

# **Candidacy Fees and Related Expenses**

**(to be used by programs submitting Candidacy applications in 2016 or earlier)**  
Council on Social Work Education  
Commission on Accreditation

There are nine costs associated with the candidacy process. Each is explained below. The fees are subject to change by the Board of Directors each fiscal year. The fees below are effective from July 1, 2018 to June 30, 2019. Refer to the Timetable for Candidacy to determine program invoice and due dates.

## **1.) Candidacy Workshop**

Early in the Candidacy Eligibility process, programs are encouraged to attend a Candidacy Workshop. For more information, visit <http://cswe.org/Accreditation/78538/78566.aspx>.

## **2.) Letter of Intent and Candidacy Eligibility Fee      \$7,298**

The letter of intent and candidacy eligibility fee covers staff time to work with the program in developing, reviewing, and approving the materials submitted to determine institutional eligibility.

## **3.) Commissioner Visit I Fee      \$4,134**

The Commissioner Visit I fee covers the work of the staff in processing and reviewing program documents and that of the Commission on Accreditation in reaching a decision about the program's compliance with the Benchmark I.

## **4.) Commissioner Visit II Fee      \$4,134**

The Commissioner Visit II fee covers the work of the staff in processing and reviewing program documents and that of the Commission on Accreditation in reaching a decision about the program's compliance with the Benchmark II.

## **5.) Additional Commissioner Visit Fee      \$2,756**

Typically programs do not require more than three Commissioner Visits to complete their development and write their self-study. If the program needs further development, however, an additional Commissioner Visit will take place. The additional Commissioner Visit fee covers the work of the staff in processing and reviewing program documents and that of the Commission on Accreditation in reaching a decision about the program's compliance with the Educational Policy and Accreditation Standards (**EPAS**).

## **6.) Initial Accreditation Eligibility Fee      \$1,820**

The initial accreditation eligibility fee covers staff time to review and approve the materials submitted to determine institutional eligibility for the initial accreditation of its social work program.

## **7.) Initial Accreditation Fee      \$3,974**

The initial accreditation fee covers staff and commissioner expenses related to processing and assessing the documents associated with determining the program's compliance with the Educational Policy and Accreditation Standards (**EPAS**).

## **8.) Benchmark Costs**

Benchmark costs will vary by program. Examples of expenses include faculty-assigned time, meeting expenses, printing, mailing and other administrative costs.

## **9.) Commissioner Visit Expenses**

Programs pay all expenses of the commissioner visits. The Commission on Accreditation expects programs to make every effort to minimize commissioner out-of-pocket expenses by providing prepaid airline tickets. Coach fair is expected. In addition, programs should be billed directly by the hotel for the commissioner expenses. Remaining expenses, such as ground transportation and meals not taken at the hotel, should be reimbursed as soon as possible by the program.

## **10.) Annual Program Membership Dues**

All accredited social work programs and those in candidacy for accreditation are required to pay annual membership dues to CSWE. Programs are invoiced each April for the following fiscal year, which begins July 1. Invoices are due on July 1. Programs in candidacy are charged the minimum amount. Once the program receives initial accreditation, dues are assessed according to the number of graduates reported by the program in the annual CSWE statistics survey conducted each Fall. For more information on program membership dues send an email to [membership@cswe.org](mailto:membership@cswe.org) or visit <http://www.cswe.org/Membership/27021.aspx>.