

**Board of Accreditation (BOA)**

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

*Baccalaureate, Master’s, & Practice Doctorate Program Accreditation*

**Reaffirmation & Initial Accreditation Eligibility Application**

# Directions

**Purpose**

* Institutions and social work programs must meet eligibility standards that demonstrate support in sustaining a baccalaureate, master's, or practice doctorate social work program.

**Formatting & Submission**

* A completed application includes:
	+ Evidence all eligibility standards are met
	+ Payment of the reaffirmation or initial accreditation eligibility fee
	+ Finalized attestations and signatures
* Submit this application as a Microsoft Word document or searchable PDF, per policy *4.7 Document Formatting & Submission Requirements* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies).
	+ The application must be a single document and may not include separate attachments nor appendices.
	+ Scanned documents will not be accepted.
* Email completed applications to [accreditation@cswe.org](https://www.cswe.org/accreditation/info/contact-accreditation-staff/), in accordance with the program’s timetable.
* *For collaborative programs:* Each institution must meet the eligibility standards, and must submit a separate *Candidacy Eligibility Application*.

**Timeframe for Review & Response**

Applications are reviewed and processed within 30-days of receipt. CSWE accreditation staff may request clarifying information. Upon approval, programs will receive email confirmation. After the application is approved, the self-study or Benchmark 3/initial accreditation benchmark documents may be submitted.

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# Program Information

|  |  |
| --- | --- |
| **Date Application Submitted to CSWE:** | MM/DD/YYYY |
| **Name of Educational Institution:** |       |
| **Program Mailing Address:** |       |
| **Program Level for which Reaffirmation/Initial Accreditation is sought***[[1]](#footnote-2)***:** | ☐ Baccalaureate[ ] ☐ Master’s☐ Practice Doctorate |
| **Review Type:** | ☐ Reaffirmation☐ Initial Accreditation |
| **Standards:** | [ ]  2022 Educational Policy and Accreditation Standards[ ]  2025 Accreditation Standards for Practice Doctorate Social Work Programs |
| **Date Required Minimum Faculty Started/Will Start in the Program[[2]](#footnote-3):***(for master's programs seeking Initial Accreditation only)* | MM/DD/YYYY[ ]  N/A  |

**Program Options**

Definitions are located in policy *4.9 Program Changes* in the [Accreditation Policy Handbook](https://www.cswe.org/accreditationpolicies).

| **# 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 | [ ]  50% or less[ ]  More than 50% | # |
| **2** | City, State, Country or Online | **In-person/Face-to-Face/Traditional:** [ ]  Main/Primary Campus[ ]  Branch/Satellite Campus**Distance Education:** [ ]  Online[ ]  Broadcast Site[ ]  Correspondence | [ ]  50% or less[ ]  More than 50% | # |
| **3** | City, State, Country or Online | **In-person/Face-to-Face/Traditional:** [ ]  Main/Primary Campus[ ]  Branch/Satellite Campus**Distance Education:** [ ]  Online[ ]  Broadcast Site[ ]  Correspondence | [ ]  50% or less[ ]  More than 50% | # |
| **#** | Add or delete rows as needed |  |  | # |
| **Total number of students enrolled in all program options:** | # |

**Information for** [**Directory of Accredited Programs**](https://www.cswe.org/accreditation/about/directory/)

|  |  |
| --- | --- |
| **Name of Social Work Program:***(if different than institution’s name)* |       |
| **Title of Degree Awarded:***(as listed on transcript)* |       |
| **Program Director Information***(name is displayed on directory)* | Name, CredentialsTitleE-mailPhone |
| **Field Director Information***(name is displayed on directory for baccalaureate and master’s programs only)* | Name, CredentialsTitleE-mailPhone |
| **Comprehensive Review of Program’s Listing on** [Directory of Accredited Programs](https://www.cswe.org/accreditation/about/directory/)*(check one)* | [ ]  Listing is correct[ ]  Updates have been submitted via [*Accredited Program Record Update Form*](https://forms.office.com/r/PLVRkm9t6S) |

# 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 site visits.

1a. The president/chancellor of the institution authorizes the CSWE Board of Accreditation’s review of the social work program, including reaffirmation site 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, or their designee, 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 association.[[3]](#footnote-4)

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), United States Department of Education (USDE), or both recognizes the regional accrediting body.

☐ Council for Higher Education Accreditation (CHEA)

☐ United States Department of Education (USDE)

☐ Both

2c. The social work program has been approved by the institution’s regional accrediting body to offer the social work program and award degrees for the program seeking initial accreditation/reaffirmation.

[ ]  Yes, date approved: MM/DD/YYYY

[ ]  Regional accreditor does not require approval to offer the social work program and award degree for the program seeking initial accreditation/reaffirmation.

2d. Website hyperlink to institution’s accreditation profile or directory listing on the regional accrediting body’s website: Insert website hyperlink 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 the social work program and award degrees for the program seeking initial accreditation/reaffirmation.

[ ]  Yes, date approved: MM/DD/YYYY

[ ]  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/reaffirmation.

## 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. Insertthe institution’s written ADA compliance plan, website hyperlink to the information, or other proof[[4]](#footnote-5) of the institution’s compliance with the ADA:

Insert website hyperlink or copy/paste visual proof here

## Eligibility Standard 5:

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

**Baccalaureate Programs:** The institution has appointed a program director per the *2022 EPAS* who has the ability to provide leadership through teaching, scholarship, curriculum development, administrative experience, and/or other academic and professional activities in social work. The social work program director has a master’s social work degree from a CSWE-accredited program.

**Master’s Programs:** The institution has appointed a program director per the *2022 EPAS* who has the ability to provide leadership through teaching, scholarship, curriculum development, administrative experience, and/or other academic and professional activities in social work. The social work program director has a master’s social work degree from a CSWE-accredited program, and it is preferred that the social work program director have a doctoral degree, preferably in social work.

**Practice Doctorate Programs:** The institution has appointed a program director per the *2025 Accreditation Standards for Practice Doctorate Social Work Programs* who has the ability to provide leadership through teaching, scholarship, curriculum development, administrative experience, and/or other academic and professional activities in social work. 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[[5]](#footnote-6).

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

Insert text here

5b. The program attests that the program director holds a master’s degree in social work from a CSWE-accredited[[6]](#footnote-7) program.

[ ]  Yes

[ ]  No

☐ N/A the program director has been approved for a [Legacy Waiver](https://www.cswe.org/accreditation/policies-process/practice-doctorate-program-accreditation/pdpaccreditationstandards/)

5c. **Practice Doctorate Programs Only:** The program affirms that the program director holds a doctoral degree in social work.

☐ Yes

☐ No

☐ N/A the program director has been approved for a [Legacy Waiver](https://www.cswe.org/accreditation/policies-process/practice-doctorate-program-accreditation/pdpaccreditationstandards/)

5d. **Practice Doctorate Programs Only:** The program affirms that the program director has two or more years of post-master’s social work degree practice experience in social work (as defined in the [*2025 Practice Doctorate Standard*s *Interpretation Guide*](https://www.cswe.org/accreditation/policies-process/practice-doctorate-program-accreditation/accreditation-toolkit-pdp/)).

☐ Yes

☐ No

☐ N/A the program director has been approved for a [Legacy Waiver](https://www.cswe.org/accreditation/policies-process/practice-doctorate-program-accreditation/pdpaccreditationstandards/)

## 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. Insertthe 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

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. Insertthe 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 tothe 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 copy/paste visual proof here

## Eligibility Standard 8:

The institutional transcript for students who complete the 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 that transcripts for students who complete the social work program document 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[[7]](#footnote-8) that documents the title of the degree granted to students who have completed the social work program:

Copy/paste a visual of the proof here

## Eligibility Standard 9:

**Baccalaureate Programs:** Do not respond to this standard.

**Master’s Programs:** If a full-time plan of study is offered, the institution must ensure that the master’s social work program can be completed[[8]](#footnote-9) in two (2) calendar years of full-time study. If a part-time plan of study is offered, the institution must ensure that the master’s social work program can be completed in a maximum of four (4) calendar years.

9a. The institution ensures that the full-time master’s program can be completed in two (2) calendar years.

[ ]  Yes

[ ]  No

[ ]  N/A, a full-time plan of study is not offered

9b. Insertthe website hyperlink and page number (if applicable) to the social work program’s full-time plan of study documenting that the master’s social work program can be completed in two (2) 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 master’s program can be completed in a maximum of four (4) calendar years.

[ ]  Yes

[ ]  No

[ ]  N/A, a part-time plan of study is not offered

9d. Insertthe website hyperlink and page number (if applicable) to the social work program’s part-time plan of study documenting that the master’s social work program can be completed in four (4) calendar years of part-time study.

Insert website hyperlink here

Identify page number location of information (if applicable)

**Practice Doctorate Programs:** If a full-time plan of study is offered, the institution must ensure that the practice doctorate social work program can be completed[[9]](#footnote-10) in four (4) calendar years or less 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 or less.

[ ]  Yes

[ ]  No

[ ]  N/A, a full-time plan of study is not offered

9b. Insertthe 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 (4) calendar years or less 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

9d. Insertthe 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 in a maximum of six (6) calendar years of part-time study.

Insert website hyperlink here

Identify page number location of information (if applicable)

# Payment of Reaffirmation or Initial Accreditation Eligibility Fee

[ ]  The program will pay the [*Reaffirmation Eligibility Fee*](https://www.cswe.org/accreditation/policies-process/reaffirmation/) *or* [*Initial Accreditation Fee*](https://www.cswe.org/accreditation/policies-process/candidacy/) by the due date indicated on the program’s timetable per the [*Accreditation Fee Payment Instructions*](https://www.cswe.org/getmedia/21e52025-daff-492b-9187-b20a418309bf/Accreditation-Fee-Payment-Instructions.pdf)*.*

# Attestations

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

[ ] We understand thatCSWE’s Department of Social Work Accreditation and the Board of Accreditation have made many resources available on the [CSWE website](https://www.cswe.org/accreditation/accreditation-process/) to guide us through each step of the process.

[ ] We attest that the program will utilize the Interpretation Guide (as designed for the corresponding set of standards) developed byCSWE’s Department of Social Work Accreditation and the Board of Accreditation to understand accreditation standards and compliance statements, to guide program design, to develop benchmark documents, and to obtain the greatest success throughout the process.

[ ] 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 accreditation reviews are program-driven, and reminders/prompts will not be sent to the program. Downloadable timetables are available to guide programs through each step of the process.

[ ]  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.

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

[ ] 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 the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) includes the policies and procedures governing the accreditation review.

[ ] We attest that the program will review policy *4.7 Formatting & Submission Requirements* in the [Accreditation Policy Handbook](https://www.cswe.org/accreditationpolicies) in its entirety and comply accordingly with all volumes for each benchmark.

[ ] 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](https://www.cswe.org/accreditationpolicies).

[ ] 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](https://www.cswe.org/accreditation/directory/), including key personnel, are located in policy *4.9 Program Changes* in the [Accreditation Policy Handbook](https://www.cswe.org/accreditationpolicies).

[ ]  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](https://www.cswe.org/accreditationpolicies).
* Compliance issues for one program option affect the accreditation status of the entire social work program, inclusive of all program options.
* All program options must be identified at Benchmark 1.

[ ]  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](https://www.cswe.org/accreditationpolicies).

**Accredited Programs Only:**

[ ] We have submitted the required *Site Visit Planning Form*, according to our reaffirmation/timetable.

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

[ ]  We attest that we will keep the institution’s president/chancellor (or their designee), social work program administrators, faculty, staff, and students appraised of the review timetable, and request all stakeholders hold the selected date for the site visit.

☐ We agree to contact the site visitor within 2-weeks of the site 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 6*.6 Site Visit* in the [Accreditation Policy Handbook](https://www.cswe.org/accreditationpolicies).

☐ 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 6*.6 Site Visit* in the [Accreditation Policy Handbook](https://www.cswe.org/accreditationpolicies).

**Initial Accreditation Programs Only:**

☐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](https://www.cswe.org/accreditationpolicies).

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

[ ]  We attest that we will keep the institution’s president/chancellor (or their designee), social work program administrators, faculty, staff, and students appraised of the review timetable, and request all stakeholders hold the selected date the forthcoming candidacy visit.

☐ We agree to contact the BOA visitor within 2-weeks of the 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](https://www.cswe.org/accreditationpolicies).

☐ 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](https://www.cswe.org/accreditationpolicies).

# Application Authorization

To be completed by the social work program’s primary contact[[10]](#footnote-11):

**Check the following box:**

[ ]  We understand that the primary contact must meet with the site 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:** |       |

1. Programs with more than one CSWE-accredited or candidate program must complete a separate application for each program level. [↑](#footnote-ref-2)
2. All required minimum faculty and administrators must have a start date no later than the date the program submits its Benchmark 3/Initial Accreditation documents to the candidacy visitor as indicated on the [program’s timetable](https://www.cswe.org/accreditation/policies-process/practice-doctorate-program-accreditation/accreditation-toolkit-pdp/), [↑](#footnote-ref-3)
3. *A recognized regional accrediting organization is one approved by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA).* [↑](#footnote-ref-4)
4. 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. [↑](#footnote-ref-5)
5. Alternatively, an established program director may apply for the Legacy Waiver to waive program director qualifications. [↑](#footnote-ref-6)
6. This includes degrees recognized through [CSWE’s International Social Work Degree Recognition and Evaluation Service](https://www.cswe.org/accreditation/scopeandservices/international-degree-review/) or covered under a [memorandum of understanding with international social work accreditors](https://www.cswe.org/getmedia/95e13933-1b9c-4f75-8f70-484f38ed4cc6/CASWE-MOU.pdf). [↑](#footnote-ref-7)
7. If the program does not yet have graduates, submit a sample transcript that documents the degree to be awarded and verifies the major of social work. [↑](#footnote-ref-8)
8. Individual students may pursue customized plans of study beyond the 2-years of full-time study or 4-years of part-time study. However, the program must ensure the structured curricular pathways or plans of study align with this standard. [↑](#footnote-ref-9)
9. 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. [↑](#footnote-ref-10)
10. 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](https://www.cswe.org/accreditationpolicies). [↑](#footnote-ref-11)