

ACCSC SCHOOL GUIDE – MOVING FROM LICENSED TO ACCREDITED

THE 4 MILESTONES INSTITUTIONS MUST ACCOMPLISH TO ACHIEVE ACCREDITATION

Bayside Projects Consulting Free Download Reference Guide

This chart will help you visualize the internal process institutions go through to move from licensed to accredited. The tasks are grouped into 4 milestones. Each milestone builds the foundation for the next. No skipping!

MILESTONE 1 – ALIGNING YOUR INSTITUTION WITH ACCSC STANDARDS		
<ul style="list-style-type: none"> Reviewing ACCSC’s eligibility criteria and establishing a plan to address pending items necessary to qualify for the Initial Application. Submitting ACCSC’s Pre-Workshop Application. Attending ACCSC’s Initial Accreditation Workshop. Submitting ACCSC’s Application Part I and exhibits. Aligning your institution with ACCSC standards: Policies, Procedures, Student Files, Employee Files, Catalog, Faculty Handbook. 	<p>Completed?</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Free Reference Guides</p> <p>Eligibility Self-Assessment Policies and Procedures</p> <p>Operations Manual</p> <p>Graduate File Documents</p> <p>Withdraw File Documents</p> <p>Employee File Documents</p>
MILESTONE 2 – IMPLEMENTING ANNUAL EVALUATIONS		
<ul style="list-style-type: none"> Issuing Your Institution’s Annual Operations Calendar. Conducting meetings ACCSC compliant: staff, advisory committee, faculty, financial, institutional planning. Conducting surveys ACCSC complaint: graduates, students, end of course, employers, employees, policies and procedures. Conducting program reviews ACCSC compliant: reviews by advisory committee and faculty. 	<p>Completed?</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Free Reference Guides</p> <p>Annual Meetings</p> <p>Annual Surveys</p>
MILESTONE 3 – ISSUING YOUR ANNUAL ASSESSMENT PLAN		
<ul style="list-style-type: none"> Publishing your first Institutional Assessment Plan (IAIP). Conducting and documenting quarterly IAIP Plan reviews. 	<p>Completed?</p> <input type="checkbox"/> <input type="checkbox"/>	<p>Free Reference Guides</p> <p>Preparing the IAIP Report</p>
MILESTONE 4 – PREPARING THE ACCREDITATION DOCUMENTS AND VISIT		
<ul style="list-style-type: none"> Confirming Accreditation Readiness. Preparing Application Part II and the Self Evaluation Report (SER). Preparing for the Accreditation Preliminary Visit. Submitting the final Application Part II and SER. Hosting the On-site Visit. Responding to the On-Site Evaluation Report. 	<p>Completed?</p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Free Reference Guides</p> <p>Readiness Self-Assessment</p> <p>Annual Operations Calendar</p> <p>Preparing the Self-Evaluation Report</p>

Requirements may vary depending on your institution’s scope and programs. This is a sample guide to help you get started. We recommend confirming current accreditation standards and requirements before starting the process.

Need assistance with your institution’s ACCSC initial accreditation? We are glad to help. Visit our [ACCSC Accreditation Page](#) for the application process information and additional reference guides. Visit [ACCSC Accreditation Consulting](#) for a list of the services we provide. Request a complimentary consultation. [Bayside Projects Consulting](#).