



Council for Standards in Human Service Education

CSHSE
3337 Duke Street
Alexandria, VA 22314
<http://www.cshse.org>

Application for Initial Accreditation of Human Service Program

Programs must be current members of the Council to apply for accreditation, and annual membership must be maintained as a condition of accreditation.

The initial accreditation process includes completion of a self-study that is read and assessed by independent readers and a site visit by representatives of the Council. The assigned Board Member-at-Large acts as a consultant during the self-study process and will not serve as a Self-Study Reader or Site Visitor for the program. Directions for completing the self-study and a timeline for Council approval is available in the *Member Handbook: Accreditation and Self-Study Guide* which is available on the Council website at <http://www.cshse.org>. Accreditation is approved for five years.

Programs are encouraged to contact the Vice President of Accreditation with questions about the application form or accreditation process prior to submission of the Accreditation Application Form. See <http://www.cshse.org> for current contact information.

There are specific considerations when applying for accreditation:

- If there is more than one site, list the address and contact information for each site. A site is defined as a location at which the entire program is offered to and can be completed by the student.
- If the same curriculum is used at multiple sites, they can be included in one self-study, but there is an additional \$50 charge for each additional site.
- If the site does not use the same curriculum, each site must apply separately for accreditation.
- If the program is seeking accreditation for multiple degree levels, an application and accompanying fee must be submitted for each degree level.

Mail the completed accreditation application form with the \$500.00 accreditation fee (effective July 1, 2017) made payable to the Council for Standards in Human Service Education or CSHSE, Federal ID # 36-3706899, to the address above.



Council for Standards in Human Service Education

CSHSE
 3337 Duke Street
 Alexandria, VA 22314
<http://www.cshse.org>

APPLICATION FOR HUMAN SERVICES PROGRAM INITIAL ACCREDITATION

Please PRINT or TYPE the following information so it will appear correctly on our records.

Date of Application	
Name of Program Seeking Accreditation	
<ul style="list-style-type: none"> • Department 	
<ul style="list-style-type: none"> • Institution 	
<ul style="list-style-type: none"> • Address 	
<ul style="list-style-type: none"> • Phone number 	
<ul style="list-style-type: none"> • Fax number 	
<ul style="list-style-type: none"> • Email address 	
<ul style="list-style-type: none"> • Program website 	
Program Director/Chair	
<ul style="list-style-type: none"> • Name and title 	
<ul style="list-style-type: none"> • Phone number 	
<ul style="list-style-type: none"> • Fax number 	
<ul style="list-style-type: none"> • Email address 	
<ul style="list-style-type: none"> • Address (if different from above) 	
Responsibility for Self-Study	<i>Note: Unless otherwise noted, mail will be addressed to this person.</i>
<ul style="list-style-type: none"> • Name and title 	
<ul style="list-style-type: none"> • Phone 	

• Fax number			
• Email address			
• Address (if different)			
Institutional Information	<i>Note: Furnish information for the larger institution.</i>		
• Highest degree offered by institution:			
• State or private institution			
• Institutional accrediting body			
• Other accreditations (e.g., regional, discipline within department/college.)			
Program Information	<i>Note: Furnish information for the specific program(s) applying for accreditation. If a curriculum is different for the same degree, a separate application and fee must be submitted for each site. If applying for multi-degree levels, a separate application must be completed for each program degree level seeking accreditation.</i>		
• Date program first offered			
• Date of first graduation			
• Number of students currently enrolled			
• Average time to complete			
• Sites where program is offered using the same curriculum.			
• Member of CSHSE since (date)			
• Membership paid through			
• List below the level(s) of degree to be accredited within program			
Title (AAS, AS, AA, BS, MS etc.)	Required Credits		Required # Field Hours
	Semester	Quarter	