



COUNCIL FOR STANDARDS  
IN  
HUMAN SERVICE EDUCATION

# Accreditation: Steps in the Process

Presented by Winona Schappell, M.Ed, HS-BCP, CSHSE VP of Accreditation  
[winona.schappell@gmail.com](mailto:winona.schappell@gmail.com)

# Ensure Current Membership with CSHSE

- ▶ Complete and submit application form and fee to ASCENT Management, LLC

<https://cshse.org>

ASCENT Management LLC

3337 Duke Street

Alexandria, VA 22314





Council for Standards in Human Service Education

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

APPLICATION FOR HUMAN SERVICES PROGRAM ACCREDITATION	
Date of Application	
Name of Program Seeking Accreditation	
• - Department	
• - Institution	
• - Address	


# Submit Application and Fee



- ▶ The application form is available online: <https://cshse.org>
- ▶ Complete the application form and mail to ASCENT Management, LLC, 3337 Duke Street, Alexandria, VA 22314
- ▶ Application fee can be mailed with application form to ASCENT Management, LLC or submitted online by using a credit card <https://cshse.org>

# Confirmation of Application and Payment

- ▶ As soon as ASCENT Management, LLC notifies the Vice President for Accreditation (VPA) about the receipt of application and payment, the VPA will send a letter of “Notice to Proceed” which outlines resources and timelines.
- ▶ A Board Member-at-Large will be assigned as a program consultant during the accreditation process

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# Preparation to Write Self-Study

- **Create a Self-Study Committee** (HUS staff, adjuncts, institutional research, student support services, tech support)

Designate a leader, meet regularly, make sure members understand standards, leader to arrange logistics of site visit

- **Review standards and assess program's current compliance with the standards**

- **Create a plan and timeline for compliance with standards and for writing self-study-** time for curricular changes

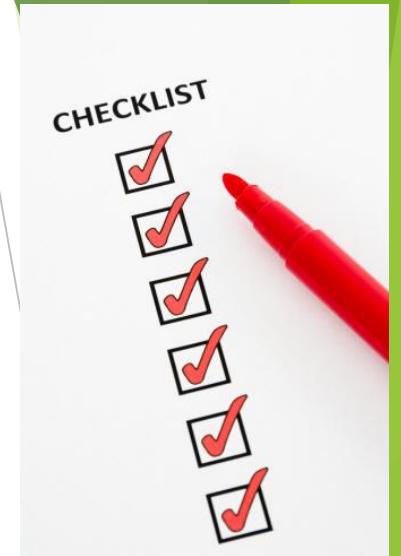
- **Gather information from relevant sources** (Institutional Research will be important).

Prepare a folder for each standard (virtual or paper) and store documented evidence

- **Develop a Matrix of Required Courses Matched to Standards**

Ask teaching faculty for input on how courses comply with standards

Complete Matrix using feedback from faculty and other Committee members



# Complete the Steps in the Accreditation Process

- ▶ Step 1 - Submit application and fee at least six months before the Board review meeting. See timelines in the Member Handbook.
- ▶ Step 2 - VP of Accreditation sends a “Notice to Proceed” letter which identifies a Board Member at Large who will serve as a consultant.
- ▶ Step 3 - Develop a timeline for completing and submitting the self-study
- ▶ Step 4 - Complete the self-study using the appropriate degree Self-Study templates
- ▶ Step 5 - Request a list of self-study readers (refer to timelines in Handbook)
- ▶ Step 6 - Submit the self-study (refer to timelines in Handbook)
- ▶ Step 7 - Follow-up on readers’ receipt of self-study
- ▶ Step 8 - If required, schedule the site visit when notified by VPA
- ▶ Step 9 - Pay site visit fees and provide travel assistance for the Site Visitors
- ▶ Step 10 - Council Board takes action on accreditation decision
- ▶ Step 11 - Council notifies program
- ▶ Step 12- Links to the Program, the Student Achievement Indicators (SAI) and the Decision Letter are posted on the CSHSE website

# Use Your Resources Wisely

- ▶ Contact the Board Member-at-Large for guidance in writing the self-study.
- ▶ Contact the Vice President of Accreditation if there are general questions or concerns about the accreditation process
- ▶ Use the CSHSE website to access member only materials that can help write the self-study: Bulletin, QuickPoints, newsletters, monographs,