



## Council for Standards in Human Service Education

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

### **Application for Initial Accreditation, Interim Report and Review, or Reaccreditation of Human Service Program**

The accreditation process can vary in duration based on the institutional and curriculum processes. Programs are encouraged to contact the Vice President of Accreditation or a Board Member-at-Large prior to submission of the Accreditation Application Form. See <https://cshse.org> for current contact information.

Programs must be current members of the Council to apply for Initial Accreditation, Interim Report and Review, or Reaccreditation, and annual membership must be maintained as a condition of accreditation.

Directions for completing the self-study and a timeline for Council approval is available in the *Member Handbook: Accreditation and Self-Study Guide* which is available in PDF format on the Council website. Accreditation is approved for five years.

From the date of Application, programs have two years to complete the Initial accreditation process. Refer to the Member Handbook: Accreditation and Self-Study Guide for Interim Review and Report and Reaccreditation timelines.

The accreditation process includes completion of a self-study that is read and evaluated by independent readers and a site visit, when required, is conducted by representatives of the Council. A Board Member-at-Large is assigned and serves as a program's consultant during the self-study process and is not allowed to be a reader or site visitor for that program. If you have questions about the form or accreditation process, contact the Vice President of Accreditation or a Board-Member-at Large. Current contact information is available on the website at <https://cshse.org>.

Effective July 1, 2022, the following fees are assessed according to degree level and the number of sites:

\$750 for Associate degree

\$1000 for Baccalaureate degree

\$1250 for Master's degree

Sites: 10% of program degree accreditation fee for each additional site. For example, if the Baccalaureate program is offered at two sites, the accreditation fee is \$1000 plus \$200 (10% of \$1000=100 for one site) for a total of \$1200

Mail the completed accreditation application form (begins on page 2) and the accreditation fee with a check made payable to the Council for Standards in Human Service Education or CSHSE, Federal ID # 36-3706899, to the address above. 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. Programs can opt to pay the fee with credit card directly online with the online application at the CSHSE webpage.



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**APPLICATION FOR HUMAN SERVICES PROGRAM ACCREDITATION**

<b>Date of Application</b>	
<b>Program Accreditation Information</b>	
• Name of Program	
• Degree level of program (Associate, Baccalaureate, Masters)	
• Is this an initial accreditation application, Interim Review and Report, or Reaccreditation?	<input type="checkbox"/> Initial Report <input type="checkbox"/> Interim Review and Report <input type="checkbox"/> Reaccreditation
• If this is an Interim Review and Report or Reaccreditation application answer the following: a. Year of initial accreditation b. Year of last accreditation c. Year of last site visit	a. _____ b. _____ c. _____
• Is this program offered exclusively online?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Is this program offered at multiple sites?	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Member of CSHSE since	Year _____
• Paid membership up to	Year _____
<b>Institution Contact Information</b>	
• Institution	
• Department	
• Address	



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• Phone number	
• Email address	
<b>Multiple Sites (if applicable)</b>	
<p>If the program is offered at multiple sites, list the address and contact information for each site. You must include an additional \$50 for each additional site.</p> <p>Note: If the site does not use the same curriculum, each site must apply separately for accreditation.</p>	
<b>Program Director/Chair</b>	
• Name and title	
• Phone number	
• Email address	
• Address (if different from above)	
<b>Responsible for Self-Study</b>	<i>Note: Unless otherwise noted, mail will be addressed to this person.</i>
• Name and title	
• Phone	
• Email address	
• Address (if different from above)	