Board of Accreditation (BOA)
Department of Social Work Accreditation (DOSWA)
Practice Doctorate Program Accreditation

Temporary Alternative Pathway Application | Candidacy & Initial Accreditation Eligibility
(Read-Only)

IMPORTANT: This is a DRAFT application in development for use by practice doctorate programs after the practice doctorate accreditation pilot concludes. It is anticipated that programs will be able to seek accreditation in late-2025. The timeline is subject to change pending Council on Higher Education Accreditation (CHEA) review, expansion of the BOA's accreditation scope, and adoption of the final and forthcoming *Accreditation Standards for Practice Doctorate Social Work Program Accreditation*. This document is provided publicly for informational and planning purposes only and subject to change.

Directions

Purpose
- Institutions and social work programs must meet eligibility standards that demonstrate support in sustaining a practice doctorate program. CSWE reserves the right to decline consideration of any application that does not meet the eligibility criteria.
- This temporary alternative offers an expedited candidacy and initial accreditation option for existing practice doctorate programs.

Eligibility
- Existing practice doctorate programs are defined as those that have secured all appropriate levels of approval and permissions to operate, are fully operational, and have issued practice doctorate social work degrees by the date CSWE begins accepting *Temporary Alternative Pathway Applications*. Review the **Temporary Alternative Pathway Policies** section of this application for more information.

Formatting & Submission
- A completed application includes:
  - Evidence all eligibility standards are met
  - Payment of the candidacy eligibility fee and initial accreditation eligibility fee
  - Finalized attestations and signatures
  - Completed *Initial Accreditation Self-study* for staff review (required template provided to programs)
    IMPORTANT: The self-study template is <u>not</u> currently available. The template

will be provided after the *Accreditation Standards for Practice Doctorate Social Work Program Accreditation* are finalized (anticipated mid-2025).

- Submit this application as a Microsoft Word document or searchable PDF, per policy 4.*7 Document Formatting & Submission Requirements* in the [Accreditation Policy Handbook](#).
  - The proposal must be a single document and may not include separate attachments nor appendices.
  - Scanned documents will not be accepted.
  - In addition to the application, submit the *Initial Accreditation Self-Study* as three separate documents:
    - Volume 1: Narrative Responses, Forms, & Supporting Documentation for Accreditation Standards
    - Volume 2: Syllabi for Required Social Work Courses on Each Curriculum Matrix
    - Volume 3: Student Handbook
- Email completed applications to accreditation@cswe.org.
- Applications are accepted on a rolling basis.
- *For collaborative programs:* All institutions must meet the eligibility standards and submit separate *Temporary Alternative Pathway Applications* and *Letter of Intent*.

Timeframe for Review & Response

Applications are reviewed within 90-days of receipt. CSWE accreditation staff may request clarifying information. Upon approval, programs will receive an email confirmation.

Temporary Alternative Pathway Policies

This temporary alternative offers an expedited candidacy and initial accreditation option for existing practice doctorate programs.

Rationale

The candidacy benchmarking process is developmental and designed to build a new educational program. In recognition that practice doctorate programs have longstanding operational history and pilot participation was limited by design, the temporary alternative pathway allows existing practice doctorate programs an expedited candidacy and initial accreditation option.

Eligibility

Existing practice doctorate programs are defined as those that have secured all appropriate levels of approval and permissions to operate, are fully operational, and have issued at least one (1) practice doctorate social work degree by the date CSWE begins accepting *Temporary Alternative Pathway Applications*. Programs must be ready to evidence full compliance with all *Accreditation Standards for Practice Doctorate Social Work Program Accreditation*.

Any programs formed and approved after this date are ineligible for the temporary alternative process and must complete the traditional 3-year candidacy process.

To apply for the temporary alternative pathway and meet eligibility standards, the following approvals are required by August 1, 2025:

- Regional accreditor
  - *Unless regional accreditor does not require approval to offer the social work program and award degree for the program seeking initial accreditation.*
- State higher education authority
  - *Unless the appropriate state, district, or territory-level higher education authorities do not require approval to offer the social work program and award degrees for the program seeking initial accreditation.*

Optional approvals include, but are not limited to:

- Institutional (e.g., board of governors, faculty governance, curriculum committee)
- Social work program (e.g., faculty governance, curriculum committee)

To apply for the temporary alternative pathway and meet accreditation standards the following is required by August 1, 2025:

- Programs must be fully operational and ready to evidence full compliance with all *Accreditation Standards for Practice Doctorate Social Work Program Accreditation*.
- Programs must have record of issuing at least one (1) practice doctorate social work degrees.

Expiration

The temporary alternative is only available during the first 3-years following post-pilot implementation of practice doctorate programs accreditation. If an existing practice doctorate program chooses not to seek initial accreditation via the temporary alternative pathway during this 3-years, the program loses the option of the expedited candidacy process toward initial accreditation. If an existing practice doctorate program decides at a later time to seek accredited status, the program is required to enter the traditional 3-year candidacy process to gain initial accreditation.

CSWE will accept *Temporary Alternative Pathway Applications* August 1, 2025 – July 31, 2028.

Application

The *Temporary Alternative Pathway Application* requires submission of a completed *Initial Accreditation Self-study* for staff review (required template provided to programs).
IMPORTANT: The self-study template is not currently available. The template will be provided after the *Accreditation Standards for Practice Doctorate Social Work Program Accreditation* are finalized (anticipated mid-2025).

It is the program's responsibility to demonstrate implementation of the *Accreditation Standards for Practice Doctorate Social Work Program Accreditation* and readiness to proceed upon submission of the application. Incomplete applications, including an *Initial Accreditation Self-study*, may affect the program's ability to proceed and affect the program's position in the queue.

Applications are reviewed within 90-days of receipt. CSWE accreditation staff may request clarifying information. Staff may provide multiple rounds of feedback and request clarifications on the *Initial Accreditation Self-study* until all requested documentation or clarification is provided by the program. Once all questions and concerns are resolved, CSWE accreditation staff will inform the primary contact of approval and next steps via email.

Candidacy Status

After *Temporary Alternative Pathway Application* is approved by staff, the approval will be reported to BOA at their next regularly scheduled meeting and the BOA will vote to formally grant candidacy status to the practice doctorate programs.

A BOA decision letter is sent via email within 30-days following the vote.

Queue

After candidacy status is granted, the program will be placed in a queue, assigned to a BOA meeting agenda, and receive a timetable to prepare for the initial accreditation review by the BOA.

The BOA limits each agenda to ten (10) new programs (i.e., baccalaureate, master's, and practice doctorate). Therefore, when ten (10) documents for staff review are approved for an agenda/timetable, subsequent approvals will be assigned to the next available timetable/agenda date. **IMPORTANT:** This limit may temporarily increase during the first 3-years following post-pilot implementation of practice doctorate programs accreditation.

Timetables for programs may differ, depending upon availability, the program's place in the queue, and the program's readiness to proceed toward initial accreditation.

Retroactive Accreditation Date

Students enrolled in practice doctorate programs seeking the temporary alternative pathway to initial accreditation:

Accredited status will be retroactive to the fall term of the academic year in which the program is granted candidacy status. Students enrolled in practice doctorate programs must be informed that their program will be in candidacy status and that they will not be recognized as graduates from a CSWE-BOA accredited program until the program is granted initial accreditation by the BOA. Programs must also ensure student transcripts reflect enrollment or transfer to the program no earlier than the fall term of the academic year in which the program is granted candidacy status.

If a program is assigned to a future BOA meeting agenda more than 1-year in advance, the program's retroactive accreditation date is not affected.

Maintaining Compliance

During the queue and initial accreditation review process, the program is expected to maintain its compliance with all *Accreditation Standards for Practice Doctorate Social Work Program Accreditation* as documented in the staff approved *Initial Accreditation Self-study*.

Accreditation Services & Resources

All programs with an approved *Temporary Alternative Pathway Application* are required to complete a training administered by CSWE accreditation staff. **IMPORTANT:** Training information is <u>not</u> currently available. An update will be provided after the *Accreditation Standards for Practice Doctorate Social Work Program Accreditation* are finalized (anticipated mid-2025).

After completion of the required training, programs are encouraged to engage in CSWE accreditation services and utilize all available resources.

Table of Contents

Practice Doctorate Program Information

Date Application Submitted to CSWE:	MM/DD/YYYY
Name of Educational Institution:	
Program Mailing Address	
Name of Social Work Program: *(if different than institution's name)*	
Title of Degree Awarded: *(as listed on transcript)*	
Standards: *(check the standards the program's accreditation will be reviewed under)*	☐ 2025 Accreditation Standards for Practice Doctorate Social Work Program Accreditation
Program Director Information	Name, Credentials Title E-mail Phone
Program Implementation Date[1]:	MM/DD/YYYY
Date Students Were First Admitted to the Social Work Program:	MM/DD/YYYY
Date Degrees Were Last Issued by the Social Work Program:	MM/DD/YYYY
Timetable/Agenda Date[2] sought:	Month & Year

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[1] The BOA considers the start of a program (implementation date) to be when the social work curriculum is offered for the first time.

[2] Programs are granted pre-candidacy status and assigned a timetable/agenda date upon approval of the Benchmark 1 document by CSWE staff. **Important Note:** The program can plan for a certain agenda, however assignment to an agenda is not guaranteed. A maximum of ten (10) programs are reviewed for a Candidacy decision at each Board of Accreditation (BOA) meeting. Once ten (10) pre-candidate programs are assigned to a BOA meeting agenda, the subsequent programs will automatically be assigned to the next available BOA meeting agenda (per policy *5.3 Assignment to a BOA Meeting Agenda* in the Accreditation Policy Handbook). **IMPORTANT:** This limit may temporarily increase during the first 3-years following post-pilot implementation of practice doctorate programs accreditation.

Program Options

Definitions are located in policy *4.9 Program Changes* in the [Accreditation Policy Handbook](#).

# of Program Options	Location or Delivery Method	Program Option Type *(check one per row)*	Percentage of the Curriculum Delivered Online *(check one per row)*	Number of Students Enrolled
1	City, State, Country or Online	**In-person/Face-to-Face/Traditional:** ☐ Main/Primary Campus ☐ Branch/Satellite Campus **Distance Education:** ☐ Online ☐ Broadcast Site ☐ Correspondence	☐ 0-50% ☐ 51-100%	#
2	City, State, Country or Online	**In-person/Face-to-Face/Traditional:** ☐ Main/Primary Campus ☐ Branch/Satellite Campus **Distance Education:** ☐ Online ☐ Broadcast Site ☐ Correspondence	☐ 0-50% ☐ 51-100%	#
3	City, State, Country or Online	**In-person/Face-to-Face/Traditional:** ☐ Main/Primary Campus ☐ Branch/Satellite Campus **Distance Education:** ☐ Online ☐ Broadcast Site ☐ Correspondence	☐ 0-50% ☐ 51-100%	#
#	Add or delete rows as needed			#
Total number of students enrolled in all program options:				#

Eligibility Standards

Eligibility Standard 1:

The president/chancellor of the institution authorizes the CSWE Board of Accreditation's review of the social work program, including conducting candidacy visits.

1a.   The president/chancellor of the institution authorizes the CSWE Board of Accreditation's review of the social work program, including conducting candidacy visits.
         ☐ Yes
         ☐ No

1b.   Complete the *Authorization of Program Review Form*, signed by the president/chancellor of the institution.

Authorization of Program Review Form

Check the following boxes:

☐ As the president/chancellor of this institution, I hereby request and authorize a review of the social work degree program to be conducted by the Council on Social Work Education (CSWE) Board of Accreditation.

☐ The president/chancellor understands they must meet with the visitor during their visit and will receive copies of official Board of Accreditation decision letters.

President/Chancellor Signature:	Insert e-signature or image of signature
President/Chancellor Name, Credentials:	
Title:	
Date Signed:	MM/DD/YYYY
Phone #:	(###) ###-####
Email Address:	

Eligibility Standard 2:

The program is within an educational institution recognized by a regional accrediting body approved by the [Council for Higher Education Accreditation (CHEA)](#).

2a.   The program is within an educational institution recognized by a regional accrediting body.
☐ Yes, Regional Accreditor Name
☐ No

2b.   The Council for Higher Education Accreditation (CHEA) recognizes the regional accrediting body.
☐ Yes
☐ No

2c.   The social work program has been approved by the institution's regional accrediting body to offer a social work program and award degrees.
☐ Yes
☐ No
☐ Regional accreditor does not require approval to offer the social work program and award degree for the program seeking initial accreditation.

2d.   Date approved* (if applicable): MM/DD/YYYY
Approvals are required by August 1, 2025

2e.   Website hyperlink to institution's accreditation profile or directory listing on the regional accrediting body's website: Insert text here

Eligibility Standard 3:

The institution must be legally organized and authorized to operate as a post-secondary educational institution under the laws of the relevant state, district, or territory. The program has been approved by the appropriate higher education authorities.

3a.   The institution is legally organized and authorized to operate as a post-secondary educational institution under the laws of the relevant state, district, or territory.
☐ Yes
☐ No

3b.   The social work program has been approved by the appropriate state, district, or territory-level higher education authorities to offer a social work program and award degrees.
☐ Yes
☐ No

☐ The appropriate state, district, or territory-level higher education authorities do not require approval to offer the social work program and award degrees for the program seeking initial accreditation.

3c. Date approved* (if applicable): MM/DD/YYYY
Approvals are required by August 1, 2025

Eligibility Standard 4:
The institution complies with requirements of the Americans with Disabilities Act.

4a. The institution is compliant with the requirements of the Americans with Disabilities Act (ADA).
☐ Yes
☐ No

4b. Insert the institution's written ADA compliance plan, website hyperlink to the information, or other proof[3] of the institution's compliance with the ADA:

Insert website hyperlink or embed proof here

Eligibility Standard 5:
The institution has appointed a program director per the *Accreditation Standards for Practice Doctorate Social Work Program Accreditation* who has demonstrated leadership ability through teaching, scholarship, curriculum development, administrative experience, and/or other academic and professional activities in social work. At the baccalaureate level, the social work program director has a master's social work degree from a CSWE-accredited program. At the master's level, the social work program director has a master's social work degree from a CSWE-accredited program with a doctoral degree preferred. At the practice doctorate level, the social work program director has a doctoral degree in social work, a master's degree in social work from a CSWE-accredited program, and at least two years of post-master's social work degree practice experience in social work.

Baccalaureate, master's, and practice doctorate programs must identify separate program directors.

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[3] ADA compliance information may be found in several places, depending on the structure of the institution, including institutional centers, offices, or departments of disabilities services; human resources; the office of the affirmative action; affirmative action compliance officer; and office of the president, provost, academic vice president, or university counsel. Program's may submit website hyperlinks to ADA-related policy documents, ADA-related information posted on the university's website, information in a catalog, handbook, manual, syllabi, or documented procedures for requesting reasonable accommodations.

5a.   Provide the name of the social work program director.

Insert text here

5b.   Indicate the degree(s) the program director holds.

Insert text here

5d.   The program affirms that the program director holds master's degree in social work from a CSWE-accredited[4] program.
☐ Yes
☐ No

5c.   The program affirms that the program director has at least two years of post-master's social work degree practice experience in social work.
☐ Yes
☐ No

5e.   The program affirms that the program director holds a doctoral degree in social work.
☐ Yes
☐ No

5f.   Insert the social work program director's curriculum vitae (CV) here:

Embed CV here

Eligibility Standard 6:
The institution identifies and describes the social work program in its catalog, similar publication, or on its website. Program mission and course offerings are specified.

6a.   The institution identifies and describes the social work program in its catalog, similar publication, or on its website.

☐ Yes
☐ No

6b.   Insert the website hyperlink and page number (if applicable) to the description of the social work program from the institution's catalog, similar publication, or website:

Insert website hyperlink here

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[4] This includes degrees recognized through CSWE's International Social Work Degree Recognition and Evaluation Service or covered under a memorandum of understanding with international social work accreditors.

Identify page number location of information (if applicable)

6c.   The institution specifies the social work program's mission and course offerings in its catalog, similar publication, or on its website.

☐ Yes
☐ No

6d.   Insert the website hyperlink and page number (if applicable) to the social work program's mission and course offerings from the institution's catalog, similar publication, or website:

Insert website hyperlink here

Identify page number location of information (if applicable)

Eligibility Standard 7:

The educational institution provides its organizational chart to document the position of the social work program in the governance structure of the institution and to demonstrate its position relative to other professional education programs offered by the institution.

7a.   The educational institution affirms the position of the social work program in the governance structure is relative to other professional education programs offered by the institution.

☐ Yes
☐ No

7b.   Insert or provide a website hyperlink to the institutional organizational chart documenting the position of the social work program in the governance structure of the institution demonstrating its position relative to other professional education programs:

Insert website hyperlink or embed proof here

Eligibility Standard 8:

The institutional transcript for students who complete the accredited social work program confirms that the social work program was completed, and a baccalaureate, master's, or practice doctorate degree was awarded.

8a.   The institution affirms the transcripts for students who complete the social work program documents a social work program was completed, and a baccalaureate, master's, or doctoral degree was awarded.

☐ Yes

☐ No

8b.   Provide the title of the degree granted to students who have completed the social work program.

Insert text here

8c.   Insert a graduate's official or unofficial transcript from which identifying information has been removed[5]:

Embed proof here

Eligibility Standard 9:

If a full-time plan of study is offered, the institution must ensure that the practice doctorate social work program can be completed[6] in four (4) calendar years of full-time study. If a part-time plan of study is offered, the institution must ensure that the practice doctorate social work program can be completed in a maximum of six (6) calendar years.

9a.   The institution ensures that the full-time practice doctorate program can be completed in four (4) calendar years.
☐ Yes
☐ No
☐ N/A, a full-time plan of study is not offered (skip 9b)

9b.   Insert the website hyperlink and page number (if applicable) to the social work program's full-time plan of study documenting that the practice doctorate social work program can be completed in four (4) calendar years of full-time study.

Insert website hyperlink here

Identify page number location of information (if applicable)

9c.   The institution ensures that the part-time practice doctorate program can be completed in a maximum of six (6) calendar years.
☐ Yes
☐ No
☐ N/A, a part-time plan of study is not offered (skip 9d)

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[5] If the program does not yet have graduates, submit a sample transcript that documents the degree to be awarded and verifies the degree program of social work.

[6] Individual students may pursue customized plans of study beyond the 4-years of full-time study or 6-years of part-time study. However, the program must ensure the structured curricular pathways or plans of study align with this standard.

9d.   Insert the website hyperlink and page number (if applicable) to the social work program's part-time plan of study documenting that the practice doctorate social work program can be completed in six (6) calendar years of full-time study.

Insert website hyperlink here

Identify page number location of information (if applicable)

Payment of Candidacy Eligibility Fee & Initial Accreditation Fee

The institution documents payment of the *Candidacy Eligibility Fee* and *Initial Accreditation Fee*. **Applications will not be processed until these payments are verified by the CSWE Finance Department.**

☐ The program has mailed a check to:

      Council on Social Work Education
      Attention: Accounting Office
      333 John Carlyle Street, Suite 400
      Alexandria, VA 22314

      Check number: Insert text here
      Routing information: Insert text here
      Date mailed: Insert text here

☐ The program has paid electronically via credit card, ACH (Automated Clearinghouse), or bank transfer. To do so, please contact Accounting Manager in the CSWE Finance Department.

      Reference Number: Insert text here
      Date Paid: Insert text here

☐ The program sent an email requesting an invoice for these fee from the CSWE Accreditation Fees Department (feesaccred@cswe.org) on MM/DD/YYYY with the following information included within the email request:

1. Fee Type: Candidacy Eligibility Fee & Initial Accreditation Fee
2. Institution Name:
3. Program Level (Baccalaureate, Master's, Practice Doctorate):
4. Program's Primary Contact[7] Name and Credentials:
5. Program's Primary Contact Email Address:
6. Program's Mailing Address:

Requesting an invoice does not supersede the requirement of payment to proceed. Applications will not be processed until these payments are verified by CSWE accounting.

Attestations

By submitting this application, the program attests to the following:

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[7] Each program applicant selects one (1) primary contact. The primary contact manages all accreditation-related communications between the program and CSWE per policy *4.1 Primary Contact and Accreditation Communications* in the Accreditation Policy Handbook.

☐ We understand that the approval of this *Temporary Alternative Pathway Application* by CSWE staff does not supersede any approvals needed by the program's regional accreditor or other appropriate state, district, or territory-level higher education authorities to offer the social work program and award degrees for the program seeking candidacy.

☐ We understand that the Accreditation Policy Handbook includes the policies and procedures governing the accreditation review.

☐ We understand that CSWE's Department of Social Work Accreditation and the Board of Accreditation have made many resources available on the CSWE website to guide us through each step of the process.

☐ We agree to utilize the standards, required Self-Study Volume 1 Template, and Interpretation Guide (as designed for the corresponding set of standards), to guide and develop accreditation documents throughout the accreditation process.

☐ We attest that the program will review policy *4.7 Formatting & Submission Requirements* in the Accreditation Policy Handbook in its entirety and comply accordingly with all volumes for each benchmark.

☐We make a commitment to Anti-Racism, Diversity, Equity, and Inclusion (ADEI) efforts in the program's explicit and implicit curriculum.

☐ We understand that accreditation reviews are program-driven, and reminders/prompts will <u>not</u> be sent to the program. Downloadable timetables are available to guide programs through each step of the process.

☐ We understand that the Board of Accreditation limits each agenda to ten (10) new programs. Therefore, when ten (10) Benchmark 1 documents are approved by CSWE Staff for an agenda/timetable, subsequent approvals will be assigned to the next available timetable/agenda date. **IMPORTANT:** This limit may temporarily increase during the first 3-years following post-pilot implementation of practice doctorate programs accreditation.

☐ We understand that only students admitted to the social work program during or after the academic year in which the program is granted candidacy will be recognized as graduates from a CSWE-BOA accredited program, once the program achieves initial accreditation as granted by the Board of Accreditation (BOA). Students admitted prior to the academic year in which the program was granted candidacy will not be recognized as graduates from a CSWE-BOA accredited social work education program, regardless of the program's accredited status when they graduate per policy *5.2 Retroactive Accreditation Status* in the Accreditation Policy Handbook.

☐ We attest that the institution has a written anti-discrimination policy and complaint or grievance process for employees and students.

☐ We attest that the institution has a written anti-harassment policy and complaint or grievance process for employees and students.

☐ We understand that CSWE accreditation staff will assign visitor for each candidacy visit and a visitor assignment confirmation e-mail will be sent to the program.

☐ We agree to contact the BOA visitor within 2-weeks of each candidacy visit assignment email notification, to begin planning the visit, including selecting a date, travel plans, and initial schedule setting and inquire about any accommodations the visitor may need during travel or the visit (e.g., mobility, communication).
- Policies and procedures regarding the site visit are located in policy *5.9 Candidacy Visits 1,2,&3* in the Accreditation Policy Handbook.

☐ We understand that the program is responsible for purchasing flight and hotel accommodations for the visitor and reimbursing for all relevant ground transportation expenses and meals on travel days and visit day(s). We understand that visitors are not expected to provide the program with an IRS Form W-9, personal service agreements, or similar contracts requested by the program/institution, as they are not vendors or service providers.
- Policies and procedures regarding the site visit are located in policy *5.9 Candidacy Visits 1,2, &3* in the Accreditation Policy Handbook.

☐ We attest that we will keep the institution's president/chancellor, social work program administrators, faculty, staff, and students appraised of the review timetable, and request all stakeholders hold the selected date for each forthcoming candidacy visit.

☐ We understand that CSWE accreditation staff cannot determine compliance and the Board of Accreditation is the sole and final arbiter of compliance.

☐ We understand that all accreditation-related communications must be facilitated by the program's selected primary contact per policy *4.1 Primary Contact & Accreditation Communications* in the Accreditation Policy Handbook.

☐ We understand that the program is responsible for providing updated contact information to ensure timely and accurate correspondence.
- Policies and procedures for updating the program's record, including key personnel, are located in policy *4.9 Program Changes* in the Accreditation Policy Handbook.

☐ We understand that accreditation status applies to the entire social work program, inclusive of all program options.
- Program options are defined in policy *4.9 Program Changes* in the Accreditation Policy Handbook.
- Compliance issues for one program option, affects the accreditation status of the entire social work program, inclusive of all program options.
- All program options must be identified in the *Initial Accreditation Self-study*.

☐ We understand that the program is responsible for ensuring the integrity of the data and information submitted in materials for candidacy, reaffirmation, or other accreditation-related review processes.

- Presenting false or materially inaccurate information, either through intent or through failure to exercise care and diligence in verifying the information, is considered a breach of policy *1.3 Integrity Policy* in the [Accreditation Policy Handbook](#).

☐ We understand that the program is solely responsible for implementing, demonstrating, and maintaining compliance with the standards during the pre-candidacy and candidacy process as well as in-between review cycles as an accredited program.

Application Authorization

To be completed by the social work program's primary contact[8]:

Check the following box:

☐ We understand that the primary contact must meet with the visitor during their visit and will receive copies of official Board of Accreditation decision letters.

Primary Contact Signature:	Insert e-signature or image of signature
Primary Contact Name, Credentials:	
Title:	
Date Signed:	MM/DD/YYYY
Phone #:	(###) ###-####
Email Address:	

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[8] Each program applicant selects one (1) primary contact. The primary contact manages all accreditation-related communications between the program and CSWE per policy *4.1 Primary Contact and Accreditation Communications* in the [Accreditation Policy Handbook](#).

Letter of Intent

The *Letter of Intent* is a narrative that demonstrates the program and institution's intent to start and maintain a social work program. Please respond to the prompts below.

1. Discuss the institution's mission statement and the relationship of the social work program to that mission.

Insert the institution's mission statement.

Explain how the social work program supports, integrates with, embodies, and/or further enhances the institution's mission. Use verbiage from the institution's mission to show clear linkages.

How does starting a new social work program align with the institution's mission?

2. Analyze the relationship of the proposed social work program to the institution's strategic or long-term plan.

Summarize the institution's strategic plan or long-range plan.

Optional: Insert a website hyperlink to the institution's full strategic plan or long-term plan.

Explain how the social work program supports, integrates with, embodies, and/or further enhances the institution's strategic plan or long-term plan. Use verbiage from the strategic plan or long-term plan to show clear linkages.

How does starting a new social work program align with the institution's strategic plan or long-term plan?

3. The program explains and/or lists the institutional supports provided to create, build, and maintaining a social work program.

Explain or list the institutional supports provided for starting and maintaining a social work program.

4. Preliminary ideas about the social work program's mission statement.

Explain or list preliminary ideas for the program's mission statement. Review the standards for inspiration.

5. Summary of the social work program's initial development activities[9].

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[9] This may include research conducted (needs assessment, environmental scan, etc.), securing approvals internally and externally, hiring, curriculum design, selection of program options (delivery methods and locations), advertising, recruitment, admissions, developing policy and procedure manuals, developing syllabi, convening an accreditation writing team, etc.

Identify the steps that have occurred from ideation (brainstorming starting the program) to application for the new social work program.

How has the program developed to date?

Who has been involved?

What approvals were secured?

What recruitment and hiring has occured?

What elements of the program have been designed?

Enclosed Separately: Initial Accreditation Self-study for Staff Review

[CSWE staff to insert directions for programs to submit as a separate attachment word document version with the completed required initial accreditation self-study. Applications without the completed self-study will not be processed.]

IMPORTANT: The self-study template is <u>not</u> currently available. The template will be provided after the *Accreditation Standards for Practice Doctorate Social Work Program Accreditation* are finalized (anticipated mid-2025).