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**Commission on Accreditation (COA)**

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

*Master’s Social Work Program Accreditation*

**2015 EPAS**

**Temporary Waiver Request Form | AS M3.2.4**

**Purpose**

* The CSWE Commission on Accreditation (COA) offers an optional temporary waiver to the accreditation standard pertaining to minimum number of full-time faculty required for master’s social work programs.
  + [**2015 EPAS**](https://www.cswe.org/accreditation/standards/2022-epas/)**:** *Accreditation Standard M3.2.4* requires a minimum of six (6) full-time faculty.
  + [**2022 EPAS**](https://www.cswe.org/accreditation/standards/2022-epas/)**:** *Accreditation Standard M4.2.1* requires a minimum of four (4) full-time faculty.
* This temporary waiver permits programs with accreditation reviews under the 2015 EPAS to operate with a minimum of four (4) full-time faculty as permitted in the 2022 EPAS.
* Pre-candidacy and candidacy programs granted this temporary waiver can elect to hire faculty in phases (review [2022 EPAS Candidacy Benchmark Grid](https://www.cswe.org/getmedia/7edc4286-0f34-42a0-91fd-a80e52323d53/2022-EPAS-Candidacy-Benchmark-Grid.pdf)).
  + Two (2) faculty hired for Benchmark 1
  + Three (3) faculty hired for Benchmark 2
  + Four (4) faculty hired for Benchmark 3

**Eligibility**

* Master’s social work program.
* Next pre-candidacy, candidacy, or reaffirmation accreditation review(s) will be conducted under the 2015 EPAS in alignment with the [2022 EPAS implementation timeline](https://www.cswe.org/accreditation/standards/2022-epas/).
* Programs whose next accreditation review will be conducted under the 2022 EPAS are ineligible for this temporary waiver and must transition to the 2022 EPAS per the [2022 EPAS implementation timeline](https://www.cswe.org/accreditation/standards/2022-epas/) to comply with *Accreditation Standard M4.2.1.*

**Formatting & Submission**

* Submit this form as a Microsoft Word document or searchable PDF, per policy [*1.2.11. Document Submission Policy*](https://www.cswe.org/accreditation/accreditation-process/epas-handbook/1-overview/1-2-coa-policies-and-procedures/1-2-11-document-submission-policy/) in the EPAS Handbook.
* Scanned documents will not be accepted.
* Email completed forms to the [Director of Accreditation Services](https://www.cswe.org/accreditation/info/contact-accreditation-staff/).

**Timeframe for Review & Response**

Forms are reviewed and processed within two (2) weeks of receipt. Programs will receive a temporary waiver approval letter, which must be submitted in response to *Accreditation Standard M3.2.4* in the program’s 2015 EPAS accreditation documents.

|  |  |
| --- | --- |
| Date Submitted to CSWE’s Department of Social Work Accreditation | MM/DD/YYYY |

# Program Information

| Name of Educational Institution: |  |
| --- | --- |
| **Program State, District, or Territory:** |  |
| **Program Level:** | Master’s |
| **Next Accreditation Review Date:**  *Must match CSWE records; review* [*Directory of Accredited Programs*](https://www.cswe.org/accreditation/directory/?) *for accuracy* |  |
| **Next Accreditation Review Type:** | Pre-candidacy (Benchmark 1)  Candidacy (Benchmark 2)  Candidacy / Initial Accreditation (Benchmark 3)  Reaffirmation |
| **EPAS**:  *Program must be reviewed under the 2015 EPAS to be eligible for this temporary waiver* | 2015 |

# Rationale for the Request:

Insert a brief rationale for requesting this temporary waiver

# Form Authorization

**By submitting this form, the program acknowledges:**

*(check each box)*

We understand that *Accreditation Standard M3.2.4*, 2015 EPAS is the only standard eligible for a temporary waiver and the program must remain compliant with all remaining [2015 EPAS accreditation requirements](https://www.cswe.org/CSWE/media/AccreditationPDFs/2015-EPAS-Interpretation-Guide.pdf).

We verify that the program will continue to maintain a full-time equivalent (FTE) faculty-to-student ratio no greater than 1:12 per *Accreditation Standard 3.2.3*, 2015 EPAS.

We verify that the program will continue to maintain the program director requirements, including full-time appointment and administrative assigned time, per *Accreditation Standard M3.3.4a-c*, 2015 EPAS.

We verify that the program will continue to maintain the field director requirements, including administrative assigned time, per *Accreditation Standard M3.3.5a-c*, 2015 EPAS.

We understand that the temporary waiver expires in accordance with the [2022 EPAS implementation timeline](https://www.cswe.org/accreditation/standards/2022-epas/).

We agree to transition to the 2022 EPAS in accordance with the [2022 EPAS implementation timeline](https://www.cswe.org/accreditation/standards/2022-epas/) after our accreditation review under the 2015 EPAS concludes.

We agree to submit a copy of the temporary waiver approval letter in response to *Accreditation Standard M3.2.4* in our 2015 EPAS accreditation documents.

We understand the conditions of this temporary waiver.

|  |  |
| --- | --- |
| Primary Contact  Signature: | Insert e-signature or image of signature |
| **Primary Contact**  **Name, Credentials**[[1]](#footnote-2)**:**  *Must match CSWE records; review* [*Directory of Accredited Programs*](https://www.cswe.org/accreditation/directory/?) *for accuracy* |  |
| **Title:** |  |
| **Business Phone Number:** | (###) ###-#### |
| **Business Email Address:** |  |

1. The primary contact’s role is described in policy [*1.2.7 Information Sharing and Release of COA Decision Letter*](https://www.cswe.org/accreditation/accreditation-process/epas-handbook/1-overview/1-2-coa-policies-and-procedures/1-2-7-information-sharing-and-release-of-coa-decision-letter/) in the EPAS Handbook. The primary contact manages all accreditation-related communications between the program and CSWE. [↑](#footnote-ref-2)