



**COUNCIL FOR
STANDARDS IN
HUMAN SERVICE
EDUCATION**

Accreditation: Timeline Planning

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Application Process- Timeline

- ▶ **Accreditation** is granted for 5 years and renewed every 5 years; a site visit is required at initial accreditation and every 10 years thereafter
- ▶ **Initial accreditation-** When the application is submitted, the Program is given two years to complete and submit the Self-Study and host the site visit
- ▶ **Interim Report and Review and Reaccreditation with site visit:** Applications are due at least six months prior to Board review
- ▶ **Reaccreditation:** If there are extenuating circumstances, an extension of one year can be requested





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CSHSE Board Reviews Self Studies and Reports, and Determines Accreditation Status three times a year

- ▶ February Board Meeting
- ▶ June Board Meeting
- ▶ October Board Meeting

Initial Accreditation Application

- Time for research, program development, curriculum development
- Time for writing
- Time for College “life events”-curriculum meetings, academic standards meetings, administrative approval
- Time for Staff “life events”



2 years to
submit self-
study from
time of
application

Initial Accreditation Time Line

2 years

Submit application form and fee

August 1 for the February meeting

November 1 for the June meeting

April 1 for the October meeting

Request readers (30 day period), mail completed self-study, 45-day reading period

Refer to timeline for reaccreditation with site visit timeline.

60-day period, pay site visitor fees, schedule site visit

If the site visit is completed by:

February 1, the Board will take action at the February meeting.

June 1, the Board will take action at the May meeting.

October 1, the Board will take action at the October meeting.

Interim Report and Review Reaccreditation Time Line

**Submit
application
form and fee
by**

August 15 for
the February
meeting

November 15
for June
meeting

April 15 for
October
meeting

**Request
readers by**

November
15 for the
February
meeting

February
15 for the
June
meeting

July 15 for
the
October
meeting

**Mail completed
and updated Self-
Study to readers
by**

December 1 for
the February
meeting.

March 1 for the
June meeting.

August 1 for the
October meeting.

**6
months**

Reaccreditation with Site Visit Time Line

6
months

Submit application form and fee by

August 1 for the February meeting
November 1 for the June meeting
April 1 for the October meeting

Request readers by

October 1 for the February meeting
January 1 for June meeting
June 1 for the October meeting

Mail

completed and updated Self-Study to readers by
October 1 for the February meeting.
January 1 for the June meeting.
June 1 for the October meeting.

Conduct site visit prior to
February 1 for the February meeting.
June 1 for the June meeting.
October 1 for the October meeting.