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**Board of Accreditation (BOA)**

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

**2022 EPAS**

**Sample Virtual Candidacy Visit Schedule**

*for Baccalaureate and Master’s Social Work Programs*

**version 10.2023**

**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)**
* Meeting links**[[2]](#footnote-3)**
* Breaks/mealtimes
* 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**

|  |  |
| --- | --- |
| *Day 1: Day, Month, Year* | |
| *Time:*  9:00am – 9:15 (EST) | *Activity:*  Primary contact/program director welcomes and orients visitor and introduces visitor to institution’s president/chancellor (or designee)  *Meeting Link: [Insert details]* |
|  | *Participants: [Insert details]* |
| 9:15-9:45am (EST) | Meeting with the institution’s president/chancellor (or designee) [[3]](#footnote-4)  *Meeting Link: [Insert details]*  *Participants: [Insert details]*   * Name, President/Chancellor/Designee[[4]](#footnote-5)   *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 |
| 9:45-10:45am (EST)  10:15-10:30am (EST)  10:30-11:30am (EST) | Meeting with program administrators:  *Meeting Link: [Insert details]*  *Participants: [Insert details]*   * Name, Program Director * Name, Field Director   *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  Meeting with Program Faculty:*Meeting Link: [Insert details]*  *Participants: [Insert details]*   * Program Faculty[[5]](#footnote-6)   *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* |
| *Day 2: Day, Month, Year* | |
| *Time:*  9:00-9:15am (EST)  9:15-10:15am (EST)  10:15-10:30am (EST)  10:30-11:00am (EST)    11:00-11:45am (EST)  11:45- 12:45pm (EST) | *Activity:*  Primary contact/program director welcomes and orients site visitor and introduces visitor students  *Meeting Link: [Insert details]*  *Participants: [Insert details]*  Meeting with Students:  *Meeting Link: [Insert details]*  *Participants: [Insert details]*   * Students[[6]](#footnote-7)   *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:  *Meeting Link: [Insert details]*  *Participants: [Insert details]*   * Name, Program Director * Name, Field Director * Field Instructors * Field Liaisons   *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 visitor finishes outline for exit meeting * Use exit meeting outline to begin drafting the visit report   Exit meeting[[7]](#footnote-8)  *Meeting Link: [Insert details]*  *Participants: [Insert details]*   * Name, Program Director[[8]](#footnote-9)   *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. |

1. Virtual site visits are conducted in one day or two half-days. However, an extra half day may be necessary, depending on the complexity of the program. [↑](#footnote-ref-2)
2. It is at the discretion of the program to include representatives or stakeholders from each program option in the reaffirmation site visit. [↑](#footnote-ref-3)
3. The meeting with the president/chancellor (or designee) is typically 30 minutes. [↑](#footnote-ref-4)
4. The primary contact/program director/program representatives do not attend this meeting. [↑](#footnote-ref-5)
5. 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-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. 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-8)
8. The primary contact and program director (if different) attend this meeting. The program may propose other program representatives or stakeholders be present based on their unique context/culture. [↑](#footnote-ref-9)