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 the Benchmark 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 the Benchmark 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**  | --------------------------------------------- |