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**Board of Accreditation (BOA)**

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

*Baccalaureate and Master’s Social Work Program Accreditation*

**Timetable for Reaffirmation | February 20## Agenda**

# Directions

Begin your reaffirmation planning process by identifying the program's next reaffirmation date. This date can be identified via the following ways:

1. Listed in the [Directory of Accredited Programs](https://www.cswe.org/accreditation/about/directory) in the "Next Accreditation Review" date field.
2. Stated in the program's last decision letter issued by the Board of Accreditation.
3. Primary contacts may contact the program's CSWE accreditation specialist to verify. The program's primary contact is selected by each program and identified in the [Directory of Accredited Programs](https://www.cswe.org/accreditation/about/directory).

To complete a blank timetable, input the program's next reaffirmation date into the last row on the table and work backwards from the final decision date to input all preceding due dates.

| Activity or Document | Date | Submission Instructions |
| --- | --- | --- |
| Program participates in optional [Reaffirmation training](https://www.cswe.org/accreditation/training/) | 2-3 years before the program's next reaffirmation date, identified in the final row of this timetable. | N/A |
| CSWE invoices program for the [Reaffirmation Eligibility Fee](https://www.cswe.org/accreditation/reaffirmation) via email | December 1, 20## | N/A |
| Program submits payment of the [Reaffirmation Eligibility Fee](https://www.cswe.org/accreditation/reaffirmation) | February 1, 20## | Mail the payment to CSWE:  333 John Carlyle Street, Suite 400 Alexandria, VA 22314  Direct fee or invoice questions to [feesaccred@cswe.org](mailto:feesaccred@cswe.org). |
| Final date for the program to submit an optional [*Timetable Change Request Form*](https://www.cswe.org/accreditation/reaffirmation) to temporarily delay the reaffirmation cycle  Learn more in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) | February 1, 20## | Email the optional form to the program’s [CSWE accreditation specialist.](https://www.cswe.org/accreditation/info/contact-accreditation-staff/) |
| Program completes the [Site Visit Planning Form](https://www.cswe.org/accreditation/reaffirmation) online | February 1, 20## | Complete the electronic form. |
| Program submits the [*Reaffirmation Accreditation Eligibility Application*](https://www.cswe.org/accreditation/reaffirmation) | March 1, 20## | Email the application to the program’s [CSWE accreditation specialist.](https://www.cswe.org/accreditation/info/contact-accreditation-staff/) |
| Programs reviewed under the **2022 EPAS** submit:  The[*Reaffirmation Self-Study*](https://www.cswe.org/accreditation/reaffirmation)Volumes 1, 2, and 3 | April 1, 20## | Email the 3 documents to the program’s [CSWE accreditation specialist.](https://www.cswe.org/accreditation/info/contact-accreditation-staff/) |
| Programs reviewed under the **2015 EPAS** submit:  The[*Reaffirmation Self-Study*](https://www.cswe.org/accreditation/reaffirmation)Volumes 1, 2, and 3; and the [*Reaffirmation Review Brief*](https://www.cswe.org/accreditation/reaffirmation) | April 1, 20## | Email the 4 documents to the program’s [CSWE accreditation specialist.](https://www.cswe.org/accreditation/info/contact-accreditation-staff/) |
| [CSWE Accreditation Volunteer Coordinator](https://www.cswe.org/accreditation/info/contact-accreditation-staff/) assigns a site visitor and confirms the visit date via email  All visit planning is completed directly between the program and visitor | By April 1, 20## | N/A |
| CSWE invoices program for the [Reaffirmation Fee](https://www.cswe.org/accreditation/reaffirmation) via email | May 1, 20## | N/A |
| Program submits payment of the [Reaffirmation Fee](https://www.cswe.org/accreditation/reaffirmation) | July 1, 20## | Mail the payment to CSWE:  333 John Carlyle Street, Suite 400 Alexandria, VA 22314  Direct fee or invoice questions to [feesaccred@cswe.org](mailto:feesaccred@cswe.org). |
| BOA reviews the program’s *Reaffirmation Self-study* and issues the *Letter of Instruction (LOI)* to the site visitor  All BOA letters are issued 30-days after the meeting | **June 20## BOA Meeting** | N/A |
| Programs reviewed under the **2022 EPAS** or **2015 EPAS** email their [*Reaffirmation Self-Study*](https://www.cswe.org/accreditation/reaffirmation)Volumes 1, 2, and 3 to the site visitor | 30-days prior to the site visit date | Email the 3 documents to the assigned site visitor. |
| Site visit occurs | Between September 15, 20## –  October 15, 20## | N/A |
| Site visitor submits the *Site Visit Report* to the program’s CSWE accreditation specialist via email | Within 2-weeks of the conclusion of the site visit | N/A |
| CSWE accreditation staff review, finalize, and issue the *Site Visit Report* to the program via email with instructions to complete next steps | Varies | N/A |
| Program submits a *Program Response* to the *Site Visit Report* | Within 2-weeks of the receiving the *Site Visit Report* | Email the document to the program’s [CSWE accreditation specialist.](https://www.cswe.org/accreditation/info/contact-accreditation-staff/) |
| BOA reviews the *Letter of Instruction (LOI)* to the site visitor, *Site Visit Report*, and *Program Response* BOA issues a reaffirmation determination All BOA decision letters are issued 30-days after the meeting  Learn more about reaffirmation decision types in the [Accreditation Policy Handbook](http://www.cswe.org/accreditationpolicies) | **February 20## BOA Meeting** | N/A |