policy Handbook](https://www.cswe.org/accreditationpolicies).

We understand that accreditation status applies to the entire social work program, inclusive of all program options.

* Program options are defined in policy *4.9 Program Changes* in the [Accreditation Policy Handbook](https://www.cswe.org/accreditationpolicies).
* Compliance issues for one program option, effects the accreditation status of the entire social work program, inclusive of all program options.

We understand that the program is responsible for ensuring the integrity of the data and information submitted in materials for candidacy, reaffirmation, or other accreditation-related review processes.

* Presenting false or materially inaccurate information, either through intent or through failure to exercise care and diligence in verifying the information, is considered a breach of policy *1.3 Integrity Policy* in the [Accreditation Policy Handbook](https://www.cswe.org/accreditationpolicies).

We understand that the program is solely responsible for implementing, demonstrating, and maintaining compliance with the EPAS during this candidacy/reaffirmation process and in-between review cycles.

*[For Reaffirmation Programs Only]* We submitted the required *Site Visit Planning Form*, **due 1-month ago**, according to our reaffirmation / agenda date.

*The agenda date refers to the program’s final decision date, not the self-study submission date. The program’s agenda date is located in the* [*Directory of Accredited Programs*](https://www.cswe.org/accreditation/directory/) *in the “Next Accreditation Review” field.*

* *[Reaffirmation Site Visit Planning Form–February Agenda](https://forms.office.com/pages/responsepage.aspx?id=90VnTlPYykWOaiTFAHsiBS0h-A8tSRBEiAwHhyJgH9pUNldNRk1WTzdUQzBVM1BTQUs5OU4xSzNEUyQlQCN0PWcu)*
* *[Reaffirmation Site Visit Planning Form–June Agenda](https://forms.office.com/pages/responsepage.aspx?id=90VnTlPYykWOaiTFAHsiBbCSbNCAuPxJliatd-PDBjxUMEpFVjZZRUw5VzAyV1dTT1g2TEc2UDhETy4u)*
* *[Reaffirmation Site Visit Planning Form–October Agenda](https://forms.office.com/pages/responsepage.aspx?id=90VnTlPYykWOaiTFAHsiBbCSbNCAuPxJliatd-PDBjxURU5KQklITjdJWTZFNDgyWlQ5SE5KOTdFMy4u)*

# Application Authorization

To be completed by the social work program’s primary contact[[7]](#footnote-8):

**Check the following box:**

We understand that the primary contact must meet with the site visitor during their visit and will receive copies of official Board of Accreditation decision letters.

|  |  |
| --- | --- |
| **Primary Contact  Signature:** | Insert e-signature or image of signature |
| **Primary Contact**  **Name, Credentials:** |  |
| **Title:** |  |
| **Date Signed:** | MM/DD/YYYY |
| **Phone #:** | (###) ###-#### |
| **Email Address:** |  |

1. Program options are defined in policy *4.9 Program Changes* in the [Accreditation Policy Handbook](https://www.cswe.org/accreditationpolicies). All program options must match the list on the [Directory of Accredited Programs](https://www.cswe.org/accreditation/about/directory/?).   [↑](#footnote-ref-2)
2. Per [2015 EPAS](https://www.cswe.org/2015EPAStoolkit) (AS M3.2.4), Per [2022 EPAS](http://www.cswe.org/2022EPAStoolkit) (AS M4.2.1). [↑](#footnote-ref-3)
3. ADA compliance information may be found in several places, depending on the structure of the institution, including institutional centers, offices, or departments of disabilities services; human resources; the office of the affirmative action; affirmative action compliance officer; and office of the president, provost, academic vice president, or university counsel. Program’s may submit website hyperlinks to ADA-related policy documents, ADA- related information posted on the university’s website, information in a catalog, handbook, manual, syllabi, or documented procedures for requesting reasonable accommodations. [↑](#footnote-ref-4)
4. This includes degrees recognized through [CSWE’s International Social Work Degree Recognition and Evaluation Service](https://www.cswe.org/centers-initiatives/international-degree-review/) or covered under a [memorandum of understanding](https://www.cswe.org/getmedia/95e13933-1b9c-4f75-8f70-484f38ed4cc6/CASWE-MOU.pdf) with international social work accreditors. [↑](#footnote-ref-5)
5. If the program does not yet have graduates, submit a sample transcript that documents the degree to be awarded and verifies the major of social work. [↑](#footnote-ref-6)
6. Individual students may pursue customized plans of study beyond the 2-years of full-time study or 4-years of part-time study. However, the program must ensure the structured curricular pathways or plans of study align with this standard. [↑](#footnote-ref-7)
7. Each program applicant selects one (1) primary contact. The primary contact manages all accreditation-related communications between the program and CSWE per policy *4.1 Primary Contact and Accreditation Communications* in the [Accreditation Policy Handbook](https://www.cswe.org/accreditationpolicies). [↑](#footnote-ref-8)