**Timetable for Reaffirmation**

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

**Council on Social Work Education**

**Commission on Accreditation (COA)**

**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 volunteer service-related accommodations, please contact the program’s accreditation specialist.**

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| --- | --- | --- |
| **ACTIVITY or DOCUMENT:** | **DATE:** | **COPIES SENT TO:** |
| Reaffirmation Workshop  *(optional)* | Two or three years before the COA review for a Reaffirmation Determination.  Locate the program’s next accreditation review date in CSWE’s [Directory of Accredited Programs](https://www.cswe.org/Accreditation/Directory-of-Accredited-Programs.aspx) or the COA-issued decision letter from the last review cycle. | Learn more and register at: <https://www.cswe.org/Accreditation/Training.aspx> |
| Reaffirmation **Eligibility** Fee Invoice Issued  • Single Baccalaureate or Master’s Program $1,500  • Both Baccalaureate and Master’s Programs $3,000  • Collaborative Program $3,000 | December 1, \_\_\_\_ | CSWE e-mails the invoice to the primary contact.  Accreditation-related fee questions should be addressed to [feesaccred@cswe.org](mailto:feesaccred@cswe.org). |
| Site Visit Planning Form Due\*  Form located at: [Accreditation Process](https://www.cswe.org/Accreditation/Accreditation-Process.aspx) > Reaffirmation > Site Visits > select October agenda form | February 1, \_\_\_\_ | The program fills out the electronic site visit planning form. |
| Reaffirmation **Eligibility** Fee Due | The program mails the check payment with the invoice number to CSWE.    Accreditation-related fee questions should be addressed to [feesaccred@cswe.org](mailto:feesaccred@cswe.org). |
| The last date for the program to request a one-meeting agenda adjustment or one-year postponement to temporarily delay the reaffirmation cycle (policy 1.2.2 & 1.2.3, [EPAS Handbook](https://www.cswe.org/Accreditation/Standards-and-Policies/EPAS-Handbook)).  Form located at: [Accreditation Process](https://www.cswe.org/Accreditation/Accreditation-Process.aspx) > Postponement of Reaffirmation Review | The program e-mails the form to the accreditation specialist in Word Document or searchable PDF format. All supporting documentation must be included in the form as a single/continuous document. |
| Reaffirmation Eligibility Application Due\*  Application located at: [Accreditation Process](https://www.cswe.org/Accreditation/Accreditation-Process.aspx) > Reaffirmation > Eligibility Materials | March 1, \_\_\_\_ | The program e-mails the application to the accreditation specialist in a single/continuous Word Document or searchable PDF format. |
| Reaffirmation Review Brief Due\*  Brief located at: [Accreditation Process](https://www.cswe.org/Accreditation/Accreditation-Process.aspx) > Self-study Forms | April 1, \_\_\_\_ | The program e-mails the brief to the accreditation specialist in Word Document format. |
| Full Self-Study Due  Resources to aid in the self-study writing process located at: [Accreditation Process](https://www.cswe.org/Accreditation/Accreditation-Process.aspx) > Reaffirmation | The program submits one (1) copy via e-mail to the accreditation specialist, in three (3) separate documents: Volume 1, Volume 2, Volume 3 in Word Document or searchable PDF format. |
| One month before the Site Visit | The program sends one (1) full copy of the self-study (Volumes 1-3) via e-mail to the site visitor(s). |
| Reaffirmation Fee Issued\*  • Single Baccalaureate or Master’s Program $3,500  • Both Baccalaureate and Master’s Programs $7,000  • Collaborative Program $7,000 CSWE e-mails the invoice to the primary contact. | May 1, \_\_\_\_ | CSWE e-mails the invoice to the primary contact.  Accreditation-related fee questions should be addressed to [feesaccred@cswe.org](mailto:feesaccred@cswe.org). |
| |  |  |  | | --- | --- | --- | | COA Review for  Letter of Instructions (LOI) to the Site Visitor | June \_\_\_\_COA Meeting | --------------------------------------------------- | | |  |  |  | | --- | --- | --- | | June\_\_\_\_ COA Meeting | June \_\_\_\_COA Meeting | --------------------------------------------------- | | |  |  |  | | --- | --- | --- | | --------------------------------------------------- | June \_\_\_\_COA Meeting | --------------------------------------------------- | |
| Reaffirmation Fee Due | July 1, \_\_\_ | The program mails the check payment with the invoice number to CSWE.  Accreditation-related fee questions should be addressed to [feesaccred@cswe.org](mailto:feesaccred@cswe.org). |
| Site Visit Occurs | September 1, \_\_\_\_ through  November 15, \_\_\_\_ | --------------------------------------------------- |
| Site Visit Report Due | Within two (2) weeks of the last day of the Site Visit. | The site visitor e-mails the report to the accreditation specialist, who processes it and sends the final version to the program with instructions for responding. |
| Program Response to the  Site Visit Report Due | Within two (2) weeks of receiving the Site Visit Report from the accreditation specialist.  **(FILE COMPLETE)** | The program e-mails the response to the accreditation specialist in Word Document or searchable PDF format. |
| COA Review for  Reaffirmation Determination  Decision types are detailed in policy 2.6.1, [EPAS Handbook](https://www.cswe.org/Accreditation/Standards-and-Policies/EPAS-Handbook). | **February \_\_\_\_ COA Meeting** | --------------------------------------------------- |

\*Current versions of these documents are on the website: <https://www.cswe.org/Accreditation/Accreditation-Process>.

**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. Review the policy for more details prior to submitting any items 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.