Timetable for Candidacy

**February \_\_\_\_\_\_\_\_\_\_\_\_ Agenda**

**Council on Social Work Education**

**Commission on Accreditation**

**The COA and the Department of Social Work Education are now paperless. Submit all documents via e-mail to the relevant accreditation party. 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)**. Any site visitor seeking ADA-related accommodation, please contact the program’s accreditation specialist.**

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| Commissioner Visit I | | |  | |  |
| ACTIVITY or DOCUMENT: | | | DATE: | | COPIES SENT TO: |
| Monthly Pre-Candidacy Two-Hour Workshops *(optional)* | | | Occurring once a month (different topic each month) | | <https://www.cswe.org/Accreditation/Training.aspx> |
| Submit *Letter of Institutional Intent*, *Candidacy Eligibility Application* Form | | | Submitted on rolling basis | | The program e-mails document to the Senior Team Leader. |
| Submit Candidacy Eligibility Fee (if not submitted, program will be invoiced) | | | Submitted on rolling basis | | The program mails the payment to CSWE. |
| *Letter of Institutional Intent* and *Eligibility Application* Form approved by Senior Team Leader | | | Submitted on rolling basis | | Located at: [Accreditation Process](https://www.cswe.org/Accreditation/Accreditation-Process.aspx) 🡪 Candidacy 🡪 Eligibility Materials |
| *Draft Benchmark I* submitted by program | | | Submitted on rolling basis | | The program e-mails full document to the Senior Team Leader. |
| Approval of *Draft Benchmark I* by Senior Team Leader | | | First 10 *Draft Benchmark I*’s approved by June 1, \_\_\_\_\_\_, are placed on February COA Agenda (next 10 are placed on June) | | ------------------------------------------- |
| Senior Team Leader assigns program to Accreditation Specialist | | | Upon *Draft Benchmark I* approval | | ------------------------------------------- |
| Commissioner Visit I fee ($5,000) invoiced | | | June 1, \_\_\_\_\_\_ | | ------------------------------------------- |
| Commissioner Visit I fee due | | | July 1, \_\_\_\_\_\_ | | ------------------------------------------- |
| Site Visit Coordinator and DOSWA Director select Commissioner Visitor | | | July 1, \_\_\_\_\_\_ | | Visit scheduled directly between program and visitor. [Confirm visit date once scheduled.](https://forms.office.com/r/FJNJEiZbAL) |
| Program submits *Benchmark I* | | | One month before Commissioner Visit I | | Program emails to **Accreditation Specialist** and **Commissioner Visitor**, in three separate documents: Volumes 1, 2, and 3. |
| Program submits theBenchmark I Review Brief | | | One month before Commissioner Visit I | | The program e-mails brief to the Commissioner Visitor. |
| Commissioner Visit I Occurs | | | September 1, \_\_\_\_\_\_ – November 15, \_\_\_\_\_\_ | | ------------------------------------------- |
| Commissioner Visitor submits theBenchmark I Review Brief | | | Within 2 weeks of the last day of the Commissioner Visit | | The commissioner e-mails brief to the Accreditation Specialist who forwards it to the program. |
| Program Response to the Benchmark I Review Brief Form Due | | | Within 2 weeks of receiving the Benchmark I Review Brief (FILE COMPLETE) | | The program e-mails as one file to the Accreditation Specialist. |
| Commission Review for Candidacy | | | February \_\_\_\_\_\_ Commission Meeting | | ------------------------------------------- |
| Commissioner Visit II |  | |  | |
| ACTIVITY or DOCUMENT: | DATE: | | COPIES SENT TO: | |
| Commissioner Visit II fee ($5,000) invoiced | May 1, \_\_\_\_\_\_ | | ------------------------------------------- | |
| Commissioner Visit II fee due | July 1, \_\_\_\_\_\_ | | The program mails the payment to CSWE. | |
| Site Visit Coordinator and DOSWA Director select Commissioner Visitor | July 1, \_\_\_\_\_\_ | | Visit scheduled directly between program and visitor. [Confirm visit date once scheduled.](https://forms.office.com/r/FJNJEiZbAL) | |
| Program submits Benchmark II | One month before the Commissioner Visit | | The program emails document to **Accreditation Specialist and Commissioner Visitor**, in three (3) separate documents: Volume 1, Volume 2, Volume 3. | |
| Program submits theBenchmark II Review Brief | One month before the Commissioner Visit | | The program e-mails brief to the Commissioner Visitor. | |
| Commissioner Visit II Occurs | September 1, \_\_\_\_\_\_ –November 15, \_\_\_\_\_\_ | | ------------------------------------------- | |
| Commission Visitor submits theBenchmark II Review Brief | Within 2 weeks of the last day of the Commissioner Visit | | The commissioner e-mails brief to the Accreditation Specialist who forwards it to the program. | |
| Program Response to the Benchmark II Review Brief Due | Within 2 weeks of receiving the Benchmark II Review Brief(FILE COMPLETE) | | The program emails document to the Accreditation Specialist. | |
| Commission Review for 2nd Year of Candidacy Status | **February \_\_\_\_\_\_ Commission Meeting** | | **-------------------------------------------** | |

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| Initial Accreditation |  |  |
| ACTIVITY or DOCUMENT: | DATE: | COPIES SENT TO: |
| Initial Accreditation Eligibility Application Due | March 1, \_\_\_\_\_\_ | The program e-mails form to Accreditation Specialist. |
| Site Visit Coordinator and DOSWA Director select Commissioner Visitor | July 1, \_\_\_\_\_\_ | Visit scheduled directly between program and visitor. [Confirm visit date once scheduled.](https://forms.office.com/r/FJNJEiZbAL) |
| Initial Accreditation fee ($5,000) invoiced | July 1, \_\_\_\_\_\_ | --------------------------------------------- |
| Initial Accreditation fee due | August 1, \_\_\_\_\_\_ | The program mails the payment to CSWE. |
| Program submits Initial Accreditation Self-Study | One month before the Commissioner Visit | The program emails document to **Accreditation Specialist and Commissioner Visitor**, in three (3) separate documents: Volume 1, Volume 2, Volume 3. |
| Program submits the InitialAccreditation Review Brief | One month before the Commissioner Visit | The program e-mails brief to the Commissioner Visitor. |
| Commissioner Visit III Occurs | September 1, \_\_\_\_\_\_ –November 15, \_\_\_\_\_\_ | --------------------------------------------- |
| Commission visitor submits theInitial Accreditation Review Brief | Within 2 weeks of the last day of the Commission Visit | The commissioner e-mails to the Accreditation Specialist, who forwards it to the program. |
| Program Response to the Accreditation Review Brief Form Due | Within 2 weeks of receiving the Accreditation Review Brief(FILE COMPLETE) | The program emails document to the Accreditation Specialist. |
| Commission review for Initial Accreditation | **February \_\_\_\_\_\_ Commission Meeting** | --------------------------------------------- |