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**Board of Accreditation (BOA)**

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

*Baccalaureate and Master’s Social Work Program Accreditation*

**2022 EPAS**

**Candidacy Visit Report Template**

## Directions

### Purpose:

* BOA member visitors use this template to report their concerns and consultation.
* Visit the [CSWE candidacy process website](https://www.cswe.org/accreditation/policies-process/candidacy/) for a sample candidacy visit schedule, visit policies, and other resources.
* Visit the [2022 EPAS Accreditation Toolkit page](http://www.cswe.org/2022EPAStoolkit) for the 2022 EPAS Interpretation Guide and other resources.

### Formatting & Submission:

* Do not alter this template.
* Submit this report as a Microsoft Word document, per the [*Document Submission Policy*](http://cswe.org/accreditationpolicies) in the Accreditation Policy Handbook.
* Email this report to the program’s CSWE accreditation specialist identified in the visit assignment.
* The candidacy visit report is due within two weeks of the conclusion of the visit.

### Timeframe for Review & Response:

* Candidacy 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 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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**Candidacy Visit Report**

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

# BOA Visitor Summary

**Directions:** The visitor summarizes the program’s strengths and areas for continuous improvement. The program responds to the strengths and areas for continuous improvement in the formal program response to this *Candidacy Visit Report*.

## Strengths:

Insert stakeholder experiences and factual observations.

## Areas for Continuous Improvement:

Insert stakeholder experiences and factual observations.

# Visit Findings | Approval Standards (Benchmark 1 & 2)

# Visit Findings | Compliance Standards (Initial Accreditation)

*[Delete this help text before submission: Include the applicable heading based upon the current benchmark under review and delete the non-applicable heading]*

**Directions:** The visitor cites concerns. The program responds to each concern listed under the approval/compliance standard heading in the formal program response to this *Candidacy Visit Report*.

## Accreditation Standard

***Accreditation Standard #.#.#:*** *Insert full text of accreditation standard.*

## Concern

Specify what the program provided. Specify what was unclear, incomplete, inadequate, inconsistent, or inaccurate.

The program is asked to… [instruct the program to address the concern].

Repeat for each citation.

# Visit Findings | Draft Standards (Benchmark 1 & 2 Visits Only)

*[Delete this help text before submission: For Benchmark 3/Initial Accreditation visits, delete the this heading as it is not applicable]*

**Directions:** The visitor provides consultation on the development of draft standards for the next benchmark(s). The program does not respond to the visitor’s consultation in the formal program response to this *Candidacy Visit Report*. This section is for internal use by the program to strengthen compliance for future benchmark(s).

## Accreditation Standard

***Accreditation Standard #.#.#:*** *Insert full text of accreditation standard.*

## Consultation

Specify what the program provided. Specify what was unclear, incomplete, inadequate, inconsistent, or inaccurate.

The program is asked to… [instruct the program to address the concern].

Repeat for each standard.

# Candidacy Visit Schedule

Embed here