

Professional Practice Doctoral Program Accreditation Pilot Required Forms

Council on Social Work Education
Commission on Accreditation

In order to sufficiently address the [Accreditation Standards for Professional Practice Doctoral Programs in Social Work](#), the following required forms have been developed for use in the pilot:

Accreditation Standard (AS)	Title of Required Form(s)
AS 3.0.7	Professional Practice Doctoral Program Faculty Summary Form
	Professional Practice Doctoral Program Faculty Data Forms (CVs)
AS 3.13	Professional Practice Doctoral Program Expense Budget Form
AS 4.0.1	Form: Presenting the Professional Practice Doctoral Program's Assessment Plan
AS 4.0.4	Form AS 4(D)

Please note: these forms were established for the four professional practice doctoral programs participating in the accreditation pilot and are subject to change. This document is being provided publicly for information purposes only.

Information regarding the professional practice doctoral program pilot can be found [here](#). Questions concerning the piloting of the accreditation of professional practice doctoral programs may be directed to the practicedoc@cswe.org.

Professional Practice Doctoral Program Faculty Summary Form Council on Social Work Education Commission on Accreditation (COA)

Directions: Provide the information requested below for all faculty employed in full- and part-time positions inclusive of all program options. All program information and operations should be **current at the time of submission** of the accreditation document. Duplicate and expand the chart below, as needed.

This form is used to assist the COA in the evaluation of the program's compliance with the following *Accreditation Standards*:

3.0.7 The program identifies each full- and part-time faculty member and discusses the qualifications, scholarship, expertise in social work education and practice, and years of service to the professional doctoral program of each.

3.0.8 The program identifies no fewer than two full-time social work faculty members with principal assignment to the professional doctoral program. The program documents that all faculty members who teach in the program have doctoral degrees and the majority have master's degrees in social work from a CSWE-accredited program with a minimum of 3 years of practice experience beyond the master's degree in social work.

3.0.9 The professional doctoral program explains how faculty size is sufficient in number for the type of curricular offerings, class size, program options, number of students, advising and supervising of students' academic products, and the faculty's teaching, scholarly, and service responsibilities.

Each Full- and Part-time Faculty Member	Title of Faculty Member	Full-time Faculty Member? (Per AS 3.0.8)	Degree from CSWE-Accredited Master's Program ¹ ? (Per AS 3.0.7 and AS 3.0.8)	Doctoral Degree? (Per AS 3.0.7 and AS 3.0.8)	Number of Years of Post-MSW Social Work Practice Experience (Per AS 3.0.8) ³	Teaching in DSW ² ? (Per AS 3.0.8)	Number of Years of Service to the Professional Practice Doctoral Program (Per AS 3.0.7)	Percentage of Time Assigned to Program (Per AS 3.0.8) ⁴	
								DSW	BSW/MSW
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		%	%
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		%	%
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		%	%
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>		Yes <input type="checkbox"/> No <input type="checkbox"/>		%	%
								Total FTE ⁵ :	Total FTE ⁵ :

¹ This includes degrees from CSWE-accredited programs or recognized through CSWE's International Social Work Degree Recognition and Evaluation Service or covered under a memorandum of understanding with international social work accreditors.

² DSW is used on the form as an abbreviation for "Professional Practice Doctoral Program". Individual programs determine their own degree designation.

³ The minimum requirement of 3 years of post-master's social work practice experience is calculated in relation to the total number of hours of full-time and equivalent professional practice experience. Social work practice experience is defined as providing social work services to individuals, families, groups, organizations, or communities. Social work services can include work in professional social work auspices under the supervision of professional social work supervisors, volunteer practice experience in a social service agency and paid experience as a consultant in the areas of the individual's practice expertise (Glossary in [Professional Practice Doctoral Program Accreditation Pilot Handbook](#) & pg. 22, [2015 EPAS](#)).

⁴ If the faculty member is part-time, identify the percent of a full-time workload assigned to the program, based on your institution's workload policy. Workload policies may differ by rank or title. If the institution has a baccalaureate and/or master's social work program, include the faculty member's time assigned to those programs.

⁵ While these columns require percentages to determine each faculty member's assigned time to each program level, the total full-time equivalent (FTE) at the bottom of each column should be presented as a number (#) rather than a percentage (%). At the program's discretion, this FTE calculation may be used to support compliance with AS 3.0.9, as the institution's faculty workload policy is commonly used to calculate the full-time equivalent (FTE) faculty-to-student ratio. However, programs may use any calculation or formula as long as the program clearly explains the calculation method.

[Institution's Name]

Professional Practice Doctoral Program Faculty Summary Form

Professional Practice Doctoral Program Faculty Data Forms (CVs)

Submit one *curriculum vitae* form for each faculty using the format below. Provide the information requested below for all faculty employed in full-time and part-time positions inclusive of all program options.

REQUIRED CURRICULUM VITAE FORMAT:

1. Name of faculty member
2. Degree information

Degree	
Institution Granting Degree	
Major	
Date Awarded (month/year)	

*Please copy table for each degree awarded.

3. Academic appointments

Employing academic institution	
Title	
City and state	
Start date (month/year)	
End date (month/year)	

*Please copy table for each degree awarded.

4. Professional post-master's social work experience

Employer	
Position	
City and state	
Start date (month/year)	
End date (month/year)	

*Please copy table for each professional experience.

5. List your current professional, academic, community-related, and scientific memberships.
6. List your community service responsibilities and activities for the last 3 years.
7. List special awards, fellowships, grants, or any other recognition you have received during the last 3 years.
8. List your professional presentations presented during the last 5 years.
9. List your professional publications for the last 5 years. Include the title of the publication or journal, the month and year it was published and the city and state of the publisher.
10. Include any other relevant information below.

**Professional Practice Doctoral Program Expense Budget
Council on Social Work Education
Commission on Accreditation**

This form is used to evaluate a program's compliance with Accreditation Standard (AS) 3.13.

AS 3.13

The program describes the procedures for budget development and administration it uses to achieve its mission and goals. The program submits a completed budget and explains how its financial resources are stable and sufficient to achieve its mission/goals and continuously improve the program.

Provide all of the information requested below for the professional practice doctoral program, specifically.

Program Expenses	Previous Year 20__		Current Year 20__		Next Year 20__	
	Dollar Amount	% Hard Money	Dollar Amount	% Hard Money	Dollar Amount	% Hard Money
Faculty & Administrators						
Support Staff						
Temporary or Adjunct Faculty & Field Staff						
Fringe						
Supplies & Services						
Travel						
Student Financial Aid						
Technological Resources						
Other (Specify)						
TOTAL		-----		-----		-----

**PRESENTING THE PROFESSIONAL PRACTICE DOCTORAL PROGRAM'S ASSESSMENT PLAN
FOR _____ AREA OF FOCUS**

[Provide separate table for each area of focus and add rows for each core expertise or skill added by the program as identified in AS 2.0.5, if applicable]

Core Expertise and Skills	Core Expertise and Skills Benchmark (%)	Measure	Outcome Measure Benchmark (minimum score or higher)	Assessment Procedures: Outcome Measure	Assessment Procedures: Core Expertise and Skills
Engage in systematic inquiry that adheres to scholarly conventions	___% of students will demonstrate competence	Measure 1: <i>[Identify Measure]</i>	___ out of ___		
		Measure 2(if applicable): <i>[Identify Measure]</i> <i>[Insert or delete additional rows as needed]</i>	___ out of ___		
Use and evaluate research-informed practice critically and at an advanced level	___% of students will demonstrate competence	Measure 1: <i>[Identify Measure]</i>	___ out of ___		

[Institution's Name]

		Measure 2(if applicable): <i>[Identify Measure]</i> <i>[Insert or delete additional rows as needed]</i>	___ out of ___		
Develop and disseminate practice-relevant knowledge through a variety of channels, such as teaching, scholarship, professional presentations, mentoring, and administration	___% of students will demonstrate competence	Measure 1: <i>[Identify Measure]</i>	___ out of ___		
		Measure 2(if applicable): <i>[Identify Measure]</i> <i>[Insert or delete additional rows as needed]</i>	___ out of ___		
Demonstrate leadership in social work practice and education	___% of students will demonstrate competence	Measure 1: <i>[Identify Measure]</i>	___ out of ___		

		Measure 2(if applicable): <i>[Identify Measure]</i> <i>[Insert or delete additional rows as needed]</i>	__ out of __		
Develop and maintain substantive expertise in one or more areas of social work practice	__% of students will demonstrate competence	Measure 1: <i>[Identify Measure]</i>	__ out of __		
		Measure 2(if applicable): <i>[Identify Measure]</i> <i>[Insert or delete additional rows as needed]</i>	__ out of __		
<i>[Add rows for each core expertise or skill added by the program as identified in AS 2.0.5, if applicable]</i>					

COUNCIL ON SOCIAL WORK EDUCATION - FORM AS 4(D)
[PROGRAM NAME] PROFESSIONAL PRACTICE DOCTORAL SOCIAL WORK PROGRAM
ASSESSMENT OF STUDENT LEARNING OUTCOMES

Submitting Form AS 4(D)

This form is used to assist the Commission on Accreditation in the evaluation of the program's compliance with the accreditation standard below:

4.0.4: The professional doctoral program reports its most recent assessment outcomes to constituents and the public on its website and routinely updates its findings (minimally every 2 years).

All programs accredited by the Council on Social Work Education's (CSWE) Commission on Accreditation (COA) are required to measure and report student learning outcomes. All students are assessed on their mastery of the core expertise and skills specified in the [Accreditation Standards for Professional Practice Doctoral Programs in Social Work](#) and any additional core expertise and skills programs may choose to add.

Programs determine a percentage-based benchmark for each core expertise and skill and determine an outcome-measure benchmark (minimum score) for each measure. The core expertise and skill benchmark (which can differ for each core expertise and skill) represents the minimum percent of students the program expects to have achieved the outcome measure benchmarks in all measures for each of the core expertise and skills. The program then determines the percentage of students that attained each outcome measure (e.g., minimum score or higher), and aggregates the percentages for all measures together to obtain the percentage of students demonstrating competence. The result of aggregating all outcome measure percentages provides the percentage of students achieving the core expertise and skills benchmark. An aggregated percentage at or above the core expertise and skills benchmark is considered achievement of that core expertise and skill. If the program has more than one program option, the program must report data for each program option, and also an aggregate of all program options combined to determine an overall percentage of students across all program options achieving the core expertise and skill benchmark.

Posting Form AS 4 for Ongoing Compliance with AS 4.0.4

Per the requirement of CSWE COA's recognizing body, the Council on Higher Education Accreditation (CHEA), and accreditation standard 4.0.4, programs must post this form publicly on its website and routinely up-date (minimally every 2 years) its findings. Upon request, programs must provide CSWE with the weblink to the published form on the program's website where it is accessible to the public. Data presented on the form must be collected within 2 years of today's date at all times.

Summary of the Program's Assessment Plan

Students are assessed on their mastery of the core expertise and skills specified in the [Accreditation Standards for Professional Practice Doctoral Programs in Social Work](#) and any additional core expertise and skills programs may choose to add, that reflect the area(s) of focus identified in AS 2.0.3. Summarize the program's core expertise and skills-based assessment plan. Programs may add/delete rows to accurately reflect the number of measures. A separate table is submitted for each area of focus identified in AS 2.0.3, if applicable.

Area of Focus #1: [AREA OF FOCUS NAME]

Assessment Measure #1: [INSTRUMENT NAME]	
When/where students are assessed:	
Who assessed student competence:	
Outcome Measure Benchmark (minimum score indicative of achievement) for core expertise and skills:	
<i>(Add additional rows if Outcome Measure Benchmarks are different per core expertise and skill)</i>	
Competency Benchmark (percent of students the program expects to have achieved the minimum scores, inclusive of all measures) for core expertise and skills:	
<i>(Add additional rows if Core Expertise and Skills Benchmarks are different per core expertise and skill)</i>	
[optional] Assessment Measure #2: [INSTRUMENT NAME] <i>(Repeat table for each additional measure)</i>	
<i>When/where students are assessed:</i>	
<i>Who assessed student competence:</i>	
<i>Outcome Measure Benchmark (minimum score indicative of achievement) for core expertise and skills:</i>	
<i>(Add additional rows if Outcome Measure Benchmarks are different per core expertise and skill)</i>	
<i>Competency Benchmark (percent of students the program expects to have achieved the minimum scores, inclusive of all measures) for core expertise and skills:</i>	
<i>(Add additional rows if Core Expertise and Skills Benchmarks are different per core expertise and skill)</i>	

Directions for completing Form AS 4

Indicate the benchmark percentage for each core expertise and skill. The core expertise and skill benchmark is the percent of students the program expects to have achieved all outcome measure benchmarks. Programs calculate the percentage of students achieving each outcome measure benchmark, then calculate the percentage of students achieving each core expertise and skills, inclusive of all measures, for each program option. Programs with multiple program options must present data for each program option, and in aggregate inclusive of all program options per core expertise and skill. Programs may add/delete columns and to accurately reflect the number of areas of foci offered as identified in AS 2.0.3. Programs may add rows to include any core expertise or skill added by the program as identified in AS 2.0.5, if applicable. Duplicate the form for each program option. This is a required form and beyond these formatting alternations outlined above, the program may not alter the content of this form.

Assessment Data Collected during the Academic Year (20XX-20XX) Program Option #1: (IDENTIFY LOCATION/DELIVERY METHOD)

CORE EXPERTISE AND SKILL	CORE EXPERTISE AND SKILL BENCHMARK	PERCENTAGE OF STUDENTS ACHIEVING BENCHMARK			
		Area of Focus #1 (Identify Area of Focus) n = (Number of students)	Area of Focus #2 (Identify Area of Focus) n = (Number of students)	Area of Focus #3 (Identify Area of Focus) n = (Number of students)	Area of Focus #4 (Identify Area of Focus) n = (Number of students)
Core Expertise and Skill 0: Sample Row <i>(Delete this row prior to submission and/or posting)</i> <i>Disclaimer: This is an example row, programs are solely responsible for selecting their</i>	e.g. 90% of students will demonstrate competence inclusive of all measures	(Measure 1 + optional additional measures / number of measures) e.g. 85%	(Measure 1 + optional additional measures / number of measures) e.g. 90%	(Measure 1 + optional additional measures / number of measures) e.g. 85%	(Measure 1 + optional additional measures / number of measures) e.g. 80%

benchmarks and calculation methods. COA does not endorse nor recommend any specific benchmarks or calculation methods.					
Engage in systematic inquiry that adheres to scholarly conventions					
Use and evaluate research-informed practice critically and at an advanced level					
Develop and disseminate practice-relevant knowledge through a variety of channels, such as teaching, scholarship, professional presentations, mentoring, and administration					
Demonstrate leadership in social work practice and education					

Develop and maintain substantive expertise in one or more areas of social work practice					
<i>[Add rows for each core expertise or skill added by the program as identified in AS 2.0.5, if applicable]</i>					

OVERALL ASSESSMENT OF STUDENT LEARNING OUTCOMES
(Aggregate Findings for All Students from All Program Options Combined)

Assessment Data Collected during the Academic Year (20XX-20XX)

CORE EXPERTISE AND SKILLS	CORE EXPERTISE AND SKILLS BENCHMARK	PERCENTAGE OF STUDENTS ACHIEVING BENCHMARK			
		Area of Focus #1 (Identify Area of Focus)	Area of Focus #2 (Identify Area of Focus)	Area of Focus #3 (Identify Area of Focus)	Area of Focus #4 (Identify Area of Focus)
<p>Core Expertise and Skill 0: Sample Row <i>(Delete this row prior to submission and/or posting)</i></p> <p><i>Disclaimer: This is an example row, programs are solely responsible for selecting their benchmarks and calculation methods. COA does not endorse nor recommend any specific benchmarks and</i></p>	<p>e.g. 90% of students will demonstrate competence inclusive of all measures</p>	<p>(Aggregate percentage of students, inclusive of all program options, who demonstrated competence)</p> <p>e.g. 85%</p>	<p>(Aggregate percentage of students, inclusive of all program options, who demonstrated competence)</p> <p>e.g. 95%</p>	<p>(Aggregate percentage of students, inclusive of all program options, who demonstrated competence)</p> <p>e.g. 90%</p>	<p>(Aggregate percentage of students, inclusive of all program options, who demonstrated competence)</p> <p>e.g. 80%</p>

calculation methods.					
Engage in systematic inquiry that adheres to scholarly conventions					
Use and evaluate research-informed practice critically and at an advanced level					
Develop and disseminate practice-relevant knowledge through a variety of channels, such as teaching, scholarship, professional presentations, mentoring, and administration					
Demonstrate leadership in social work practice and education					
Develop and maintain substantive expertise in one or more areas of					

social work practice					
<i>[Add rows for each core expertise or skill added by the program as identified in AS 2.0.5, if applicable]</i>					