Timetable for Candidacy

**October \_\_\_\_\_\_\_\_\_\_\_\_ 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: | More Information: |
| 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 ($10,000) before application accepted | Submitted on rolling basis | The program mails the payment to CSWE Accounting Department |
| *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) à Candidacy à 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 December 1, 2021, are placed on October COA Agenda (next 10 are placed on February) | ------------------------------------------- |
| Senior Team Leader assigns program to Accreditation Specialist | Upon *Draft Benchmark I* approval | ------------------------------------------- |
| Commissioner Visit I fee ($5,000) invoiced | December 1, \_\_\_\_\_ | ------------------------------------------- |
| Site Visit Coordinator and DOSWA Director select Commissioner Visitor | December 1, \_\_\_\_\_ | ------------------------------------------- |
| Commissioner Visit I fee due | January 1, \_\_\_\_ | ------------------------------------------- |
| Program submits *Benchmark I*  | One month before Commissioner Visit I | Program emails to the **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 | March 1, \_\_\_ May 31, \_\_\_ | ------------------------------------------- |
| 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 | **October \_\_\_\_\_\_** **Commission Meeting** | ------------------------------------------- |
| Commissioner Visit II |  |  |
| ACTIVITY or DOCUMENT: | DATE: | COPIES SENT TO: |
| Commissioner Visit II fee ($5,000) invoiced  | November 1, \_\_\_\_\_ | ------------------------------------------- |
| Commissioner Visit II fee due | November 15, \_\_\_\_ | The program mails the payment to CSWE. |
| Site Visit Coordinator and DOSWA Director select Commissioner Visitor | January 1, \_\_\_\_\_ | ------------------------------------------- |
| Program submits Benchmark II | One month before the Commissioner Visit | The program emails document to the **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 | March 1, \_\_\_\_- May 31, \_\_\_\_ | ------------------------------------------- |
| 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 Form(FILE COMPLETE) | The program emails document to the Accreditation Specialist. |
| Commission Review for 2nd Year of Candidacy Status | **October \_\_\_\_\_ Commission Meeting** | **-------------------------------------------** |

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| Initial Accreditation |  |  |
| ACTIVITY or DOCUMENT: | DATE: | COPIES SENT TO: |
| Initial Accreditation Eligibility Application Due | November 1, \_\_\_\_ | The program e-mails form to Accreditation Specialist. |
| Site Visit Coordinator and DOSWA Director select Commissioner Visitor | November 1, \_\_\_\_ | ------------------------------------------- |
| Initial Accreditation fee ($5,000) invoiced | November 1, \_\_\_\_ | --------------------------------------------- |
| Initial Accreditation fee due | November 15, \_\_\_\_ | The program mails the payment to CSWE. |
| Program submits Initial Accreditation Self-Study | One month before the Commissioner Visit | The program emails document to the **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 | March 1, \_\_\_\_ – May 31, \_\_\_\_ | --------------------------------------------- |
| 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 Form(FILE COMPLETE) | The program emails document to the Accreditation Specialist. |
| Commission review for Initial Accreditation | **October \_\_\_\_\_Commission Meeting** | --------------------------------------------- |