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**Board of Accreditation (BOA)**

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

*Baccalaureate and Master’s Social Work Program Accreditation*

**2022 EPAS**

**Site Visit Report Template**

**Directions**

**Purpose:**

* Certified site visitors use this template to report their findings to the BOA based on the Letter of Instruction (LOI) for each site visit assigned and conducted.
* Visit the [CSWE accreditation website](https://www.cswe.org/accreditation/accreditation-volunteer-information/site-visit-information/) for a sample site visit schedule, *General Questions Bank*, and additional site visit resources.

**General Questions:**

Site visitors ask programs general questions to understand stakeholder experiences and gather information related to all five (5) accreditation standards on behalf of the BOA. Site visitors select questions from the *General Questions Bank*. For each general question, visitors include the question(s) asked, the stakeholder(s) asked, and their findings based on the discussion at the visit and any objective observations. Site visitors must discuss general questions related to all five (5) accreditation standards over the course of the visit, yet each visitor decides the question(s) from the *General Questions Bank* deemed appropriate to collect the information from program stakeholders.

**Specific Questions:**

For each specific question, insert the full accreditation standard and citation text from the LOI. Copy/paste and repeat the “Letter of Instruction (LOI)” and “Site Visitor Findings” subheadings for each standard from the LOI. Insert findings based on the discussion at the visit and any objective observations in a narrative format.

**Formatting & Submission:**

* Do not alter this template.
* Submit this report as a Microsoft Word document, per policy *4.7 Document Formatting & Submission Requirements* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies).
* Site visitors assigned to co-located programs must complete separate reports for the level to which they were assigned (i.e., baccalaureate or master’s).
* Email this report to the program’s CSWE accreditation specialist identified in the LOI.
* The site visit report is due within two weeks of the conclusion of the visit.

**Timeframe for Review & Response:**

* Site visit reports are reviewed and processed on a rolling basis. CSWE accreditation staff may request clarifying information.
* Upon acceptance of the report, visitors will receive an email confirmation. CSWE accreditation staff then issue the report to the program for a formal response, due within two weeks of receiving the report from CSWE.
* Delayed reports, missing information, incomplete reports, or detached site visit schedules may delay processing and affect the program’s accreditation review timetable.

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**Board of Accreditation (BOA)**

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**Site Visit Report**

|  |  |
| --- | --- |
| Program Visited: |  |
| Program State, District, or Territory: |  |
| Program Level: | Baccalaureate  Master’s |
| Visitor Name: |  |
| Visit Date: | MM/DD/YYYY |
| Visit Type: | In-Person  Virtual |

**Site Visitor Findings | General Standards**

**1.0 Program Mission**

**Question(s):**

**Stakeholder(s):**

**Findings Based on Discussion and Objective Observation:**

*[Delete this help text before submission: Repeat subheadings as needed, for each general question asked]*

**2.0 Anti-Racism, Diversity, Equity, and Inclusion (ADEI)**

**Question(s):**

**Stakeholder(s):**

**Findings Based on Discussion and Objective Observation:**

*[Delete this help text before submission: Repeat subheadings as needed, for each general question asked]*

**3.0 Explicit Curriculum**

**Question(s):**

**Stakeholder(s):**

**Findings Based on Discussion and Objective Observation:**

*[Delete this help text before submission: Repeat subheadings as needed, for each general question asked]*

**4.0 Implicit Curriculum**

**Question(s):**

**Stakeholder(s):**

**Findings Based on Discussion and Objective Observation:**

*[Delete this help text before submission: Repeat subheadings as needed, for each general question asked]*

**5.0 Assessment**

**Question(s):**

**Stakeholder(s):**

**Findings Based on Discussion and Objective Observation:**

*[Delete this help text before submission: Repeat subheadings as needed, for each general question asked]*

**Site Visitor Findings | Specific Standards**

**Letter of Instruction (LOI)**

Insert full accreditation standard and citation text from the LOI

**Site Visitor Findings**

Insert findings here

*[Delete this help text before submission: Repeat subheadings for each specific question or indicate N/A for a general questions only LOI]*

**Site Visit Schedule**

Embed here