



Council for Standards in Human Service Education

Update Management, Inc.
9600 SW Oak Street
Tigard, OR 97223
<http://www.cshse.org>

Application for Accreditation of Human Service Program

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

Programs must be current members of the Council to apply for accreditation, 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 reaccreditation timelines.

The accreditation process includes completion of a self-study that is read and assessed by independent readers and a site visit by representatives of the Council. A Board Member-at-Large a reader or site visitor for that program.

If you have questions on the form or accreditation process, contact a Board-Member-at-Large or the Vice President of Accreditation. Current contact information can be found on the website at <http://www.cshse.org>.

Mail the completed accreditation application form (begins on page 2) and the \$500.00 accreditation fee (effective July 1, 2017) 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 at the CSHSE webpage and then mail only the application to ASCENT Management LLC.



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APPLICATION FOR HUMAN SERVICES PROGRAM ACCREDITATION

| | |
|---|--|
| Date of Application | |
| Program Accreditation Information | |
| • Name of Program | |
| • Degree level of program (Associate, Baccalaureate, Masters) | |
| • Is this an initial accreditation application? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Is this a re-accreditation application? If yes answer the following: a. Year of initial accreditation b. Year of last accreditation c. Year of last site visit | <input type="checkbox"/> Yes <input type="checkbox"/> No 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 _____ |
| Institution Contact Information | |
| • Institution | |
| • Department | |
| • Address | |
| • Phone number | |
| • Email address | |



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|---|--|
| Multiple Sites (if applicable) | |
| <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> | |
| Program Director/Chair | |
| <ul style="list-style-type: none"> Name and title | |
| <ul style="list-style-type: none"> Phone number | |
| <ul style="list-style-type: none"> Email address | |
| <ul style="list-style-type: none"> Address (if different from above) | |
| Responsible for Self-Study | <i><u>Note:</u> Unless otherwise noted, mail will be addressed to this person.</i> |
| <ul style="list-style-type: none"> Name and title | |
| <ul style="list-style-type: none"> Phone | |
| <ul style="list-style-type: none"> Email address | |
| <ul style="list-style-type: none"> Address (if different from above) | |