



Council for Standards in Human Service Education

3337 Duke Street, Alexandria, VA 22314-5219

571-257-3959

<https://cshse.org>

Application for Interim Report and Review OR Reaccreditation with Site Visit of a 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 CSHSE 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 writing process of the self-study. The assigned Board Member-at-Large will not serve as a Self-Study Reader or Site Visitor for the program. For more details about the accreditation process, refer to the most current *Member Handbook: Accreditation and Self-Study Guide* that 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. Use the *Contact Us* page on the CSHSE website: <https://cshse.org>

There are specific considerations when applying for accreditation:

- If there is more than one site, list the name and location 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 membership application form with the \$500.00 accreditation fee and additional site fees (\$50 per site) made payable to the Council for Standards in Human Service Education or CSHSE, Federal ID # 36-3706899, to the address above. Payment can also be processed online with a credit card. If an invoice is required by the institution's business office, contact CSHSE at 571-257-3959.



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

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

Date of Application	
Program Information	<i>Note: Furnish information for the specific program applying for accreditation. If applying for multiple programs with different curricula, these programs must be accredited separately and a separate application and fee must be submitted for each program. If applying for multi-degree levels, a separate application must be completed for each program degree level seeking accreditation.</i>
Program Name Seeking Accreditation	
Degree Level (Associate, Baccalaureate, Masters)	
Department	
Institution	
Address	
Phone number	
Fax number	
Email address	
Program website	
Multiple Sites <i>Is the program offered at multiple sites? If yes, identify the name and location of each site. [Note: CSHSE considers a site to be a location where the student can complete the entire program curriculum. Offering a few courses at a location is not considered a site.]</i>	Name and Location
Is this an online program? Yes/No	

<u>Program Director/Chair/Coordinator</u>	<i>Note: This person is considered responsible for the self-study. Unless otherwise noted, all correspondence will be addressed to this person</i>
• Name and title	
• Phone number	
• Fax number	
• Email address	
• Address (if different)	
Program Administrator/Dean	
• Name and title	
• Phone	
• Fax number	
• Email address	
• Address (if different)	
Institution Information	<i>Note: Furnish information for the larger institution.</i>
Institutional accrediting body	
State or private institution	
Accreditation	
Date of initial accreditation	
Date of last accreditation	
Date of last CSHSE site visit	
Council Membership	
Date of initial membership	
Membership paid through	