



## Council for Standards in Human Service Education

ASCENT Management LLC  
3337 Duke Street  
Alexandria, VA 22314  
<https://cshse.org>

### **Application for Interim Report and Review OR Reaccreditation with Site Visit of Human Service Program**

An Interim Report and Review is completed 5 years after initial accreditation and every 10 years thereafter. No site visit is required for the Interim Report and Review. Reaccreditation is completed through a self-study and site visit every 10 years after the initial accreditation, and every 10 years thereafter.

Programs must maintain current membership with the Council as a condition of accreditation. Programs are required to meet the current Standards, policies, and procedures determined by the Council Board. After the application is submitted, the Vice President of Accreditation will assign a Board Member-at-Large who will serve as a consultant during the self-study process. The assigned Board Member-at-Large will not serve as a Self-Study Reader or Site Visitor for the program. The most current *Member Handbook: Accreditation and Self-Study Guide* is available in PDF format on the Council website at <https://cshse.org>.

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 <https://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, and where the entire program 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.



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 Alexandria, VA 22314

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### APPLICATION FOR INTERIM REPORT AND REVIEW OR REACCREDITATION WITH SITE VISIT

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

<b>Date of This Application</b>	
<b>Program Name</b>	<i>Note: This should be the program(s) seeking accreditation.</i>
• Program Name	
• Department	
• Institution	
• Address	
• Phone number	
• Fax number	
• Email address	
• Program website	
<b>Program Director/Chair</b>	
• Name and title	
• Phone number	
• Fax number	
• Email address	
• Address (if different)	
<b>Responsibility for Self-Study</b>	<i>Note: Unless otherwise noted, mail will be addressed to this person.</i>
• Name and title	
• Phone	
• Fax number	
• Email address	
• Address (if different)	

<b>Institution Information</b>	<i>Note: Furnish information for the larger institution.</i>		
<ul style="list-style-type: none"> <li>• Highest degree offered by institution:</li> </ul>			
<ul style="list-style-type: none"> <li>• State or private institution</li> </ul>			
<ul style="list-style-type: none"> <li>• Institutional accrediting body</li> </ul>			
<b>Program Information</b>	<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>		
<ul style="list-style-type: none"> <li>• Date program first offered</li> </ul>			
<ul style="list-style-type: none"> <li>• Date of first graduation</li> </ul>			
<ul style="list-style-type: none"> <li>• Number of students currently enrolled</li> </ul>			
<ul style="list-style-type: none"> <li>• Average time to complete</li> </ul>			
<ul style="list-style-type: none"> <li>• Sites where program is offered using the same curriculum.</li> </ul>			
<b>• List below the level(s) of degree to be accredited within program</b>			
Title (AAS, AS, AA, BS, MS etc.)	Required Credits		Required # Field Hours
	Semester	Quarter	
<b>Accreditation</b>			
<ul style="list-style-type: none"> <li>• Date of initial accreditation</li> </ul>			
<ul style="list-style-type: none"> <li>• Date of last accreditation</li> </ul>			
<ul style="list-style-type: none"> <li>• Date of last CSHSE site visit</li> </ul>			
<b>Council Membership</b>			
<ul style="list-style-type: none"> <li>• Date of initial membership</li> </ul>			
<ul style="list-style-type: none"> <li>• Membership paid through</li> </ul>			