



COUNCIL ON SOCIAL WORK EDUCATION

Required Format of Materials Submitted to the COA

FORMAT

All documents submitted to the COA should be formatted as follows:

- Use 12-point Times New Roman, Calibri, or Arial font;
- No word limit, but readers appreciate brevity.
- Margins, indentations, and subheadings should be consistent.
- Pagination should be continuous throughout Volume I.
- Single space all documents.
- Include a table of contents in each volume identifying component parts.
- Cover page on each volume should identify program/institution name, primary contact, level, EPAS version (2015 or 2008), date submitted, and document title.
- Refer to the APA Publication Manual, 6th ed. for all other matters of style.

Review Brief (for Reaffirmation or Candidacy Self-Studies)

- Review Briefs are the Commissioner's guide to locating information. Fill out the form completely and check for accuracy. Do not complete Compliance/Concern column, as that column will be completed by the Commissioners.
- There are different review briefs for Reaffirmation (*Accreditation Review Brief*), Candidacy Visit 1 (*Benchmark I Review Brief*), Candidacy Visit 2 (*Benchmark II Review Brief*) and Initial Accreditation, aka Candidacy Visit 3 (*Initial Accreditation Review Brief*). Please use the proper form.
- Identify program options on page 2. Program options refer to all locations or delivery methods where your entire program is offered.
- Do NOT make any changes to the form.

Self-Study (Benchmark, Initial and Reaffirmation)

- *VOLUME 1: Narrative Responses to Accreditation Standards*
 - Follow the appropriate review brief as your outline (e.g. benchmark/initial review brief candidacy programs or reaffirmation review brief for accredited programs).
 - Include the exact text of each standard in bold face and follow it with a narrative response to the standard. It is not required to include the educational policy (EP) text.
 - Address each component of the standard in your response and use subheadings when appropriate.
 - Use terminology consistent with the [2015 EPAS and Glossary](#).
 - Information and relevant documentation for each standard is included directly in response to that standard (not as appendices). Commissioners will not search through the document for requested information.
 - All forms, tables, and matrices should be inserted into the narrative (not as appendices). Required forms (under [Self-Study Forms](#)) include: faculty data form, faculty summary form, program expenses budget, and librarian's report.
 - If the forms become too lengthy (particularly for larger programs) programs may include them in an appendix. Please be sure that they're clearly labeled with page numbers in the volume 1 narrative directing the reader to their location.

- When including tables, charts, or matrices, always explain how to read or interpret the graphic in the accompanying narrative. For guidance on how best to present tables, charts, and matrices, use the APA Publication Manual, 6th Ed.
- Program options, defined in the [2015 EPAS](#) glossary as locations and/or delivery methods, should explicitly addressed in response to every standard. In cases where all program options are identical with respect to the program's response to the accreditation standard, state this clearly.
- There are a series of samples available on our [website](#) (select Resources).
- *VOLUME 2: Syllabi*
 - Syllabi should be consistent in format. The Commission on Accreditation does not have guidelines or requirements for syllabi. However, syllabi will not be considered to provide evidence that course content meets accreditation standards if they are absent, incomplete, or contain TBD content.
 - Each syllabus discussed in the curriculum matrix should be included in Volume 2.
 - Provide only a master syllabus when there are multiple sections of a course.
- *VOLUME 3: Handbook, Manual, & Appendices*
 - The student handbook and field manual must be included in Volume 3.
 - Any additional documentation being provided should be included in this volume.
 - A table of contents for Volume 3 must be provided.
 - All documents provided in Volume 3 must be in the table of contents
 - A searchable cover page using wording that is identical to the table of contents must precede all documents in Volume 3.

Program Responses and Reports

- Follow the letter from the Commission on Accreditation as your outline.
 - Program responses to visitor reports **MUST** include the language from the visit report.
- Include the exact text of each standard in bold face and follow it with a narrative response to the standard. It is not required to include the educational policy (EP) text.
- Address each component of the standard in your response and use subheadings when appropriate.
- Information and relevant documentation for each standard is included directly in response to that standard (not as appendices). Commissioners will not search through the document for requested information.
- All forms, tables, and matrices should be inserted into the narrative (not as appendices). Required forms (select [Self-Study Forms](#)) include: faculty data form, faculty summary form, program expenses budget, and librarian's report.
- When including tables, charts, or matrices, always explain how to read or interpret the graphic in the accompanying narrative.
- There are a series of samples available on our [website](#) (select Resources).
- Do not edit or refer to previously submitted documents. Commissioners must be able to determine compliance with the standard without referring to documents not provided in this response or report.
- Each program option, defined in the [2015 EPAS](#) glossary as location and/or delivery methods, should explicitly addressed in response to every standard.

ELECTRONIC COPY SUBMISSION

- **Acceptable Document Types**
 - Microsoft Word Documents
 - Review Briefs must be submitted in MS Word
 - Searchable Adobe PDF Documents
 - Program Response Documents
 - Self-Study Volumes

□ **Searchability**

- All documents must be searchable
 - Do **NOT** scan documents
 - MS Word or other word-processing documents should be converted to PDF using the word processor's Save As PDF or Print function.
 - Short supporting documentation such as letters or Memos are an exception to the "no scanning" rule.
 - Letters or memos that provide documentation of the program or field director's full-time appointment may be scanned providing:
 - Scanned documents **MUST** be preceded by a searchable cover sheet indicating what the scanned document is and the standard for which it has been provided.
 - The language used in the cover sheet must be identical to the language used in the document index.
 - Scanned documents may **NOT** be longer than three pages.

□ **Self-Study Documents**

- Submit no more than four files for reaffirmation or candidacy
 1. *Volume 1* is a single document that includes the entire program narrative response to accreditation standards in PDF or MS Word format.
 2. *Volume 2* is a single document that includes all program syllabi for courses discussed on the curriculum matrix in PDF or MS Word format.
 - All course content discussed on the curriculum matrix **MUST** be included on the corresponding syllabus in Volume 2.
 3. *Volume 3* is a single document that includes the student handbook, the field manual, all other appendices too lengthy for Volume 1, and a table of contents in PDF or MS Word format.
 4. *Review Brief* is a single document that **MUST** be submitted in MS Word format.
- Baccalaureate and master's program candidacy/reaffirmation self-studies may **NOT** be combined. For programs submitting undergraduate and graduate program materials simultaneously, a separate Volume 1, 2, 3 and review brief must be submitted for each program.
 - Each program is reviewed independently and accredited separately.
- Reaffirmation documents must be submitted directly to the program's CSWE Accreditation Specialist and to the site visitor (once assigned).
- Candidacy documents must be submitted to the program's CSWE Accreditation Specialist and the Commission Visitor.

□ **Program Responses and Reports**

- Program Responses and Progress Reports should be submitted as a single document in PDF or MS Word format.
 - Simple documents (i.e. without graphics, charts or tables) may be submitted as MS Word Documents.
 - Simple or complex documents may be submitted as Adobe PDF documents.

□ **Submitting Documents**

- Submit documents only via USB flash drives or by email.
- Since USB flash drives may fail, always include two drives, each with a complete set of documents.
- Documents will not be considered "submitted" until the Accreditation Specialist or Commission Visitor confirms that they have received and successfully opened.

- Do not send other electronic media such as CD's, DVD, or SD cards.

SUBMISSION DEADLINES

Reaffirmation

- Self-studies must be postmarked on or before the date due:

February agenda date	April 1st (previous year)
June agenda date	August 1st (previous year)
October agenda date	December 1st (previous year)

Candidacy

- Benchmark/initial self-studies must be submitted at least 30 days prior the commission visit.

Failure to submit materials on time may result in the program being placed on conditional status and/or being moved to another agenda date per Section 2.1.1 in the [EPAS Handbook](#).

NO ADDITIONAL MATERIALS WILL BE ACCEPTED AFTER THE SUBMISSION DATE.

Accreditation Specialists cannot accept materials between the time of shipping and COA review other than those submitted to the site visitor (Reaffirmation) or the Commission Visitor (candidacy) at the visit or when requested by the COA. Accreditation Specialists cannot amend or substitute materials.

Programs may submit additional materials to the visitor only at the time of the visit. All materials given the visitor must also be sent by the program to the Accreditation Specialist as part of the program response to the Site Visit Report (Reaffirmation) or Commission Visit Report (Candidacy).

FAILURE TO MEET THE DUE DATE MAY AFFECT YOUR ACCREDITATION STANDING.

RESOURCES

The Department of Social Work Accreditation (DOSWA) offers a variety of services to ensure the accreditation process is clear and valuable to your continuous improvement efforts.

- [2015 EPAS & Glossary](#) (select Resources)
- [2015 EPAS Overview](#) (select Resources)
 - Frames the standards and is updated periodically with interpretive information
- [EPAS Handbook](#)
 - Details the accreditation policies and procedures
- [Training](#)
 - Available at cost for both Candidacy and Reaffirmation processes
- [Consultations](#)
 - If you are unable to locate information/resources or wish to request a phone or video consultation, contact your program's Accreditation Specialist. Consultations with Specialists are reserved for the program's chosen primary contact and any designees identified in the program's database record. Review policy 1.2.4 in the EPAS Handbook