



COUNCIL ON SOCIAL WORK EDUCATION

Site Visitor Drop-In Session

August 14, 2026

12:00 – 1:00 PM ET



Today's Topics

Announcements

**Site Visit Planning
Refresher**

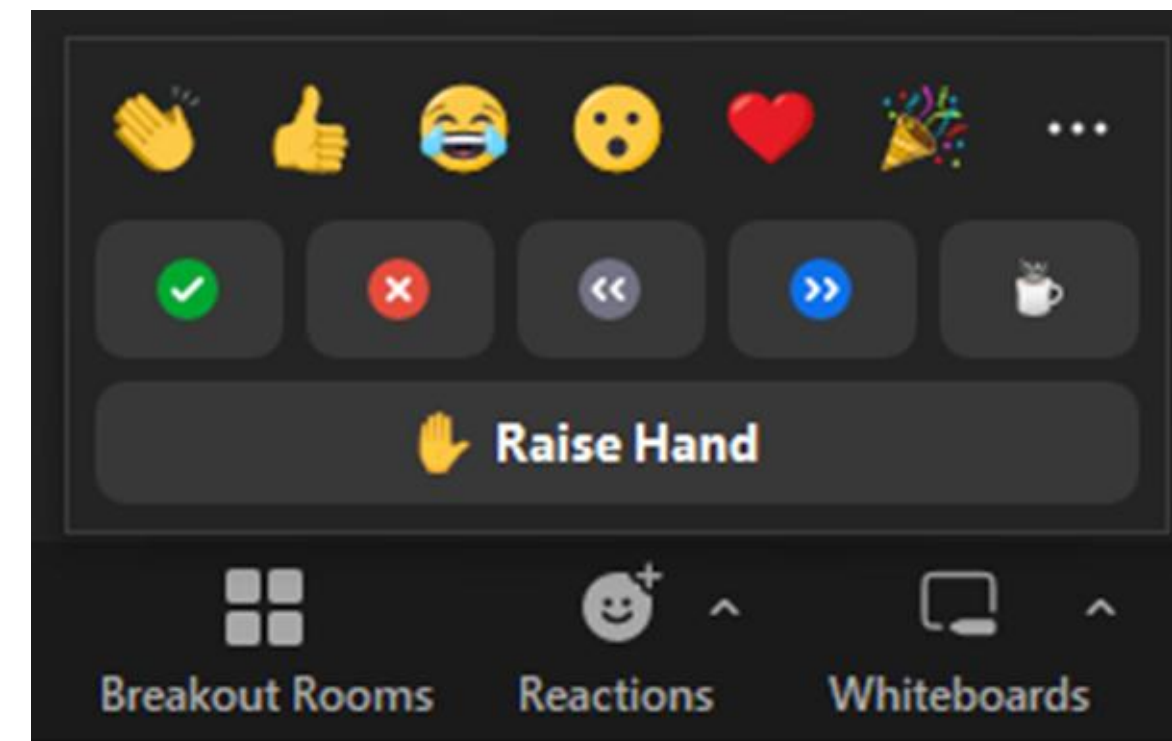
Discussion

Resources



Housekeeping

- Slide deck will be available on the Site Visitor Resources page
- We encourage self-care during this session!
 - Stand
 - Take a break
 - Step away
 - Stretch
 - Hydrate
 - Snack
- Please reserve questions until end of each section and either raise hand or use chat
- Turn on Zoom closed-captioning, if you need



Conversation Starter

**What is your Site Visitor
Super Power?**

**If you are preparing for your
first visit – what do you think
it will be?**



Announcements and Updates

Visit Matching Updates

- **Fall 2026 Visits** have been assigned and visit planning is underway.
- **Winter 2027 Visits** have been assigned and visit planning will take place this fall.
- **Spring 2027 Visits** will be assigned soon.
 - Site Visitor Availability Form will be sent in early September, due **October 1** if you want to be matched with a visit. Skip if not!
 - Visits will be assigned by **December 1**.



Next Drop-In Session Dates

December 4, 2026, 12-1 PM ET

- <https://cswe.zoom.us/meeting/register/hSjQZFobQAudx2CEGtf7Vg>

March 5, 2027, 12-1 PM ET

- <https://cswe.zoom.us/meeting/register/JgPTKnGMTXes3rWkMAHoWQ>

May 14, 2027, 12-1 PM ET

- https://cswe.zoom.us/meeting/register/1G1TJjUTMS-k9_34OarkA

August 13, 2027, 12-1 PM ET

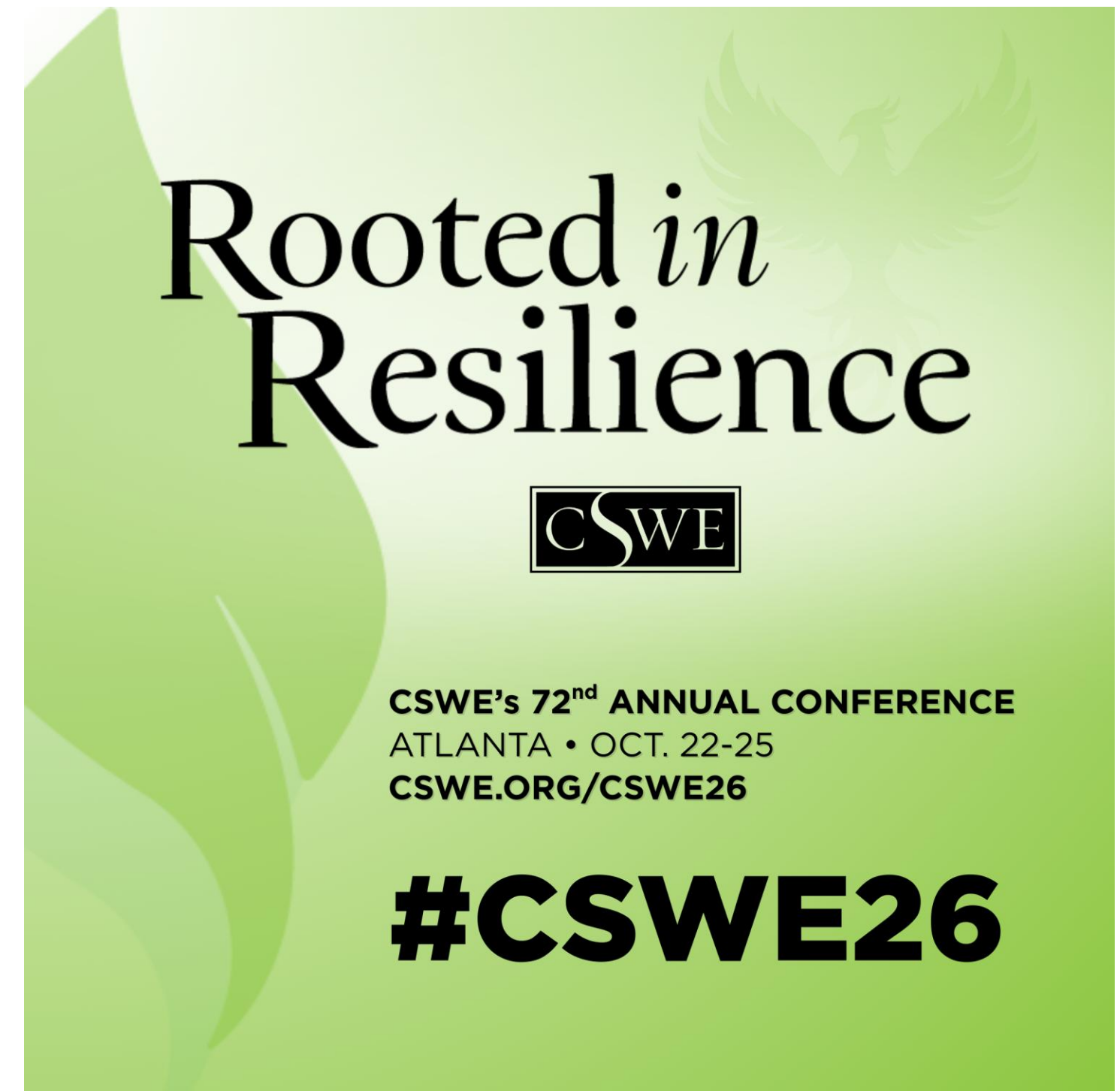
- https://cswe.zoom.us/meeting/register/owSjjDMjRHuNwhDdtX_8yw

Registration links are also available on the
[Site Visitor Resources](#) page at any time.



Annual Conference 2026

- **October 22-25, 2026**
- Site Visitor Connect Session
 - Open to site visitors only
- Site Visitor and Board of Accreditation Session
 - Open to all conference attendees
- Accreditation Volunteer Reception
 - Open to site visitors, BOA members, and FRC members
- Invitations with dates, times, and locations are coming soon!



Wrapping Up Summer!

- Annual Site Visitor Experience Survey
- Annual Recognition Letters
- New Website
- Site Visitor Training Sessions



Site Visit Planning Refresher

Refresher for Visitors

- **60 Days before the visit:** Programs should reach out to the visitor/s to start planning
- **30 days after the BOA meeting:** The specialist sends the LOI to the visitor/s and the program.
- **30 days before the visit:** Travel arrangements are finalized, reimbursement instructions should be sent, and the program sends their self-study
- **1 week before the visit:** The site visit schedule finalized between the visitor and program jointly
- **2 weeks after the visit:** The site visit report is due to the accreditation specialist



Visit Prep – Document Review

- Letter of Instruction (LOI) comes from the specialist – no less than 30 days after the BOA meeting before the visit.
- Self-study comes from the program – no less than 30 days before the scheduled visit date
- Visitors are expected to review the self-study in full, to understand the program's context better, but the most attention should be paid to areas listed in the LOI.
- For this reason, it can be helpful to wait to review the self-study until the LOI is sent.
- Visitors also use the General Questions Bank to select additional questions to ask the program, supplemental to the standard-specific questions in the LOI.

Letter of Instruction (LOI) Review

- Highly recommend using the accreditation toolkit while reviewing program documents – particularly the **Interpretation Guide (IG)**.
- Visitors are also encouraged to schedule a consultation with the program's accreditation specialist to review the LOI ahead of the visit.
- Both the IG and the specialist will provide additional context as to what the BOA is looking for in the site visit findings to answer the question cited in the LOI.
- While reviewing the LOI, visitors should use the site visit agenda to plan which stakeholder meeting each specific question listed in the LOI will be asked in.
 - [2022 EPAS | CSWE](#)
 - [2022 EPAS Accreditation Toolkit](#)
 - [2022-EPAS-Interpretation-Guide.pdf](#)



Visit Prep – Putting it together

- Which standard is cited in the Letter of Instruction (LOI)?
- What did the program say about that standard in the self-study?
- What did the BOA identify as being missing or unclear in the LOI? - **This is the information that the site visitor is looking to collect in the visit and document in the report, as specifically as possible.**
- What does the Interpretation Guide say about this standard? - **Use this to help clarify what specific information you are tasked with collecting from the program during the visit.**
- Which stakeholder group(s) is best suited to provide the information that the BOA has asked for? - **Plug that standard into the corresponding visit meeting on the agenda.**
- What would be helpful for the BOA to hear more about? What am I curious about after reviewing the program materials? - **Plan the general questions you'd like to ask (minimum of 1 required from each of the 5 general standards using the General Questions Bank).**



Setting the Tone and Stage

Setting the Tone and Stage on the Site Visit

Available on the [Site Visitor Resources](#) page.

Setting the Tone and Stage on the Site Visit | Optional Resource

Purpose:

- This is an optional resource to assist site visitors in setting the tone and stage while meeting with the program and its stakeholder on the site visit.
- We encourage site visitors to use this resource to assist in setting a collegial, friendly, and professional tone at the visit while setting clear boundaries and expectations.
- Site Visitors can use this as a guide during site visits and are welcome to modify the language to fit the situation and the visitor's own style.

Setting the Tone:

- Bring a warm and collegial attitude of partnership, as programs may have anxiety about the process
- Come with curiosity and not a “gotcha” mentality

Setting the Stage

- Abide by [ethical and behavioral guidelines](#) as well as their own professional boundaries
- Explain the accreditation process and site visitor role to all stakeholders

Visit Report

Visit Report Checklist



Department of Social Work Accreditation (DOSWA)
Baccalaureate and Master's Social Work Program Accreditation

2022 EPAS
Resource | Reaffirmation Site Visit Report Checklist

Directions:

This checklist is an optional tool for reaffirmation site visitors. Visitors may use this checklist prior to submitting a site visit report to the program's accreditation specialist to ensure formatting and content expectations are met.

☐	Presents factual observations and actions in written in third person without the use of first-person pronouns
☐	Should be written in complete sentences and in paragraph form
☐	Does not use bullet points or short-hand notes



ADEI and Site Visits

Navigating ADEI in Site Visits – During the Site Visit

Site Visitors DO:	Site Visitors DO NOT:
Discuss, observe, and document what the program presented	Offer guidance on legal or legislative matters
Refrain from providing input on legal or policy-related requirements	Reference state or federal laws in your report
Allow the program to explain its own context	Interpret or explain why a standard wasn't met if related to state or other laws
Focus on accreditation standards and evidence provided	Engage in policy-related dialogue or debate

Resource: [Navigating ADEI and Accreditation Site Visits](#)

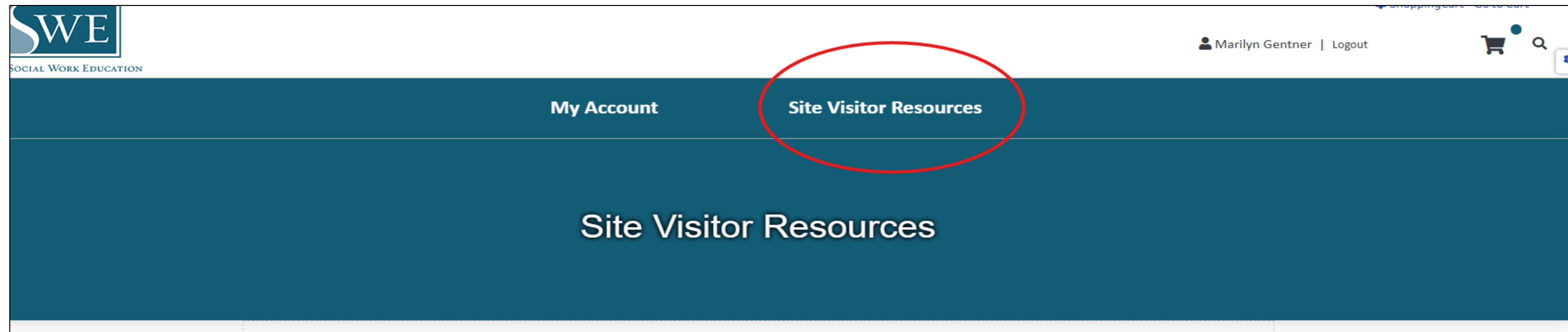


Open Discussion

Site Visitor Resources

How to Access the Site Visitor Resources Library

1. Go to membership.cswe.org/Site-Visitor-Resources
2. Login to your membership account (or link to your program to become a member, if needed)
 1. Click “keep me signed in if I close the browser” (for ease, if you choose)
3. Recommend bookmarking this page in your browser
4. “Site Visitor Resources” will appear at the top of your screen
5. Access resources anytime!



Accreditation Volunteer Resources

- All site visitor resources (not public): membership.cswe.org/Site-Visitor-Resources
- Reaffirmation site visits policies, templates, and resources: [Site Visit Information](#)
- Policies and procedures regarding the site visit can be found in section 6.6 and 6.7 of the [Accreditation-Policy-Handbook.pdf \(cswe.org\)](#)
- Information on becoming a site visitor: [Becoming a CSWE Site Visitor](#)
- Board of Accreditation Directory: [Board of Accreditation](#)

General Accreditation Resources

- Accreditation Homepage: [Accreditation | CSWE](#)
- Accreditation Policies: [Accreditation-Policy-Handbook.pdf \(cswe.org\)](#)
- Reaffirmation Process: [Accreditation Process | CSWE](#)
- Reaffirmation Training (free for site visitors): [Training | CSWE](#)
- 2022 EPAS Accreditation Toolkit: [2022 EPAS | CSWE](#)
- Directory of Accredited Programs: [Accreditation Directory | CSWE](#)
- Directory of CSWE Staff: [Staff Directory | CSWE](#)
- CSWE Board of Accreditation (BOA) Decisions: [BOA Decisions | CSWE](#)

THANK YOU

...for volunteering with CSWE! Social Work
accreditation wouldn't be possible without you.

These slides will be emailed to all site visitors and posted to the
private site visitor resource page.