



**COUNCIL FOR
STANDARDS IN
HUMAN SERVICE
EDUCATION**

Accreditation: Timeline Planning

Presented by Winona Schappell, M.Ed, HS-BCP, CSHSE VP of Accreditation
winona.schappell@gmail.com

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
- ▶ **Interim Report and Review and Reaccreditation:** If there are extenuating circumstances, an extension of one year can be requested. Refer to Member Handbook for policy and procedures.





**COUNCIL FOR
STANDARDS IN
HUMAN SERVICE
EDUCATION**



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

2 years to submit
self-study from time
of application

Apply



Apply



- 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”

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 to 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 Time Line

6 months

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.

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.