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**Board of Accreditation (BOA)**

**Department of Social Work Accreditation (DOSWA)**

**2022 EPAS**

**Sample In-Person Candidacy Visit Schedule**

*for Baccalaureate and Master’s Social Work Programs*

**version 6.2023**

**Disclaimer:** *This candidacy visit schedule serves as a sample for training purposes. Actual visit schedules, including stakeholder groups involved, and specific standards being discussed, vary for each program.* *The program’s primary contact and BOA visitor jointly finalize the visit schedule.*

**Directions:** No less than one (1) week prior to the visit, the program’s primary contact and BOA visitor jointly finalize the candidacy visit schedule. Policies regarding candidacy visit planning are found in policy *5.9 Candidacy Visits 1,2,3* the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies).

Based on the program and BOA member’s review of the program’s documents the schedule is to include:

* Specific days and times, including time zones**[[1]](#footnote-2)**
* Locations and/or meeting links for virtual attendees (e.g. branch campus representatives)**[[2]](#footnote-3)**
* Breaks
* Mealtimes
* Independent workspace and time for the visitor
* With whom the visitors will meet:
  + President/chancellor (or designee)
  + Primary Contact
  + Program Director (if different than primary contact)
  + Field Education Director
  + Faculty
  + Students
* Optional stakeholder meetings:
  + Field Instructors
  + Community Advisory Board (if applicable)
  + Deans or other program administrators
  + Other stakeholders specific to the program’s context

**Program Name (Program Level)**

*Day, Month, Year – Day, Month, Year*

**BOA Member Name, Credentials**

**CSWE Candidacy Visit | Schedule**

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| --- | --- |
| *Day, Month, Year* | |
| *Time:* | *Activity:* |
| 4:00pm (EST)  4:30pm (EST)  5:00pm (EST) | Travel Details   * Flight *[Insert details]* * Transportation *[Insert details]* * Hotel Arrival *[Insert details]* * Meal *[Insert details]* |
| 6:00pm (EST) | Program Welcome to Visitor [[3]](#footnote-4) |
| *Day, Month, Year* | |
| *Time:*  8:00am (EST) | *Activity:*  Meal  Transportation to campus *[Insert details]* |
| 8:15am (EST) | Primary contact/program director meets visitor on campus and escorts to meeting with institution’s president/chancellor (or designee) *[Insert details]* |
| 8:30-9:00am (EST) | Meeting with the institution’s president/chancellor (or designee) [[4]](#footnote-5)  *Participants: [Insert details]*   * Name, President/Chancellor/Designee[[5]](#footnote-6)   *Location: [Insert details]*  *Content:*   * BOA member introduces role, function, scope, and procedures for the candidacy visit, and explains the accreditation process * BOA member answers any questions the institution’s president/chancellor (or designee)may have about the visit/benchmark document/accreditation standards/accreditation process * BOA member asks questions regarding the role and place of the program within the institution’s system * BOA member collects and discusses any applicable information related to the candidacy review |
| 9:00-9:15am (EST) | Break  Primary contact/program director escorts visitor to School of Social Work |
| 9:15-10:15am (EST)  10:15-10:30am (EST) | Meeting with Program Administrators:  *Participants: [Insert details]*   * Name, Program Director * Name, Field Director   *Location: [Insert details]*  *Content:*   * BOA member introduces role, function, scope, and procedures for the visit, and explains the accreditation process * BOA member answers any questions the program administratorsmay have about the visit/benchmark document/accreditation standards/accreditation process * BOA member asks questions to understand program administrators’ experience within the program * BOA member asks applicable questions from the benchmark document review and provides consultation as needed on approval and draft standards:   + *AS 2.0.1*   + *AS 2.0.2*   + *AS B3.3.6*   + *AS 4.1.1*   + *AS 4.1.8*   + *AS 4.4.5*   + *AS 5.0.1(c)*   Break |
| 10:30-11:30am (EST)  11:30 am-12:30pm (EST) | Meeting with Program Faculty:  *Participants: [Insert details]*   * Program Faculty[[6]](#footnote-7)   *Location: [Insert details] Content:*   * BOA member introduces role, function, scope, and procedures for the visit, and explains the accreditation process * BOA member answers any questions stakeholders may have about the visit/benchmark document/accreditation standards/accreditation process * BOA member asks questions to understand the faculty’s experience with the program * BOA member asks applicable questions from the benchmark document review and provides consultation as needed on approval and draft standards:   + *AS 2.0.1*   + *AS 2.0.2*   Meal/Break[[7]](#footnote-8) |
| 1:45-2:45pm (EST)  2:45-3:00pm (EST)  3:00-3:30pm (EST)    3:30-4:15 (EST) | Meeting with Students:  *Participants: [Insert details]*   * Students[[8]](#footnote-9)   *Location: [Insert details]*  *Content*   * BOA member introduces role, function, scope, and procedures for the visit, and explains the accreditation process * BOA member answers any questions stakeholders may have about the visit/ /accreditation standards/accreditation process * BOA member asks questions to understand the students’ experience within the program * BOA member asks applicable questions from the benchmark document review:   + *AS 4.1.8*   Break  Meeting with Field Education:  *Participants: [Insert details]*   * Name, Program Director * Name, Field Director * Field Instructors * Field Liaisons   *Location: [Insert details]*  *Content*   * BOA member introduces role, function, scope, and procedures for the visit, and explains the accreditation process * BOA member answers any questions stakeholders may have about the visit/benchmark document/accreditation standards/accreditation process * BOA member asks questions to understand the field educators’ experience within the program * BOA member asks applicable questions from the benchmark document review and provides consultation as needed on approval and draft standards:   + *AS 2.0.1*   + *AS B3.3.6*   Break   * BOA member finishes outline for exit meeting * Use exit meeting outline to begin drafting the visit report |
| 4:00-5:00pm (EST) | Exit meeting[[9]](#footnote-10)  *Participants:* *[Insert details]*   * Name, Program Director[[10]](#footnote-11)   *Location:* *[Insert details]*  *Content:*   * BOA member verbally summarizes areas discussed that will be included in the visit report * BOA member answers any questions stakeholders may have about the visit and allows the program to correct any inaccuracies. * BOA member explains the next steps in the accreditation process. |
| *Day, Month, Year* | |
| *Time:*  10:00am (EST)  10:30pm (EST)  1:00pm (EST) | *Activity:*  Travel Details   * Hotel Checkout *[Insert details]* * Transportation *[Insert details]* * Flight *[Insert details]* * Meal *[Insert details]* |
|  |  |

1. Most candidacy visits are conducted in one day. However, an extra half day may be necessary for any visit type, depending on the complexity of the program. The CSWE-BOA reserves the right to extend visits, as needed. Visit schedules should account for and include isitor travel days the day before and the day after the visit (unless earlier departure is requested by the visitor after the visit concludes). [↑](#footnote-ref-2)
2. It is at the discretion of the program to include representatives or stakeholders from each program option in the candidacy visit. These representatives/stakeholders may be included in a face-to-face capacity (for in-person visits) or virtually (for either visit format type), but visitors are not expected to visit all physical program options. The CSWE-BOA reserves the right to request visits to specific program options, as needed. [↑](#footnote-ref-3)
3. During the evening prior to the visit, visitors generally work alone to prepare. The primary contact/program director may meet with visitors to extend a brief welcome, explain the itinerary, answer any questions, and outline the arrangements to escort them to the campus. Required social events or mandatory meals with the program representatives are not acceptable. If the program decides to offer such events, it is within the visitor’s purview to accept or decline the invitation. [↑](#footnote-ref-4)
4. The meeting with the president/chancellor (or designee) is typically 30 minutes. [↑](#footnote-ref-5)
5. The primary contact/program director/program representatives do not attend this meeting. [↑](#footnote-ref-6)
6. The primary contact/program director do not attend this meeting. However, program representatives may propose being present based on the program’s context/culture. [↑](#footnote-ref-7)
7. Required social events or mandatory meals with program representatives are not acceptable. If the program decides to offer such events, it is within the visitor’s purview to accept or decline the invitation. Additionally, these events should not be offered during typical work or preparation time for the visitor. [↑](#footnote-ref-8)
8. The primary contact/program director do not attend this meeting. However, program representatives may propose being present based on the program’s context/culture. [↑](#footnote-ref-9)
9. BOA visitors hold an exit meeting to convey the findings for inclusion in the visit report. The visitor debriefs all findings to be included in the visit report. [↑](#footnote-ref-10)
10. The primary contact and program director (if different) attend this meeting. The program may propose other program representatives or stakeholders based on the program’s context/culture. [↑](#footnote-ref-11)