



Council for Standards in Human Service Education

Assuring best practices in Human Service Education through
evidence-based standards and a peer-review accreditation process

<https://cshse.org>

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November 6, 2018

Dr. Christine Thorpe
Human Services Program
New York City of Technology
285 Jay Street
Academic Building 805 (A-805)
Brooklyn, NY 11201

Dear Dr. Thorpe,

ASCENT Management, LLC has brought to the CSHSE Board's attention that New York City of Technology has not submitted the membership fees for the year 2018-2019. The Membership fees were due by September 15, 2018. A follow-up notification was sent via email on October 17 prior to the CSHSE October 2018 Board meeting and a follow-up telephone call was made on November 5th; however, there has been no response received from your program. This notification is sent to you as you are the person of contact on our records.

This letter serves as notification that your accreditation has lapsed based upon nonpayment of membership fees as outlined in CSHSE Membership Payment, Policies, and Procedures found in the July 2018 Membership Handbook: Accreditation and Self-Study Guidelines, pp. 6-7:

Membership Payment, Policies, and Procedures

- Membership follows the fiscal year, July 1 thru June 30.
- Programs can support the work of the Council through active membership, whether or not the program is accredited.
- To become a member, complete the *Membership Application* found on the Council website and submit it with a check for the membership dues to ASCENT Management.
- Membership dues must be paid on an annual basis concurrent with the academic year, July 1 through June 30, as follows:
 - The Membership due is \$500 for the July 2018 fiscal year.
 - Invoices are mailed on April 1; payment is due no later than July 15.
 - If payment has not been received by September 15, a second billing is sent with a late charge of \$25.
 - If the annual dues and late charge are not received by October 31, a letter is sent advising the Program that membership has lapsed.
- Programs that have multiple sites pay the membership fee for the first site and a \$50 fee for each additional site. [Example, a program that is delivered at four sites will pay the full application fee for the first site and additional fees for each of the other three sites: \$500 plus \$150 for a total of \$650].
- Dues will be prorated the second year for programs that become members during the year, giving credit for unused dues during the first year. For example, if a Program joins the Council in October, they pay the fee for a full year. When invoices are sent the following year, they will be given credit for four months (July through October).

CSHSE November 6, 2018

According to the General Conditions of Accreditation, Interim Report and Review, and Reaccreditation policies found on page 7 of the July 2018 Member Handbook;

- **Programs must be current members of the Council. Continuous membership must be maintained and membership fees must be paid in a timely manner.**
- **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 October 31 by paying the outstanding membership fee, the late charge, and a reinstatement charge.**

Your program has 90 days to have your accreditation status reinstated by paying the outstanding membership fee (\$500), the late charge (\$25), and a reinstatement charge (\$75) for a total of \$600. Six hundred dollars must be submitted to ASCENT Management at the address above by January 31, 2019.

If payment is not received by January 31, 2019, then 1) the program accreditation lapses, 2) the approved request for a year extension to submit the June 2018 reaccreditation self-study is null and void, and 3) a new application must be submitted for an initial program accreditation when the program wishes to reseek accreditation.

If you are no longer the program contact person, please notify ASCENT Management, LLC at the above address or phone number.

If you have any questions regarding the lapse of the program accreditation, please contact me.

Sincerely,



Winona Schappell, M.Ed., HS-BCP
CSHSE Vice President of Accreditation
PO Box 924
Fogelsville, PA 18051
610-295-3223

Cc: Dr. Bonne August, Provost and Vice President of Academic Affairs
Dr. David Smith, Dean of the School of Professional Studies
Dr. Justine Pawlukewicz, Acting Chair of the Human Services Department
Dr. Elaine Green, CSHSE President