February 2024

https://www.cswe.org/accreditation/fellowship/

Graphical user interface, application

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Post-master’s Fellowship AccREDITATION

Self-Study Template

Introduction

Fellowship programs accredited by the Council on Social Work Education (CSWE)’s [Board of Accreditation (BOA)](https://www.cswe.org/about-cswe/governance/governance-groups/boa/) provide training and supervision to master’s-level social work practitioners within one or more defined areas of social work practice.

For programs seeking initial accreditation, the program submits a *Self-Study* utilizing the required *Fellowship Accreditation Self-Study Template* (below). The *Self-Study* is submitted only after the program’s *Fellowship Accreditation Eligibility Application* is reviewed and approved.

*Please note:* The *Self-Study* processing date determines when the program will be reviewed. The Fellowship Review Committee (FRC) meets 3 times per year and only 2 *Self-Studies* are reviewed per meeting (for a total of 6 programs per year). Once a *Self-Study* is submitted, and payment of the Initial Accreditation Fee is verified, the *Self-Study* is processed, and the program is placed on the next available FRC meeting agenda and corresponding review timeline. Therefore, programs are encouraged to submit a complete *Self-Study* as soon as they are ready. Submission of an incomplete, or incorrectly formatted document (see Document Submission Guidelines) may result in a request to revise and resubmit before the program is placed on an FRC meeting agenda.

For programs seeking reaffirmation, the program submits a *Self-Study* utilizing the required *Fellowship Accreditation Self-Study Template* (below). The *Self-Study* is submitted 1 year, but no longer than 15 months, prior to the expiration of the program’s current accreditation term.

*Please note:* Submission of an incomplete, or incorrectly formatted *Self-Study* document (see Document Submission Guidelines) may result in a request to revise and resubmit and may result in an extended review period and lapse in the program’s accreditation.

Prior to completing the *Fellowship Accreditation Self-Study Template*, the fellowship program is instructed to review the [*Post-Master’s Social Work Fellowship Accreditation Handbook*](https://www.cswe.org/accreditation/info/post-master-s-social-work-fellowship-accreditation/). The handbook outlines the criteria for a fellowship program to qualify for accreditation and identifies the accreditation policies and procedures that apply to post-master’s social work fellowship programs.

The purpose of the *Self-Study* is to demonstrate the program’s compliance with all of the [*Post-Master’s Social Work Fellowship Accreditation Standards*](https://www.cswe.org/accreditation/info/post-master-s-social-work-fellowship-accreditation/) as outlined in the required template below.

# SUBMISSION INSTRUCTIONS

The *Fellowship Accreditation Self-Study Template* must be completed in full and signed by the fellowship program director and department administrator (or fellowship program director’s superior). The Initial Accreditation Fee or Reaffirmation Fee must be received before any further action will be taken regarding the submission.

**The *Self-Study* must be submitted as one (1) comprehensive electronic copy (either searchable PDF or Word document) to** [**fellowshipaccred@cswe.org**](mailto:fellowshipaccred@cswe.org)**.** Scanned documents, cloud documents, password-protected, or separate attachments will not be accepted. Further information regarding document formatting and submission requirements are specified in the “Document Submission Guidelines” section of the [*Post-Master’s Social Work Fellowship Accreditation Handbook*](https://www.cswe.org/accreditation/info/post-master-s-social-work-fellowship-accreditation/).

Questions concerning the *Self-Study*, the required template, or fellowship accreditation process in general may be directed to the Manager of Social Work Fellowship Accreditation at [fellowshipaccred@cswe.org](mailto:fellowshipaccred@cswe.org) or (703) 519-2062.

# Initial Accreditation/Reaffirmation Fee

Fellowship programs seeking initial accreditation will submit the Initial Accreditation Fee alongside the initial accreditation *Self-Study*.

Fellowship programs seeking reaffirmation will submit the Fellowship Reaffirmation Fee alongside the reaffirmation *Self-Study*.

Please note, the Initial Accreditation Fee and Reaffirmation Fee each cover the cost of a site visit. Should an additional site visits be required, the program will bear the cost of the additional visits. Please reference the “Accreditation Fees” section of the [*Post-Master’s Social Work Fellowship Accreditation Handbook*](https://www.cswe.org/accreditation/info/post-master-s-social-work-fellowship-accreditation/) for full details.

All accreditation fee amounts are outlined in the [CSWE Accreditation Fees Memo](https://www.cswe.org/accreditation/fellowship/fellowship-accreditation-policies-and-procedures/).

Select one:

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 the fee electronically. Any questions please contact Tiffany Lewis ([tlewis@cswe.org](mailto:tlewis@cswe.org)) in the CSWE Finance Department.

Reference Number: Insert text here

Date Paid: Insert text here

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

1. Fee Type: Fellowship Initial Accreditation Fee OR Fellowship Reaffirmation Fee
2. Program Name:
3. Program Director Name and Credentials:
4. Program Director Email Address:
5. Program’s Mailing Address:

Fellowship Accreditation Self-Study Template

# Fellowship Program Information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Fellowship Program: Click here to enter text. | | | | Defined Area of Practice: Click here to enter text. | | |
| Fellowship Program Website: Click here to enter text. | | | | | | |
| Fellowship Street Address: Click here to enter text. | | | | | | |
| City: Click here to enter text. | | State: Click here to enter text. | | | | ZIP Code: Click here to enter text. |
| Fellowship Website: Click here to enter text. | | | | | | |
| Fellowship Phone Number: Click here to enter text. | | | Fellowship E-mail Address: Click here to enter text. | | | |
| FELLOWSHIP Program director information | | | | | | |
| Name: Click here to enter text. | Credentials: Click here to enter text. | | | | Title: Click here to enter text. | |
| Phone: Click here to enter text. | | | E-mail: Click here to enter text. | | | |
| department Administrator information *(Person to whom the program director reports)* | | | | | | |
| Name: Click here to enter text. | Credentials: Click here to enter text. | | | | Title: Click here to enter text. | |
| Phone: Click here to enter text. | | | E-mail: Click here to enter text. | | | |
| DETAILS FOR PROSPECTIVE trainees *(To be posted on CSWE’s directory of fellowship programs)* | | | | | | |
| Application Deadline for Prospective Trainees: Click here to enter text. | | | Fellowship Start Date: Click here to enter text. | | | |
| Fellowship Admissions Criteria: Click here to enter text. | | | | | | |
| Is the Fellowship Part-Time? Click to choose. | | | Part-Time Fellowship Length in Months: Click here to enter text. | | | |
| Is the Fellowship Full-Time? Click to choose. | | | Full-Time Fellowship Length in Months: Click here to enter text. | | | |
| Describe the resources available for trainees to advance toward licensure (if applicable): Click here to enter text. | | | | | | |

# Fellowship Program ATTESTATIONS

|  |  |  |
| --- | --- | --- |
| Place a checkmark next to each disclosure acknowledging understanding and intent to comply. | | |
|  | The fellowship program is currently operating and there is at least one trainee enrolled in the program. | |
|  | The fellowship program provides complete and accurate information to CSWE. | |
|  | The fellowship program publishes complete and accurate information about the program. | |
|  | The fellowship program does not claim that it has been granted or will be granted accreditation. | |
|  | The fellowship program conducts all operations in an ethical manner. | |
|  | The fellowship program commits to protecting any current trainees to the greatest extent possible should it decide to no longer offer the fellowship program (e.g., relocating trainees, transferring supervision). | |
|  | The fellowship program agrees to remain in compliance with all accreditation requirements as outlined in the [*Post-Master’s Social Work Fellowship Accreditation Handbook*](https://www.cswe.org/accreditation/info/post-master-s-social-work-fellowship-accreditation/), including updates and revisions made and communicated by CSWE. | |
|  | The fellowship program understands that the fellowship program is solely responsible for implementing, demonstrating, and maintaining compliance with the [*Post-Master’s Social Work Fellowship Accreditation Standards*](https://www.cswe.org/accreditation/info/post-master-s-social-work-fellowship-accreditation/). | |
|  | The fellowship program agrees that CSWE may, at its discretion, share program information with other accrediting organizations and government entities. | |
|  | The fellowship program agrees to refrain from making substantive changes while undergoing review. | |
|  | The fellowship program agrees that, should a site visit be authorized, the visit is scheduled in the second half of the trainee’s program and takes place within 3 years of the site visit having been authorized. | |
|  | The fellowship program understands that all accreditation fees are nonrefundable. | |
|  | The fellowship program understands that CSWE may, in the reasonable exercise of its discretion, cease review or withdraw accreditation should the fellowship program violate the terms of this application agreement. | |
| Signatures | | |
| By completing and signing this form, I acknowledge that my post-master’s fellowship program is prepared to undergo the post master’s fellowship accreditation process as outlined in the [*Post-Master’s Social Work Fellowship Accreditation Handbook*](https://www.cswe.org/accreditation/info/post-master-s-social-work-fellowship-accreditation/). | | |
| Fellowship Program Director Signature:  Click here to enter text. | | Date: Click or tap to enter a date. |
| Department Administrator Signature (*person to whom the program director reports*):  Click here to enter text. | | Date: Click or tap to enter a date. |

|  |
| --- |
| **FELLOWSHIP STANDARD 1: Program Mission and Goals**  The mission and goals of social work fellowship programs address the profession’s purpose and are grounded in the profession’s values and [National Association of Social Worker (NASW)’s Code of Ethics](https://www.socialworkers.org/About/Ethics/Code-of-Ethics). The profession’s purpose and values of service, social justice, the dignity and worth of the person, the importance of human relationships, integrity, and competence, are among the core values of social work. These values frame the profession’s commitment to engage in respect for all people and further the quest for social, racial, economic, and environmental justice.  A fellowship program’s mission and goals, in addition to reflecting the profession, specifically describe the fellowship’s purpose and commitment to providing education, training, and supervision to social workers within one or more defined areas of practice. The mission and goals are developed to be consistent with the mission of the site hosting the program and the needs and opportunities associated with the program setting and context. The host site and context are evaluated when identifying the program’s defined area(s) of social work practice.  A program’s mission guides the program’s operations, including curriculum and learning environment, and directs future growth. Program goals are developed that support successful achievement of the fellowship’s mission. Each program uses qualitative and quantitative measures to evaluate and continuously improve program quality.  \**Underlined terms are defined in the glossary of the* [*Post-Master’s Social Work Fellowship Accreditation Standards*](https://www.cswe.org/accreditation/info/post-master-s-social-work-fellowship-accreditation/). |

|  |
| --- |
| **1.1** The program’s mission communicates the program’s purpose, is consistent with the profession’s purpose and values, and identifies the program’s defined area(s) of practice. |

**Provide the program’s mission which includes the program’s defined area(s) of practice:**

[Insert narrative here]

**Describe how the mission is consistent with the** [**profession’s purpose**](#_Glossary_of_Terms)**:**

[Insert narrative here]

**Describe the individuals, families, groups, organizations, and communities served by the host site and how this information informed the selection of the program’s defined area(s) of practice:**

[Insert narrative here]

|  |
| --- |
| **1.2** The program’s mission aligns with the mission of the host site. |

**Provide the host site’s mission:**

[Insert narrative here]

**Describe how the program’s mission is aligned with the host site’s mission:**

[Insert narrative here]

|  |
| --- |
| **1.3** The program goals support the program’s mission. The mission and goals are grounded in the profession’s values and [National Association of Social Worker (NASW)’s Code of Ethics](https://www.socialworkers.org/About/Ethics/Code-of-Ethics). |

**Provide the program goals:**

[Insert narrative here]

**Describe how the program goals support the program’s mission:**

[Insert narrative here]

**Complete the following chart demonstrating how the program’s mission and goals are consistent with the profession’s values and NASW Code of Ethics:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Profession’s Values** | **NASW Ethical Principles** | **Components of the Program’s Mission Statement**  (Identify and discuss specifically how the program’s mission statement is consistent with each component) | **Related Program Goal(s)**  (Identify the related program goal(s) here) |
| Service | Social workers’ primary goal is to help people in need and to address social problems. |  |  |
| Social justice | Social workers challenge social injustice. |  |  |
| Dignity and worth of the person | Social workers respect the inherent dignity and worth of the person. |  |  |
| Importance of human relationships | Social workers recognize the central importance of human relationships. |  |  |
| Integrity | Social workers behave in a trustworthy manner. |  |  |
| Competence | Social workers practice within their areas of competence and develop and enhance their professional expertise. |  |  |

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| **FELLOWSHIP STANDARD 2: Curriculum**  The program’s curriculum is guided by the program’s mission and goals and consists of a formal educational structure inclusive of didactic and fellowship practice experiences required for the program. A fellowship’s curriculum is centered on the advancement of social work knowledge and practice with an emphasis on supervision and training. Specific to the program’s defined area(s) of social work practice, the fellowship expands and builds on the competencies obtained through completion of a social work master’s degree and is focused on moving a social worker from a consumer of learning to a provider of service. The curriculum provides a structure for the designation of types, lengths and sequencing of the learning experiences that ensures the achievement of the program’s outcomes and consistency across all program delivery options.  \**Underlined terms are defined in the glossary of the* [*Post-Master’s Social Work Fellowship Accreditation Standards*](https://www.cswe.org/accreditation/info/post-master-s-social-work-fellowship-accreditation/). |

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| **2.1** **Curriculum Design:**The curriculum is designed to ensure congruency between the didactic and fellowship practice experience components of the program to achieve program outcomes within one or more defined areas of social work practice. |

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| **2.1.1** The program has an integrated educational structure that includes didactic and fellowship practice experiences. |

**Complete the following flow chart to demonstrate the sequencing and timing of didactic and fellowship practice experience components.** *If the program offers training in more than one defined area of social work practice (as identified in Fellowship Standard 1.1), then a separate chart is provided per area of practice. Insert or delete rows as needed.*

|  |  |  |
| --- | --- | --- |
| **Name of Area of Practice:** | | |
| Timing  (e.g., day, week, or month) | Didactic Component  (Course titles should be consistent with syllabi provided in 2.1.3) | Fellowship Practice Experience Component |
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**Describe the rationale for the curriculum sequencing.** *If the program offers training in more than one defined area of social work practice (as identified in Fellowship Standard 1.1), then the narrative must provide the rationale for the curriculum sequencing for each defined area of practice.*

[Insert narrative here]

**Describe the program delivery options offered by the program and the rationale for providing these options.** *Program delivery options are defined as multiple program formats or variances in how* *trainees complete didactic components or use practice sites.*

[Insert narrative here]

|  |
| --- |
| **2.1.2** The program’s curriculum is guided by the program's mission and goals. |

**Describe how the program’s mission and goals influence the development of the program’s curriculum:**

[Insert narrative here]

|  |
| --- |
| **2.1.3** The program’s curriculum expands on knowledge acquired through completion of a master’s in social work degree and prepares all trainees with substantive expertise in the program’s defined area(s) of social work practice. |

**Describe how the program’s didactic components and fellowship practice experiences expand upon knowledge acquired through completion of a master’s in social work degree:**

[Insert narrative here]

**Describe how the program’s didactic components and fellowship practice experiences are appropriate for the program defined area(s) of practice (identified in Fellowship Standard 1.1):**

[Insert narrative here]

**Provide course syllabi for all courses identified in Fellowship Standard 2.1.1. Syllabi** **include delivery methods (online vs in-person).**

[Embed syllabi here]

**Complete the following table for each facility used for the fellowship practice experience portion of the program.** *Duplicate form as needed.*

|  |  |
| --- | --- |
| **Name of Facility:** | |
| Location (city, state) |  |
| Distance from Host Site Address (Miles) |  |
| Type of Facility | Click to choose. |
| Amount of Time Scheduled for Location (Hours) |  |
| Area(s) of Practice  (If the program offers training in more than 1 defined area of social work practice (as identified in Fellowship Standard 1.1), then identify which area(s) the facility is used for) |  |

**Describe how each facility is used by the program and its trainees.** *If facilities are not equally used by all trainees, describe how the program ensures an equitable program experience.*

[Insert narrative here]

|  |
| --- |
| **2.2**  **Fellowship Competencies:** A fellowship’s curriculum allows the trainee to achieve the program’s outcomes through advancing professional competence. The fellowship program utilizes a competency-based framework to develop its curriculum within the program’s defined area(s) of practice**.** |

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| **2.2.1** The program implements a competency-based framework for curriculum development. |

**Identify the fellowship program competencies*.*** *If the program offers training in more than one defined area of social work practice (as identified in Fellowship Standard 1.1), identify if the competencies differ for each area of practice.*

[Insert narrative here]

**Complete the following table to demonstrate how the competencies are integrated within the program’s curriculum**. *If the program offers training in more than one defined area of social work practice (as identified in Fellowship Standard 1.1), and the competencies differ for each area of practice, then provide a separate chart for each area of practice. Insert or delete rows as needed.*

|  |  |  |
| --- | --- | --- |
| **Name of Area of Practice:** | | |
| Competencies  (Identified by program) | Didactic Component  (Course titles should be consistent with syllabi provided in 2.1.3) | Fellowship Practice Experience Component |
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| **2.2.2** The program identifies observable behaviors that indicate achievement of competence specific to the program’s defined area(s) of practice. Behaviors identified by the program are measurable, specific to the program’s defined areas of practice, and expand and build upon the competencies obtained through completion of a master’s in social work degree. |

**Complete the following table to identify the observable behaviors associated with competencies specific to the program’s defined area(s) of practice (as identified in Fellowship Standard 1.1).** *If the program offers training in more than one defined area of social work practice, and the competencies or identified measures differ for each area of practice, then provide a separate chart for each area of practice. Insert or delete rows as needed.*

|  |  |
| --- | --- |
| **Name of Area of Practice**: | |
| Competencies  (identified by program in 2.2.1) | Observable Behaviors |
|  |  |
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**Describe how the competencies utilized by the program are focused on moving a social worker from a consumer of learning to a provider of service.**

[Insert narrative here]

|  |
| --- |
| **2.3**  **Program Requirements*:*** The program demonstrates compliance with minimum requirements that provide the trainee with learning experiences which result in professional competence in one or more defined area(s) of social work practice. |

|  |
| --- |
| **2.3.1** The program provides a systematic set of learning experiences that address the knowledge, values, skills, and cognitive and affective processes all trainees need to achieve the program outcomes within a set period of time. Fellowship programs are completed in no fewer than 9 months and no more than 36 months. |

**Complete the following table to identify whether the program is full-time, part-time, or both and the number of months required for completion of each format.**

|  |  |
| --- | --- |
| **Program Format** | **Program Length (in months)** |
| Click to choose. |  |
| Click to choose. |  |

**If the program is offered in more than one format or in varying lengths, describe how it ensures an equitable program experience among trainees.**

[Insert narrative here]

|  |
| --- |
| **2.3.2** The program offers a comprehensive curriculum that meets minimum required hours within the program’s defined area(s) of social work practice. Fellowship programs require trainees to complete a minimum of 1,000 total program hours including 100 didactic instruction hours and 900 fellowship practice experience hours. Of the 900 fellowship practice experience hours, at least 100 hours are supervision. |

**Complete the table below to identify the program’s hour requirements for didactic components and fellowship practice experiences (including supervision):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Hours Required by the Program for all Trainees** | | | |
| How many didactic component hours are required by the program (must be at least 100)? |  |  |  |
| How many fellowship practice experience hours are required by the program (must be at least 900)? |  | How many of the fellowship practice experience hours are supervision (must be at least 100)? |  |
| How many total program hours are required by the program (must be at least 1,000)? |  |  |  |

**Describe the methods used to inform program leadership, program instructors, and trainees of the minimum hour requirements.**

[Insert narrative here]

|  |
| --- |
| **2.4**  **Supervision focus:**The program’s curriculum offerings include instructional guidance provided to the trainee by an experienced social worker throughout the course of the program. The supervision model is developed to ensure the advancement of the trainee’s knowledge and expertise in the defined area(s) of social work practice. At the discretion of the program, the program may provide supervision hours that can be counted towards licensure in accordance with state requirements. |

**Describe how the program matches the supervisor to the trainee:**

[Insert narrative here]

**Describe the supervision model(s) used over the length of the program:**

[Insert narrative here]

**Describe how the program’s supervision offers trainees individualized guidance in the defined area(s) of social work practice (as identified in Fellowship Standard 1.1):**

[Insert narrative here]

**Describe how supervisors advance trainees’ knowledge and expertise throughout the program:**

[Insert narrative here]

**Describe how and when supervisors provide consistent feedback to the trainee:**

[Insert narrative here]

**Describe the relationship between the hours of supervision provided as part of the program and licensure attainment in the state the program is in (if applicable):**

[Insert narrative here]

|  |
| --- |
| **FELLOWSHIP STANDARD 3: Learning Environment**  The program’s learning environment is developed to complement the curriculum and is guided by the program’s mission and goals. The learning environment is composed of the following elements: the program’s commitment to anti-racism, diversity, equity, and inclusion; admission criteria, program orientation procedures; administrative policies and procedures; program trainee’s role in governance; instructors; administrative structure; and resources. The learning environment is manifested through policies that are fair and transparent in substance and implementation, the qualifications of the instructors and administration, and the adequacy and fair distribution of resources. The culture of human interchange; the spirit of inquiry; the support for difference and diversity; and the values and priorities in the educational environment, including the fellowship practice experience, inform the trainee’s learning and development. The learning environment is as important as the curriculum in shaping the professional character and competence of the program’s fellows. Heightened awareness of the importance of the learning environment promotes an educational culture that is congruent with the values of the profession and the program’s mission and goals.  \**Underlined terms are defined in the glossary of the* [*Post-Master’s Social Work Fellowship Accreditation Standards*](https://www.cswe.org/accreditation/info/post-master-s-social-work-fellowship-accreditation/). |

|  |
| --- |
| **3.1 Admissions:** A program’s admissions procedures allow for equitable evaluation of the trainee’s ability to be successful in the program. |

|  |
| --- |
| **3.1.1** The program publishes equitable and inclusive admissions policies, with particular attention to underrepresented groups. At a minimum, the program requires that the trainee has earned a master’s degree in social work from a CSWE-accredited program. This includes individuals whose degree was recognized as equivalent through CSWE’s [International Social Work Degree Recognition and Evaluation Service (ISWDRES)](https://www.cswe.org/centers-initiatives/international-degree-review/) and graduates from Canadian social work programs accredited by CASWE covered by the [memorandum of understanding between CSWE and CASWE](https://www.cswe.org/getmedia/95e13933-1b9c-4f75-8f70-484f38ed4cc6/CASWE-MOU.pdf). |

**Provide the program’s admissions policies:**

[Insert policies here]

**Provide evidence of where this admissions policy is published:**

[Insert link to website or embed recruitment materials here]

**Describe how the program actively encourages underrepresented groups to apply:**

[Insert narrative here]

|  |
| --- |
| **3.1.2** The program adheres to policies and procedures for evaluating applications and notifying applicants about decisions and any contingent conditions associated with admission. |

**Provide written policies and procedures for evaluating applications:**

[Insert policies and procedures here]

**Provide written policies and procedures for notifying applicants about decisions and any contingent conditions associated with admission:**

[Insert policies procedures here]

|  |
| --- |
| **3.1.3** The program requires all trainees to complete all program requirements and does not grant program credit for didactic or professional experiences conducted outside of the program. |

**Provide the relevant written policies and procedures:**

[Insert policies and procedures here]

**Describe how the program informs applicants and other constituents of these policies and procedures:**

[Insert narrative here]

|  |
| --- |
| **3.1.4** The program ensures each trainee is provided with program expectation information prior to commencing the fellowship program. With the protection of both the program and the trainee in mind, the program expectation information provided to the trainee includes the following elements:   * Program costs (tuition and other fees) * Compensation (financial and benefits) * Duration of Agreement * Designated Learning Experiences (including practice settings and hours of supervision provided) * Expectations of the trainee (hours of work, performance requirements) * Designated workspace and equipment provided * Expected learning outcomes and program competencies * Fellowship-specific administrative policies (see Fellowship Standard 3.3) |

**Complete the table below to describe how program expectation information is provided to trainees prior to commencing the program:**

|  |  |  |
| --- | --- | --- |
| Program Expectation Information | The trainee is provided with the following program expectation information prior to commencing the fellowship program.   *Check each box below to confirm.* | Identify and discuss specifically how the following program expectation information is provided to each trainee. |
| Program costs (tuition and other fees) |  |  |
| Compensation (financial and benefits) |  |  |
| Duration of Agreement |  |  |
| Designated Learning Experiences (including practice settings and hours of supervision provided) |  |  |
| Expectations of the trainee (hours of work, performance requirements) |  |  |
| Designated workspace and equipment provided |  |  |
| Expected learning outcomes and program competencies |  |  |
| Fellowship-specific administrative policies (see Fellowship Standard 3.3) |  |  |

|  |
| --- |
| **3.2**  **Program Orientation:** A program’s orientation procedures ensure that the trainees and instructors are aware of program’s purpose and requirements. |

|  |
| --- |
| **3.2.1** The program orients trainees and instructors to the program’s mission and goals. |

**Describe how the program orients program trainees:**

[Insert narrative here]

**Describe how the program orients program instructors:**

[Insert narrative here]

|  |
| --- |
| **3.2.2** The program orients trainees and instructors to the program’s evaluation procedures |

**Describe how the program orients program trainees:**

[Insert narrative here]

**Describe how the program orients program instructors:**

[Insert narrative here]

|  |
| --- |
| **3.2.3** The program orients trainees and instructors to the Post-Master’s Social Work Fellowship Accreditation Standards. |

**Describe how the program orients program trainees:**

[Insert narrative here]

**Describe how the program orients program instructors:**

[Insert narrative here]

|  |
| --- |
| **3.2.4** The program orients trainees and instructors to the program’s Administrative Policies. At the discretion of the program, it may choose to utilize a fellowship handbook that trainees and instructors may reference. |

**Describe how the program orients program trainees:**

[Insert narrative here]

**Describe how the program orients program instructors:**

[Insert narrative here]

**Identify if a fellowship handbook is utilized by the program*.*** *If yes, provide a copy.*

[Insert narrative here an embed fellowship handbook (if applicable)]

|  |
| --- |
| **3.3 Administrative Policies:** A program publishes equitable administrative policies and implements consistent procedures designed to protect the trainee and program. |

|  |
| --- |
| **3.3.1** The program implements appropriate advisement policies and procedures, including avenues for communication and frequency of feedback. |

**Provide the program’s written advisement policies and procedures:**

[Insert policies and procedures here]

**Describe where a trainee may locate these policies:**

[Insert narrative here]

|  |
| --- |
| **3.3.2** The program implements appropriate retention policies and procedures including didactic and fellowship practice experience evaluation procedures and requirements the trainee must fulfil to maintain active status through fellowship completion. |

**Provide program’s written retention policies and procedures:**

[Insert policies and procedures here]

**Describe where a trainee may locate these policies:**

[Insert narrative here]

|  |
| --- |
| **3.3.3** The program implements appropriate termination policies and procedures including termination for reasons of didactic and professional performance. The program’s termination policy identifies the effect termination from the program would have on the trainee’s employment status, if applicable. |

**Identify whether trainees are employed by the program’s host site while completing the program:**

[Insert narrative here]

**Provide the program’s written termination policies and procedures which** **includes effect on employment status, if applicable.**

[Insert policies and procedures here (if applicable)]

**Describe where a trainee may locate these policies:**

[Insert narrative here]

|  |
| --- |
| **3.3.4** The program implements an equitable grievance policy, including procedures for appeal that ensures due process for the trainee and instructors. |

**Provide the program’s written grievance policies and procedures:**

[Insert policies and procedures here]

**Describe where trainees and instructors may locate these policies:**

[Insert narrative here]

|  |
| --- |
| **3.3.5** The program implements appropriate professional, family, and sick leave policies including how these leaves could impact the trainee’s ability to complete the program. |

**Provide the program’s written leave policies and procedures:**

[Insert policies and procedures here]

**Describe where a trainee may locate these policies:**

[Insert narrative here]

|  |
| --- |
| **3.3.6** The program implements policies and procedures to ensure compliance with applicable federal, state, and local regulations including non-discrimination, privacy, and confidentiality policies. |

**Provide the program’s written policies and procedures for ensuring compliance with applicable regulations:**

[Insert policies and procedures here]

**Describe where program trainees and instructors may locate these policies:**

[Insert narrative here]

|  |
| --- |
| **3.3.7** The program implements policies and procedures that demonstrate a commitment to providing an anti-racist, diverse, equitable, and inclusive learning environment for trainees and instructors. |

**Prove the program’s written policies and procedures related to ensuring an anti-racist, diverse, equitable, and inclusive learning environment:**

[Insert policies and procedures here]

**Describe where program trainees and instructors may locate these policies:**

[Insert narrative here]

|  |
| --- |
| **3.3.8** The program maintains a record of current and past trainees and the program awards a certificate of completion to trainees that complete all program requirements. |

**Describe the program’s process for maintaining accurate records of current and past trainees:**

[Insert narrative here]

**Verify that the program awards a certificate of completion to trainees who complete all program requirements:**

[Insert narrative here]

|  |
| --- |
| **3.4 Instructors:** Instructor quantity and qualifications are sufficient to carry out the program’s mission and goals. |

|  |
| --- |
| **3.4.1** Program instructors are qualified by education and experience. The instructors possess the academic background, professional experience, and ongoing professional development to ensure the delivery of quality fellowship education. Instructors who act as supervisors for the required 100 hours of supervision hold a master’s degree in social work from a CSWE-accredited program and have 2 years of post-master’s social work practice experience. This includes individuals whose degree was recognized as equivalent through CSWE’s [International Social Work Degree Recognition and Evaluation Service (ISWDRES)](https://www.cswe.org/centers-initiatives/international-degree-review/) and graduates from Canadian social work programs accredited by CASWE covered by the [memorandum of understanding between CSWE and CASWE](https://www.cswe.org/getmedia/95e13933-1b9c-4f75-8f70-484f38ed4cc6/CASWE-MOU.pdf). Other instructors may be from other disciplines. |

**Complete the following table for each appointed instructor.** *Duplicate form as needed.*

|  |  |
| --- | --- |
| **Name of Instructor:** | |
| Academic Credentials |  |
| Qualifying Professional Experience |  |
| Educational and Administrative Training and Experience\*  \* Refers to training and/or experience with curriculum development and design, program evaluation, research, and teaching |  |
| Licensure |  |
| Program Responsibilities (select all that apply) | Didactic Instructor  Supervisor  Research Advisor  Program Director  Other: Click here to enter text. |
| Professional Development Activities |  |

|  |
| --- |
| **3.4.2** The program employs a sufficient number of instructors who possess demonstrated expertise to support the program’s mission and goals. |

**Identify the number of trainees the program enrolls per cohort:**

[Insert narrative here]

**Describe how the program ensures that there are sufficient qualified instructors for the didactic or non-supervision learning experiences of the program:**

[Insert narrative here]

**Describe how the program ensures that there are sufficient qualified instructors that act as supervisors:**

[Insert narrative here]

**Describe how the program ensures that there are sufficient qualified instructors for program development and assessment:**

[Insert narrative here]

|  |
| --- |
| **3.4.3** The program provides ongoing professional development experiences for instructors to support their roles within the program. The professional development experiences enhance the effectiveness of the instructors which results in program improvement. |

**Describe the professional development experiences offered to the instructors:**

[Insert narrative here]

**Describe how these experiences support the instructor’s specific roles within the program:**

[Insert narrative here]

|  |
| --- |
| **3.5**  **Administrative Structure:** A program’s administrative structure is sufficient to meet the program’s mission and goals. The administrators possess the necessary education, knowledge, and skills to make decisions regarding the delivery of the fellowship program. |

|  |
| --- |
| **3.5.1** The program director possesses the qualifications necessary to administratively oversee all aspects of the program. The program determines the role and responsibilities of the program director. |

**Identify the Program Director:**

[Insert narrative here]

**Describe the role and responsibilities of the program director:**

[Insert narrative here]

**Describe the program director’s qualifications and relevant experiences:**

[Insert narrative here]

**Provide a copy of the Program Director’s current curriculum vitae (CV) or resume:**

[Embed program director’s CV or resume here]

|  |
| --- |
| **3.5.2** A program coordinator is appointed if the program director does not hold a master’s degree in social work from a CSWE-accredited program or if the program director does not have 2 years of post-master’s social work practice experience. The program coordinator is responsible for overseeing the program’s curriculum, including the didactic components and fellowship practice experiences. The program determines the roles and responsibilities of the program coordinator. |

**The program affirms that the program director has:**

* a master’s degree in social work from a CSWE-accredited program; and
  + *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.*
* a minimum of 2 years of practice experience beyond the master’s degree in social work.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes: |  | No: |  |

**If the program director does not fulfil one or more of the requirements identified in Fellowship Standard 3.5.2:**

**Verify that a Program Coordinator has been appointed that has:**

* a master’s degree in social work from a CSWE-accredited program; and
  + *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.*
* a minimum of 2 years of practice experience beyond the master’s degree in social work.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes: |  | No: |  |

**Identify the Program Coordinator:**

[Insert narrative here]

**Describe the role and responsibilities of the Program Coordinator:**

[Insert narrative here]

**Describe the Program Coordinator’s qualifications and relevant experiences:**

[Insert narrative here]

**Provide a copy of the Program Coordinator's current curriculum vitae (CV) or resume:**

[Embed program coordinator’s CV or resume here]

|  |
| --- |
| **3.5.3** The program’s administrative structure supports the program’s mission and goals. |

**Describe the program’s administrative structure:**

[Insert narrative here]

**Describe how the program ensures that the personnel and assigned time they are provided to oversee the fellowship are sufficient to carry out the administrative responsibilities of the fellowship program:**

[Insert narrative here]

|  |
| --- |
| **3.6 Resources:** The program is allocated resources within the host site that are sufficient to create, maintain, and improve the learning environment in support of the program’s mission and goals. |

|  |
| --- |
| **3.6.1** The program maintains financial resources that support program sustainability, attainment of the program’s mission and goals, and promote continuous program improvement. |

**Describe the procedures for budget development and administration used:**

[Insert narrative here]

**Describe how the program ensures that the financial resources are stable and sufficient to achieve the mission and goals and to foster continuous improvement:**

[Insert narrative here]

|  |
| --- |
| **3.6.2** The program has sufficient staff, other personnel, and technological resources to support all of the educational activities. |

**Describe the staff, other personnel, and technological resources allocated to the program:**

[Insert narrative here]

**Describe how the program ensures sufficiency in staff, personnel, and technological resources:**

[Insert narrative here]

|  |
| --- |
| **3.6.3** The program has sufficient office space, classroom space, and computer-mediated access for instructors and trainees to achieve the mission and goals. |

**Describe the office space, classroom space, and computer mediated access allocated to the program:**

[Insert narrative here]

**Describe how the program ensures sufficiency in office space, classroom space, and computer mediated access:**

[Insert narrative here]

|  |
| --- |
| **3.6.4** The program’s host site is committed to supporting the program and providing the necessary resources. The program’s host site commits to protecting trainees by establishing a plan for teaching out trainees currently enrolled should it decide to discontinue offering the program. |

**Describe how the fellowship program is supported by the host site:**

[Insert narrative here]

**Describe how the host site ensures that sufficient funding resources are provided to sustain the program:**

[Insert narrative here]

**Describe the host site’s commitment to establishing a teach out plan should circumstances require the program to close:**

[Insert narrative here]

|  |
| --- |
| **FELLOWSHIP STANDARD 4: Assessment**  Assessment is an integral component of any quality social work education program. Assessment involves the systematic gathering of data about trainee performance and competency attainment in support of the program’s mission and goals. Assessment also involves gathering data regarding the curriculum and learning environment in a commitment to ongoing continuous program improvement. Given that social work practice is complex and multidimensional, the assessment methods used by programs and the data collected may vary by context.  The program systematically gathers data, monitors outcomes, and analyzes information to determine the effectiveness of the program and the extent to which the program’s mission and goals are achieved. The evaluation process is planned, organized, scheduled, and documented to ensure ongoing quality education in the program’s defined area(s) of social work practice. The timing and procedures administered are appropriate for the program context and structure.  As a result of the assessment process, the program makes iterative changes to continuously strengthen the program’s mission and goals, curriculum, learning environment, and assessment methods utilized.  \**Underlined terms are defined in the glossary of the* [*Post-Master’s Social Work Fellowship Accreditation Standards*](https://www.cswe.org/accreditation/info/post-master-s-social-work-fellowship-accreditation/). |

|  |
| --- |
| **4.1**  **Program Mission and Goals Assessment:** The program annually gathers data, monitors outcomes, and analyzes information to assess achievement of the program’s mission and goals. |

**Describe the program’s process for annually gathering data, monitoring outcomes, and analyzing the information:**

[Insert narrative here]

**Describe how the program assessment procedures specifically evaluate the program’s mission and each of the individual program goals:**

[Insert narrative here]

**Describe how the program utilizes the program assessment procedures to evaluate whether changes to the program’s mission and goals are warranted:**

[Insert narrative here]

|  |
| --- |
| **4.2** **Curriculum Assessment:** The program annually gathers data, monitors outcomes, and analyzes information to assess curriculum effectiveness via attainment of competencies specific to the program’s defined area(s) of social work practice. |

|  |
| --- |
| **4.2.1** **Competency Assessment:** The program implements a systematic process for ongoing assessment of trainee outcomes for all Fellowship Competencies identified in 2.2.1. Assessment of competence is done throughout the course of the program and by the appropriate program instructors. Feedback is provided to the trainee at regular intervals to ensure timely program completion and appropriate progression of trainee advancement. |

**Complete the form below to describe the process used to assess attainment of each of the Fellowship Competencies identified in Fellowship Standard 2.2.1.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Area of Practice**: | | | | |
| Assessment Instrument | Competencies Assessed | When Assessed | Where Assessed | How Assessed |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Provide copies of the assessment tools utilized to assess all Fellowship Competencies identified in Fellowship Standard 2.2.1:**

[Embed blank copies of assessment tools here]

**Describe how and when feedback is provided to the trainee:**

[Insert narrative here]

|  |
| --- |
| **4.2.2** The program implements an annual process for evaluating whether the program’s didactic and fellowship practice experience offerings prepare trainees with substantive expertise in the program’s defined area(s) of social work practice. Specifically, the program evaluates the curriculum based on trainee achievement. |

**Describe the assessment processes utilized to evaluate the didactic component of the program:**

[Insert narrative here]

**Describe the assessment processes utilized to evaluate the fellowship practice experience component of the program:**

[Insert narrative here]

|  |
| --- |
| **4.2.3** The program implements an annual process for evaluating trainee outcomes and their implications for program renewal across program delivery options. Program delivery options include multiple program formats or variances in how trainees complete didactic components or use practice sites. |

**Describe the assessment process utilized to assess the relationship between trainee outcomes and program delivery options authorized by the program:**

[Insert narrative here]

**Describe the program’s data review process and how decisions are made to renew or change program components or program delivery options:**

[Insert narrative here]

|  |
| --- |
| **4.3 Learning Environment Assessment:** The program systematically gathers data, monitors outcomes, analyzes information to assess the effectiveness of the program’s learning environment in preparing all trainees for professional practice in the program’s defined area(s) of social work practice. |

|  |
| --- |
| **4.3.1** The program implements a systematic process for ongoing assessment of the learning environment, including administrative policies, and how it conducts program orientation. At a minimum, the process is conducted once per cohort and involves data from multiple sources, including the program trainees and instructors. |

**Describe the assessment process utilized to assess the admission criteria, program orientation, and administrative policies:**

[Insert narrative here]

**Describe how the program utilizes the results to evaluate whether changes to the admissions criteria, program orientation, or administrative policies are warranted:**

[Insert narrative here]

|  |
| --- |
| **4.3.2** The program implements an annual process for evaluating instructors which may include assessment of teaching ability, supervision, and trainee support. Data are gathered from multiple sources, including trainees, and feedback is provided annually to the instructors for continued program improvement. |

**Describe the process used to assess instructor performance:**

[Insert narrative here]

**Describe how and when feedback is provided to the instructors:**

[Insert narrative here]

|  |
| --- |
| **4.3.3** The program implements an annual process for evaluating the program’s administrative structure which includes assessment of the program director’s and, if applicable, the program coordinator’s, administrative abilities, ability overseeing the curriculum, and effectiveness in meeting the roles and responsibilities established by the program. Data are gathered from multiple sources, including program trainees and instructors. Feedback is provided annually to the program director and the program coordinator, if applicable, for continued program improvement. |

**Describe the process used to assess the performance of the program director (and program coordinator, if applicable):**

[Insert narrative here]

**Describe how and when feedback is provided to the program director (and program coordinator, if applicable):**

[Insert narrative here]

|  |
| --- |
| **4.4** **Assessment of Program Effectiveness:** The program annually gathers data, monitors outcomes, and analyzes information regarding program completion and the post-completion preparedness of fellows to assess the effectiveness of the program and guide the program’s ongoing continuous improvement efforts. |

|  |
| --- |
| **4.4.1** The program implements an annual process for evaluating program completion data. The program’s process includes calculating the program’s completion rates, and time to complete the program for each program delivery option. |

**Provide the program’s completion rates for each program delivery option:**

[Insert narrative here]

**Provide a summary of the time fellows have needed to complete the program:**

[Insert narrative here]

|  |
| --- |
| **4.4.2** The program implements an annual process for evaluating post-completion preparedness of fellows for practice in the program’s defined area(s) of social work of practice, for each program delivery option. The program’s process may include collecting information from fellows, employers, or other stakeholders. |

**Describe the process used to assess post-completion preparedness of fellows for each program delivery option:**

[Insert narrative here]

**Provide a summary of these results for each program delivery option:**

[Insert narrative here]

|  |
| --- |
| **4.4.3** The program analyzes information regarding program completion and the post-completion preparedness of fellows to guide the program’s ongoing continuous improvement efforts. |

**Describe how the program utilizes these outcomes data for ongoing continuous quality improvement:**

[Insert narrative here]

**Provide a summary of changes made as a result:**

[Insert narrative here]