

**Candidacy Eligibility Application
Council on Social Work Education**

**Commission on Accreditation**

Email this application to the Senior Team Leader.

**Purpose:** Eligibility applications include a series of eligibility standards which require the program to demonstrate that its host institution can and will support and sustain a social work program.

**Directions:** The program completes the application and submits one (1) electronic copy to the CSWE Department of Social Work Accreditation’s Senior Team Leader. Missing information, incomplete signatures, or detached documentation may delay processing the application and effect the program’s review timetable.

**Document formatting and submission requirements are located in policy 1.2.11 in the** [**EPAS Handbook**](https://www.cswe.org/Accreditation/Standards-and-Policies/EPAS-Handbook)**.** Below is a summary of important document formatting and submission instructions for this application. Review the full policy for more details prior to submitting any materials to staff or COA.

* **Accreditation is paperless!** Accreditation document submissions are facilitated via e-mail. Cloud-based documents will not be accepted.
* Scanned documents will not be accepted by CSWE staff or the COA for any accreditation-related process or review.
* Separate attachments will not be accepted. Embed all required information directly into a single/continuous document. The application prompts the program where to insert supporting documentation.
* Web-based hyperlinks to content that substantiates compliance with the eligibility standards may be included in the application. A direct link to the relevant material MUST be provided. Accreditation staff will not search/click through the website for requested information.

**Program Information**

|  |  |
| --- | --- |
| Name of Educational Institution: |  |
| State: |  |

|  |  |
| --- | --- |
| Name of Social Work Program: |  |
| Indicate program level for which candidacy is sought:\* | Baccalaureate: | [ ]  | Master’s: | [ ]  |
| Title of Degree Awarded: |  |

*\*Per policy 3.1 in the* [EPAS Handbook](https://www.cswe.org/Accreditation/Standards-and-Policies/EPAS-Handbook)*, institutions are only permitted to have one program in Candidacy at a time.*

**Eligibility Standards**

|  |
| --- |
| **Eligibility Standard 1: The president/chancellor of the institution authorizes the Commission on Accreditation’s review of the social work program, including conducting commission visits.** |

1a. The president/chancellor of the institution authorizes the Commission on Accreditation’s review of the social work program, including conducting commission visits.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes: | [ ]  | No: | [ ]  |

1b. *Complete* the *Authorization of Program Review Form*, signed by the president/chancellor of the institution (located on the last page of this application).

 *The president/chancellor must meet with the commissioner visitor during their visit and will receive copies of official Commission on Accreditation decision letter(s).*

|  |
| --- |
| **Eligibility Standard 2: The program is within an educational institution recognized by a regional accrediting body approved by the** [**Commission on Higher Education Accreditation (CHEA)**](https://www.chea.org/)**.** |

2a. The program is within an educational institution recognized by a regional accrediting body.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes: | [ ]  | No: | [ ]  |

2b. Name of regional accrediting body:

|  |
| --- |
|  |

2c. The Commission on Higher Education Accreditation (CHEA) recognizes the regional accrediting body.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes: | [ ]  | No: | [ ]  |

|  |
| --- |
| **Eligibility Standard 3: The institution must be legally organized and authorized to operate as a post-secondary educational institution under the laws of the relevant state, district, or territory. The program has been approved by the appropriate higher education authorities.** |

3a. The institution is legally organized and authorized to operate as a post-secondary educational institution under the laws of the relevant state, district, or territory.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes: | [ ]  | No: | [ ]  |

3b. State, District, or Territory-Level Authority\*: The social work program has been approved by the appropriate state, district, or territory-level higher education authorities to offer a social work program and award degrees.

*\*This may include a state, district, or territory-level higher education board. If state or territory-level authority permission is not required, provide documentation of this policy.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Yes: | [ ]  |  No: | [ ]  | Not required (N/A) | [ ]  |
| Date Approved: |  |

3c. *Insert* documentation to support your response here:

|  |
| --- |
| **Eligibility Standard 4: The institution complies with requirements of the Americans with Disabilities Act.** |

4a. The institution is compliant with the requirements of the Americans with Disabilities Act (ADA).

|  |  |  |  |
| --- | --- | --- | --- |
| Yes: | [ ]  | No: | [ ]  |

4b. *Insert* the institution’s written ADA compliance plan, hyperlink to the information, or other proof of the institution’s compliance with the ADA that demonstrate fulfillment of **Eligibility Standard 4** here:

|  |
| --- |
|  |

 *This information may be found in several places, depending on the structure of the institution, including institutional centers, offices, or departments of disabilities services; human resources; the office of the affirmative action; affirmative action compliance officer; and office of the president, provost, academic vice president, or university counsel. Program’s may submit hyperlinks to ADA-related policy documents, ADA-related information posted on the university’s website, information in a catalog, handbook, manual, syllabi, or documented procedures for requesting reasonable accommodations.*

|  |
| --- |
| **Eligibility Standard 5: The institution has a written affirmative action policy, plan, or program; procedures; and a stated policy against discrimination based on race, color, religion, creed, gender, ethnic or national origin, disability, or age.**  |

5a. The institution has a written affirmative action policy, plan, or program; procedures; and a stated policy against discrimination based on race, color, religion, creed, gender, ethnic or national origin, disability, or age.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes: | [ ]  | No: | [ ]  |

5b. *Insert* your institution’s written affirmative action policy, plan, or program; procedures; and stated policy or hyperlink to the information that demonstrate fulfillment of **Eligibility Standard 5** here:

|  |
| --- |
|  |

*Some private universities do not have affirmative action plans. In that instance, programs need to obtain a letter from the provost that states that the university's affirmation action procedure is to delegate affirmative action responsibility to the program. The program would then submit its own affirmative action plan.*

5c. *Insert* the program-level affirmative action plan or hyperlink to the information here ***(if applicable):***

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Check this box if the institution fulfilled 5b, and 5c is not applicable: | [ ] N/A |

|  |
| --- |
| **Eligibility Standard 6: The institution has appointed a program director (per the current EPAS) who has demonstrated leadership ability through teaching, scholarship, curriculum development, administrative experience, and other academic and professional activities in the field of social work. At the baccalaureate level, the social work program director has a master’s social work degree from a CSWE-accredited program with a doctoral degree preferred. At the master’s level, the social work program director has a master’s social work degree from a CSWE-accredited program with a doctoral degree preferred. Baccalaureate and master's programs must identify separate program directors.** |

6a. Provide the name of the social work program director.

|  |
| --- |
|  |

6b. Indicate what degree(s) the program director holds.

|  |
| --- |
|  |

6c. The program affirms that the program director has a master’s degree in social work from a CSWE-accredited program.

*This includes degrees recognized through CSWE’s International Social Work Degree Recognition and Evaluation Service or covered under a memorandum of understanding with international social work accreditors.*

|  |  |  |  |
| --- | --- | --- | --- |
| Yes: | [ ]  | No: | [ ]  |

6d. *Insert* the social work program director’s **curriculum vitae** here:

|  |
| --- |
|  |

|  |
| --- |
| **Eligibility Standard 7: The institution identifies and describes the social work program in its catalog, similar publication, or website. Program mission and course offerings are specified.** |

*No information required at this time. This standard is not approved until the Initial Accreditation Eligibility Application is reviewed.*

|  |
| --- |
| **Eligibility Standard 8: The educational institution provides its organizational chart to document the position of the social work program in the governance structure of the institution and to demonstrate its position relative to other professional education programs offered by the institution.** |

*No information required at this time. This standard is not approved until the Initial Accreditation Eligibility Application is reviewed.*

|  |
| --- |
| **Eligibility Standard 9: The institutional transcript for students who complete the accredited social work program confirms that the social work program was completed, and a baccalaureate or master’s degree was awarded.** |

*No information required at this time. This standard is not approved until the Initial Accreditation Eligibility Application is reviewed.*

|  |
| --- |
| **Eligibility Standard 10\*: The institution must ensure that the master’s program in social work can be completed in two (2) calendar years of full-time study. To meet requirements for the master’s degree a program may also provide a maximum of four (4) calendar years of structured part-time professional education, comprising all course work, papers or projects, and the field practicum.** ***\*Only master’s social work programs respond to this standard.***  |

*Individual students may pursue customized plans of study beyond the 2-years of full-time study or 4-years of part-time study. However, the program must ensure their structured curricular pathways/plans of study meet this standard.*

10a. The institution ensures that the full-time master’s program may be completed in two (2) calendar years.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes: | [ ]  | No: | [ ]  |

10b. **Hyperlink** to the catalog, similar publication, or website where this information is posted:

|  |
| --- |
|  |

10c. *Specify exact page numbers if a catalog or publication is submitted* ***(if applicable)****:*

|  |  |  |  |
| --- | --- | --- | --- |
| Page numbers: |  | Check this box if program submitted a website hyperlink for 10b and 10c is not applicable: | [ ] N/A |

10d. The program has a part-time curricular pathway/plan of study.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes: | [ ]  | No: | [ ]  |

10e. If yes, the institution ensures that the part-time master’s program may be completed in four (4) calendar years.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes: | [ ]  | No: | [ ]  |

10f. **Hyperlink** to the catalog, similar publication, or website where this information is posted:

|  |
| --- |
|  |

10g. *Specify exact page numbers if a catalog or publication is submitted* ***(if applicable)****:*

|  |  |  |  |
| --- | --- | --- | --- |
| Page numbers: |  | Check this box if program submitted a website hyperlink for 10f and 10g is not applicable: | [ ] N/A |

|  |
| --- |
| **Eligibility Standard 11: The institution documents sufficient and firm institutional supports to create, build, and maintain the social work education program.** |

11a. The institution affirms sufficient and firm institutional supports to create, build, and maintain the social work education program.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes: | [ ]  | No: | [ ]  |

11b. *Insert* documentation to demonstrate sufficient and firm institutional supports that demonstrate fulfillment of **Eligibility Standard 11** here:

|  |
| --- |
|  |

*This includes institutional letters of support from the president/chancellor or provost identifying faculty, staff, technology, and other resources necessary to create, build, and maintain the social work program.*

11c. *Insert* the program’s current budget and projections using the Commission on Accreditation’s [**required budget form**](https://www.cswe.org/Accreditation/Accreditation-Process.aspx) here:

|  |
| --- |
|  |

|  |
| --- |
| **Payment of Candidacy Eligibility Fee: The institution documents payment of the $10,000 Candidacy Eligibility Fee.** |

*Candidacy fees / schedules are available on the* [*CSWE website*](https://www.cswe.org/Accreditation/Accreditation-Process.aspx)*.*

14. Select one:

|  |
| --- |
| [ ]  |

The program has mailed a check for $10,000 to CSWE’s Accounting Office at CSWE’s mailing address.

*Please note that this application will not be processed until this payment has been verified by accounting.*

* + Check Number:

|  |
| --- |
|  |

* + Postal Date:

|  |
| --- |
|  |

* + Routing Information:

|  |
| --- |
|  |

|  |
| --- |
| [ ]  |

The program requests to be invoiced for this fee.

*Please note that this application will not be processed until payment has been verified by accounting.*

|  |
| --- |
| **Affirmations:**  |

**By submitting this application, the program affirms:**

*Check each box below and visit the hyperlinks to become familiar with the policies, procedures, and resources referenced.*

[ ] We understand that accreditation reviews are program-driven, and reminders/prompts will not be sent to the program.

[*Downloadable timetables*](https://www.cswe.org/Accreditation/Accreditation-Process.aspx) *are available to guide programs through each step of the process.*

[ ] We understand that CSWE’s Site Visit Coordinator and Executive Director will assign a different Commissioner Visitor for each Benchmark and a visitor assignment confirmation e-mail will be sent to the program.

*Upon receipt of the assignment confirmation e-mail, the visitor will contact the program to begin preparing a visit schedule and arranging logistics.*

[ ]  We affirm that we will keep the institution’s president/chancellor, social work program administrators, faculty, staff, and students appraised of the review timetable, and request all stakeholders hold the program selected date for each forthcoming commission visit.

[ ] We understand the [scope, services, and resources](https://www.cswe.org/CSWE/media/AccreditationPDFs/CSWE-DOSWA-Scope-Services-Resources-9-14-20.pdf) offered by CSWE’s Department of Social Work Accreditation, including acknowledging that CSWE staff cannot determine compliance.

*The Commission on Accreditation is the sole and final arbiter of compliance.*

[ ] We understand that all accreditation-related communications must be facilitated by the program’s selected primary contact per policy 1.2.7 in the [EPAS Handbook](https://www.cswe.org/Accreditation/Standards-and-Policies/EPAS-Handbook).

[ ] We understand thatCSWE’s Department of Social Work Accreditation and the Commission on Accreditation have made available many resources on the [CSWE website](https://www.cswe.org/Accreditation/Accreditation-Process.aspx) to guide us through each step of the process, including a copy of the EPAS.

[ ] We understand that the [EPAS Handbook](https://www.cswe.org/Accreditation/Standards-and-Policies/EPAS-Handbook) includes the policies and procedures governing the accreditation review.

[ ]  We understand that accreditation status applies to the whole social work program, inclusive of all program options.

*Program options are defined in policy 1.2.4 in the* [*EPAS Handbook*](https://www.cswe.org/Accreditation/Standards-and-Policies/EPAS-Handbook)*.*

*Compliance issues for one program option, effects the accreditation status of the whole social work program, inclusive of all program options.*

[ ]  We understand that the program is responsible for ensuring the integrity of the data and information submitted in materials for candidacy, reaffirmation, or other accreditation-related review processes.

*Presenting false or materially inaccurate information, either through intent or through failure to exercise care and diligence in verifying the information, is considered a breach of policy 1.1.15 in the* [*EPAS Handbook*](https://www.cswe.org/Accreditation/Standards-and-Policies/EPAS-Handbook)*.*

[ ]  We understand that our program is solely responsible for implementing, demonstrating, and maintaining compliance with the EPAS during this candidacy process and in-between review cycles.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**To be completed by the social work program’s primary contact\*:**

|  |  |
| --- | --- |
| Signature: | **[an e-signature or image of the signature is acceptable]** |
| Name, Credentials: |  |
| Title: |  |
| Date: |  |
| Business Mailing Address: |  |
|  |  |
| Business Phone #: |  |
| Business Email Address: |  |

*\*The primary contact’s role is described in policy 1.2.7 in the* [*EPAS Handbook*](https://www.cswe.org/Accreditation/Standards-and-Policies/EPAS-Handbook)*. The primary contact manages all accreditation-related communications between the program and CSWE and will receive copies of official Commission on Accreditation decision letter(s). Updated contact information is important for accurate correspondence. Policies and procedures for updating key personnel records are in policy 1.2.4 in the* [*EPAS Handbook*](https://www.cswe.org/Accreditation/Standards-and-Policies/EPAS-Handbook)*.*

**Authorization of Program Review Form**

**Candidacy Eligibility Application**

**Council on Social Work Education**

**Commission on Accreditation**

|  |  |
| --- | --- |
| 1. Name of Educational Institution: |  |
| State: |  |

|  |  |
| --- | --- |
| 2. Name of Social Work Program: |  |
| Title of Degree Awarded: |  |

|  |
| --- |
| 3. Indicate program for which authorization is sought: |
| Baccalaureate | [ ]  |
| Master’s | [ ]  |

As the president/chancellor of this institution, I hereby request and authorize a review of the social work degree program to be conducted by the Commission on Accreditation of the Council on Social Work Education.

|  |  |
| --- | --- |
| Signature: | **[an e-signature or image of the signature is acceptable]** |
| Name, Credentials: |  |
| Title: |  |
| Date: |  |
| \*\*Business Mailing Address: |  |
|  |  |
| \*\*Business Phone #: |  |
| \*\*Business Email Address: |  |

*\*\*The president/chancellor must meet with the commissioner visitor during their visit and will receive copies of official Commission on Accreditation decision letter(s). Updated contact information is important for accurate correspondence. Policies and procedures for updating key personnel records are located in policy 1.2.4 in the* [*EPAS Handbook*](https://www.cswe.org/Accreditation/Standards-and-Policies/EPAS-Handbook)*.*

**Letter of Institutional Intent Template**

***Note:*** *If a program is part of a “collaborative,” both programs’ institutions must meet eligibility requirements and turn in separate Letters of Institutional Intent and Candidacy Eligibility Applications.*

The Letter of Institutional Intent is a narrative that provides clear, complete, and sufficient information regarding the program and institution’s intent to start a social work program. The letter must include the following:

1. A discussion of the institution’s mission and the relationship of the social work program to that mission
2. An analysis of the relationship of the proposed program to the institution’s strategic or long-range plan
3. A discussion of the costs (including a projected budget) of the program and the benefits or advantages that the institution expects to receive relative to these costs
4. Preliminary ideas about the mission and goals of the social work program
5. A summary of the program’s initial development activities

Respond to each prompt below:

1. **Discussion of the institution’s mission and the relationship of the social work program to that mission:**

*[Insert the institution’s mission here.]*

*[Explain how the social work program supports, integrates with, embodies, and/or further enhances the institution’s mission. Use verbiage from the institution’s mission to show clear linkages. How does starting a new social work program align with the mission?]*

1. **Analysis of the relationship of the proposed program to the institution’s strategic or long-range plan:**

*[Insert a summary of the institution’s strategic plan or long-range plan here. In addition to the summary, the program may also include a hyperlink to the institution’s full strategic plan or long-range plan.]*

*[Explain how the social work program supports, integrates with, embodies, and/or further enhances the institution’s strategic plan or long-range plan. Use verbiage from the strategic plan or long-range plan to show clear linkages. How does starting a new social work program align with the strategic plan or long-range plan?]*

1. **Discussion of the costs (including a projected budget) of the program and the benefits or advantages that the institution expects to receive relative to these costs:**

*[The information submitted in response to Eligibility Standard 11 must match this section.]*

*[Insert the program’s current budget and projections using the Commission on Accreditation’s* [*required budget form*](https://www.cswe.org/Accreditation/Accreditation-Process.aspx) *here.]*

*[Explain or list the program’s costs.]*

*[Explain or list the benefits/advantages that the institution expects to receive relative to the social work program’s costs.]*

1. **Preliminary ideas about the mission and goals of the social work program:**

*[Explain or list preliminary ideas for the program’s mission. Review* [*EPAS*](https://www.cswe.org/Accreditation/Accreditation-Process.aspx) *sections 1.0 and 2.0.1 for inspiration.]*

*[Explain or list preliminary ideas for the program’s mission. Review* [*EPAS*](https://www.cswe.org/Accreditation/Accreditation-Process.aspx) *sections 1.0 and 2.0.1 for inspiration.]*

1. **Summary of the program’s initial development activities:**

*[Identify the steps that have occurred since ideation (brainstorming starting the program) to application for the new social work program.*

*For example: How has the program developed to date? This may include research conducted (needs assessment, environmental scan, etc.), securing approvals internally and externally, hiring, curriculum design, selection of program options (delivery methods and locations), advertising, recruitment, admissions, developing policy and procedure manuals, developing syllabi, convening an accreditation writing team, etc.]*