



Council for Standards in Human Service Education

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

Application for Membership

Thank you for your interest in joining the Council. The Council is committed to improving the quality, consistency, and relevance of human service education programs and assuring best practices in Human Service Education through evidence-based standards and a peer-review accreditation process. Your membership provides the opportunity to join us in our work.

Programs can become members without being accredited. In fact, most programs are members for several years before becoming accredited. To be accredited, programs must maintain current membership in the Council. Accredited Programs must maintain current membership as a condition of accreditation.

Membership is paid on an annual basis July 1 through June 30 on an annual basis concurrent with the academic year, July 1 through June 30, as follows:

- ASCENT mails invoices on April 1 and payment is due no later than July 15.
- If payment has not been received by September 15, a second billing is sent with a \$25.00 late charge.
- If the annual dues and late charge are not received by October 31, a letter is sent advising the Program that membership has lapsed.
- Current membership must be maintained as a condition of accreditation.
- If membership lapses for non-payment, accredited programs are notified by mail that the accreditation has lapsed.
- Program accreditation that has lapsed for non-payment can be reinstated within 90 days of December 31 (received by March 31) by paying the outstanding membership fee, the \$25 late charge, and a reinstatement charge of \$200.

There are specific considerations when applying for membership:

- 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, there is an additional \$50 charge for each additional site.

Mail the completed membership application form with the \$500.00 accreditation fee and additional site fees (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.



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APPLICATION FOR CSHSE MEMBERSHIP

Please print or type the information on the following pages so it will appear correctly on the membership roster and the CSHSE website. You are advised to check the CSHSE website membership page often to make certain contact information and links to your program(s) are correct.

| | |
|---|--|
| Date of Application | |
| Program Name | |
| <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 | |
| Program Director/Chair | <i>Note: Unless otherwise noted, Council publications and other mail will be addressed to this person.</i> |
| <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) | |
| Department/Division Head | |
| <ul style="list-style-type: none"> • Name and title | |
| <ul style="list-style-type: none"> • Phone | |
| <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) | | | |
| Websites | <i>Note: Links will be provided from the CSHSE website to the two websites you provide. If these addresses are changed, please notify the CSHSE Vice President of Publications).</i> | | |
| <ul style="list-style-type: none"> Website of institution | | | |
| <ul style="list-style-type: none"> Website of program | | | |
| | | | |
| Create User Log-in | <i>Note: Some pages on the CSHSE website will be password protected and accessible to only CSHSE members. Select an email and create a password for your institution.</i> | | |
| Email | | | |
| Password | | | |
| Program Information | <i>Note: Furnish information for the institution and specific program applying for membership.</i> | | |
| <ul style="list-style-type: none"> Highest degree offered by institution: | | | |
| Levels of degree offered within the program: | Required Credits | | Required # Field Hours |
| | Semester | Quarter | |
| Title (AAS, AS, AA, BS, MS. etc.) | | | |
| 1. | | | |
| 2. | | | |
| 3. | | | |
| | | | |

Note: The Council reserves the right to refuse membership applications.