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**Board of Accreditation (BOA)**

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

*Baccalaureate and Master’s Social Work Program Accreditation*

**Timetable for Candidate Programs**

**October 2024 - October 2026 Agenda | Retroactive Accreditation to Fall 2024**

# [Choosing a Timetable:](https://www.cswe.org/accreditation/policies-process/candidacy/)

Begin the candidacy planning process by identifying when the program plans to admit its first students into its social work program (if it is intended that these students would be under the program’s retroactive accreditation[[1]](#footnote-2)). This will assist in determining the academic year in which the program will plan to be granted candidacy status, which then determines which timetables to follow. Once a timetable is chosen by a program, it is suggested that the program review the activities, dates, and submission instructions to determine the steps necessary to be eligible for the selected timetable. **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](http://www.cswe.org/accreditationpolicies)).

**Timetable to Pre-Candidacy Status**

| Activity or Document | Date | Submission Instructions |
| --- | --- | --- |
| Program attends [Drop-In Group Consultations](https://www.cswe.org/accreditation/scopeandservices/new-program-applicants/)with CSWE Staff *(optional)* | Every two (2) weeks | N/A |
| Program prepares to submit [Candidacy Eligibility Application](https://www.cswe.org/accreditation/policies-process/candidacy/):   * Institutional approval and supports * Regional accrediting body approval (if applicable) * Appropriate state, district, or territory-level higher education authority approval (if applicable) | Prior to submitting the [Candidacy Eligibility Application](https://www.cswe.org/accreditation/policies-process/candidacy/) | N/A |
| Review the [Faculty Hiring Grid](https://www.cswe.org/accreditation/policies-process/candidacy/)for more information. | Prior to submitting the [Candidacy Eligibility Application](https://www.cswe.org/accreditation/policies-process/candidacy/) | N/A |
| Program submits [Candidacy Eligibility Application](https://www.cswe.org/accreditation/policies-process/candidacy/) | On a rolling basis\*\*At least 30 days prior to planned submission of the program’s *Benchmark 1* documents for staff approval | The program emails the application to [accreditation@cswe.org](mailto:accreditation@cswe.org) |
| Program submits [Candidacy Eligibility Fee](https://www.cswe.org/accreditation/policies-process/candidacy/) | On a rolling basis\*  \*Candidacy eligibility fee must be received prior to candidacy eligibility application approval | Follow directions on the [Candidacy Eligibility Application](https://www.cswe.org/accreditation/policies-process/candidacy/)  Direct fee or invoice questions to [feesaccred@cswe.org](mailto:feesaccred@cswe.org) |
| CSWE staff approves Candidacy Eligibility Application | Within 30 days of submission | N/A |
| * **At least two (2) full-time faculty hired with principal assignment (51% or more)** **to the program that is seeking candidacy**, with a start date no later than 30 days prior to candidacy visit 1 * The **program director** role hired, with a start date no later than 30 days prior to candidacy visit 1 * The **field director** role hired, with a start date no later than 30 days prior to candidacy visit 1   *See* [*Faculty Hiring Grid*](https://www.cswe.org/accreditation/policies-process/candidacy/) *for more information* | Prior to submitting the Benchmark 1 for Staff Approval | N/A |
| Program submits *Benchmark 1* documents for staff approval (Volumes 1, 2, and 3) using the [Required Benchmark 1 Template](http://www.cswe.org/2022EPAStoolkit) for Volume 1 and using the [2022 Interpretation Guide](http://www.cswe.org/2022EPAStoolkit) to provide guidance for developing clear and concise written compliance narratives | On a rolling basis\*  \*Submitting the document 6-months in advance (June 1, 2023) is a best-practice, not a required due date. | The program emails the application to the [Director of Accreditation Operations](https://www.cswe.org/accreditation/about/contacts/) |
| CSWE staff review and provide iterative feedback on *Benchmark* 1 until approvalCSWE staff approve *Benchmark 1* and places program on an agenda for Candidacy Review  * Program is granted Pre-Candidacy status * Program is added to the [Directory of Accredited Programs](https://www.cswe.org/accreditation/about/directory/?) * Program is assigned an Accreditation Specialist | On a rolling basis\* \*First 10 *Benchmark 1* documents approved by December 1, 2023, are placed on October 2024 BOA Agenda for candidacy review with a retroactive accreditation date of Fall 2024. (Next 10 *Benchmark 1* documents approved are placed on the February 2025 BOA Agenda) | N/A |

**Timetable to Candidacy Status**

| Activity or Document | Date | Submission Instructions |
| --- | --- | --- |
| CSWE invoices program for the [Candidacy Visit 1 Fee](https://www.cswe.org/accreditation/policies-process/candidacy/) via email | December 1, 2023 | N/A |
| The program pays the Candidacy Visit 1 fee | No later than January 1, 2024 | Direct fee or invoice questions to [feesaccred@cswe.org](mailto:feesaccred@cswe.org) |
| CSWE Staff assigns a BOA member for Candidacy Visit 1 | No later than January 1, 2024 | N/A |
| Program contacts BOA member visitor to begin planning per policy *5.9 Candidacy Visits 1, 2, & 3* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) | Within 2 weeks of visitor assignment | N/A |
| Program and visitor select a visit date and program documents date to CSWE per policy *5.9 Candidacy Visits 1, 2, & 3* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) | No later than 30 days prior to the candidacy visit | Program submits the [Candidacy Visit Date Log](https://forms.office.com/r/FJNJEiZbAL) |
| The program’s primary contact confirms visit arrangements such as travel plans, hotel accommodations, and workspace requirements in the hotel and on campus (for in-person visits) with the visitor per policy *5.9 Candidacy Visits 1, 2, & 3* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) | No later than 30 days prior to the candidacy visit | N/A |
| Programs reviewed under the **2022 EPAS** submit:  *Benchmark 1* documents for BOA review(Volumes 1, 2, and 3) using the [Required Benchmark 1 Template](http://www.cswe.org/2022EPAStoolkit) for Volume 1 | No less than 30 days prior to the candidacy visit | The program emails the 3 *Benchmark 1* documents to the BOA member visitor and the program’s [CSWE accreditation specialist](https://www.cswe.org/accreditation/info/contact-accreditation-staff/) |
| Programs reviewed under the **2015 EPAS** submit:  *Benchmark 1* documents for BOA review ([Benchmark 1 Review Brief](https://www.cswe.org/accreditation/policies-process/2015-epas-toolkit/2015-epas-accreditation-toolkit/), and Volumes 1, 2, and 3) using the [Optional Benchmark 1 Template](https://www.cswe.org/2015EPAStoolkit) for Volume 1 | No less than 30 days prior to the candidacy visit | The program emails the 4 *Benchmark 1* documents to the BOA member visitor and the program’s [CSWE accreditation specialist](https://www.cswe.org/accreditation/info/contact-accreditation-staff/) |
| The program’s primary contact and visitor jointly finalize the candidacy visit schedule per policy *5.9 Candidacy Visits 1, 2, & 3* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) | No less than 1-week prior to the visit | N/A |
| Candidacy Visit 1 occurs  For more information candidacy visits, review policy *5.9 Candidacy Visits 1, 2, & 3* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) | Between March 1, 2024 – May 31, 2024 | N/A |
| BOA Member Visitor submits the  Candidacy Visit Report per policy *5.10 Candidacy Visits 1, 2, & 3* *Reports* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) | Within 2 weeks of the last day of the visit | The BOA visitor e-mails visit report to the program’s [CSWE accreditation specialist](https://www.cswe.org/accreditation/info/contact-accreditation-staff/) to review, finalize, and forward to the program |
| Program responds to the Candidacy Visit Report policy *5.11 Program Response to the Candidacy Visits 1, 2, & 3* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) | Within 2 weeks of receiving the Candidacy Visit Report | The program e-mails the Program Response to the program’s [CSWE accreditation specialist](https://www.cswe.org/accreditation/info/contact-accreditation-staff/) |
| BOA reviews the program’s *Benchmark 1, Candidacy Visit Report, and Program Response* to make a candidacy decision  Decision types are detailed in policy *5.12 BOA Benchmark 1 Decisions* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) | **October 2024 BOA Meeting** | N/A |
| All BOA letters are issued 30-days after the meeting | November 2024 | N/A |

**Timetable to 2nd Year of Candidacy Status**

| Activity or Document | Date | Submission Instructions |
| --- | --- | --- |
| CSWE invoices program for the [Candidacy Visit 2 Fee](https://www.cswe.org/accreditation/policies-process/candidacy/) via email | November 1, 2024 | N/A |
| The program pays the Candidacy Visit 2 fee | No later than November 15, 2024 | Direct fee or invoice questions to [feesaccred@cswe.org](mailto:feesaccred@cswe.org) |
| CSWE Staff assigns a BOA member for Candidacy Visit 2 | No later than January 1, 2025 | N/A |
| Program contacts BOA member visitor to begin planning per policy *5.9 Candidacy Visits 1, 2, & 3* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) | Within 2 weeks of visitor assignment | N/A |
| Program and visitor select a visit date and program documents date to CSWE per policy *5.9 Candidacy Visits 1, 2, & 3* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) | No later than 30 days prior to the candidacy visit | Program submits the [Candidacy Visit Date Log](https://forms.office.com/r/FJNJEiZbAL) |
| The program’s primary contact confirms visit arrangements such as travel plans, hotel accommodations, and workspace requirements in the hotel and on campus (for in-person visits) with the visitor per policy *5.9 Candidacy Visits 1, 2, & 3* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) | No later than 30 days prior to the candidacy visit | N/A |
| Programs reviewed under the **2022 EPAS** submit:  *Benchmark 2* documents for BOA review(Volumes 1, 2, and 3) using the [Required Benchmark 1 Template](http://www.cswe.org/2022EPAStoolkit) for Volume 1 | No less than 30 days prior to the candidacy visit | The program emails the 3 *Benchmark 2* documents to the BOA member visitor and the program’s [CSWE accreditation specialist.](https://www.cswe.org/accreditation/info/contact-accreditation-staff/) |
| Programs reviewed under the **2015 EPAS** submit:  *Benchmark 2* documents for BOA review([Benchmark 1 Review Brief](https://www.cswe.org/accreditation/policies-process/2015-epas-toolkit/2015-epas-accreditation-toolkit/), and Volumes 1, 2, and 3) using the [Optional Benchmark 1 Template](https://www.cswe.org/2015EPAStoolkit) for Volume 1 | No less than 30 days prior to the candidacy visit | The program emails the 4 *Benchmark 2* documents to the BOA member visitor and the program’s [CSWE accreditation specialist](https://www.cswe.org/accreditation/info/contact-accreditation-staff/) |
| The program’s primary contact and visitor jointly finalize the candidacy visit schedule per policy *5.9 Candidacy Visits 1, 2, & 3* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) | No less than 1-week prior to the visit | N/A |
| Candidacy Visit 2 occurs  For more information candidacy visits, review policy *5.9 Candidacy Visits 1, 2, & 3* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) | Between March 1, 2025 – May 31, 2025 | N/A |
| BOA Member Visitor submits the  Candidacy Visit Report per policy *5.10 Candidacy Visits 1, 2, & 3* *Reports* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) | Within 2 weeks of the last day of the visit | The BOA visitor e-mails visit report to the program’s [CSWE accreditation specialist](https://www.cswe.org/accreditation/info/contact-accreditation-staff/) to review, finalize, and forward to the program |
| Program responds to the Candidacy Visit Report policy *5.11 Program Response to the Candidacy Visits 1, 2, & 3* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) | Within 2 weeks of receiving the Candidacy Visit Report | The program e-mails the Program Response to the program’s [CSWE accreditation specialist](https://www.cswe.org/accreditation/info/contact-accreditation-staff/) |
| BOA reviews the program’s *Benchmark 2, Candidacy Visit Report, and Program Response* to make a candidacy decision  Decision types are detailed in policy *5.13 BOA Benchmark 2 Decisions* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) | **October 2025 BOA Meeting** | N/A |
| All BOA letters are issued 30-days after the meeting | November 2025 | N/A |

**Timetable to Initial Accreditation**

| Activity or Document | Date | Submission Instructions |
| --- | --- | --- |
| Program submits [Initial Accreditation Eligibility Application](https://www.cswe.org/accreditation/policies-process/candidacy/) | November 1, 2025 | The program e-mails application to [accreditation@cswe.org](mailto:accreditation@cswe.org) |
| CSWE invoices program for the [Initial Accreditation Fee](https://www.cswe.org/accreditation/policies-process/candidacy/) via email | November 1, 2025 | N/A |
| The program pays the Initial Accreditation fee | No later than November 15, 2025 | Direct fee or invoice questions to [feesaccred@cswe.org](mailto:feesaccred@cswe.org) |
| CSWE Staff assigns a BOA member for Candidacy Visit 3 | No later than January 1, 2026 | N/A |
| Program contacts BOA member visitor to begin planning per policy *5.9 Candidacy Visits 1, 2, & 3* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) | Within 2 weeks of visitor assignment | N/A |
| Program and visitor select a visit date and program documents date to CSWE per policy *5.9 Candidacy Visits 1, 2, & 3* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) | No later than 30 days prior to the candidacy visit | Program submits the [Candidacy Visit Date Log](https://forms.office.com/r/FJNJEiZbAL) |
| The program’s primary contact confirms visit arrangements such as travel plans, hotel accommodations, and workspace requirements in the hotel and on campus (for in-person visits) with the visitor per policy *5.9 Candidacy Visits 1, 2, & 3* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) | No later than 30 days prior to the candidacy visit | N/A |
| Programs reviewed under the **2022 EPAS** submit:  *Benchmark 3* documents for BOA review(Volumes 1, 2, and 3) using the [Required Benchmark 1 Template](http://www.cswe.org/2022EPAStoolkit) for Volume 1 | No less than 30 days prior to the candidacy visit | The program emails the 3 *Benchmark 3* documents to the BOA member visitor and the program’s [CSWE accreditation specialist](https://www.cswe.org/accreditation/info/contact-accreditation-staff/) |
| Programs reviewed under the **2015 EPAS** submit:  *Benchmark 3* documents for BOA review([Benchmark 1 Review Brief](https://www.cswe.org/accreditation/policies-process/2015-epas-toolkit/2015-epas-accreditation-toolkit/), and Volumes 1, 2, and 3) using the [Optional Benchmark 1 Template](https://www.cswe.org/2015EPAStoolkit) for Volume 1 | No less than 30 days prior to the candidacy visit | The program emails the 4 *Benchmark 3* documents to the BOA member visitor and the program’s [CSWE accreditation specialist](https://www.cswe.org/accreditation/info/contact-accreditation-staff/) |
| The program’s primary contact and visitor jointly finalize the candidacy visit schedule per policy *5.9 Candidacy Visits 1, 2, & 3* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) | No less than 1-week prior to the visit | N/A |
| Candidacy Visit 3 occurs  For more information candidacy visits, review policy *5.9 Candidacy Visits 1, 2, & 3* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) | Between March 1, 2026 – May 31, 2026 | N/A |
| BOA Member Visitor submits the  Candidacy Visit Report per policy *5.10 Candidacy Visits 1, 2, & 3* *Reports* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) | Within 2 weeks of the last day of the visit | The BOA visitor e-mails visit report to the program’s [CSWE accreditation specialist](https://www.cswe.org/accreditation/info/contact-accreditation-staff/) to review, finalize, and forward to the program. |
| Program responds to the Candidacy Visit Report policy *5.11 Program Response to the Candidacy Visits 1, 2, & 3* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) | Within 2 weeks of receiving the Candidacy Visit Report | The program e-mails the Program Response to the program’s [CSWE accreditation specialist](https://www.cswe.org/accreditation/info/contact-accreditation-staff/) |
| BOA reviews the program’s *Benchmark 3, Candidacy Visit Report, and Program Response* to make a candidacy decision  Decision types are detailed in policy *5.14 BOA Benchmark 3/Initial Accreditation Decisions* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) | **October 2026 BOA Meeting** | N/A |
| All BOA letters are issued 30-days after the meeting | November 2026 | N/A |

1. Per policy *5.2 Retroactive Accredited Status* in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies)), 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). [↑](#footnote-ref-2)