

COE SCHOOL GUIDE – MOVING FROM LICENSED TO ACCREDITED

THE 4 MILESTONES INSTITUTIONS MUST ACCOMPLISH TO ACHIEVE ACCREDITATION

Bayside Projects Consulting Free Download Reference Guide

Accreditation is probably the most challenging and rewarding experience your institution will ever go through. Are you a COE new applicant? This chart will help you visualize the internal process institutions go through to move from licensed to accredited. The tasks to be accomplished are grouped into 4 distinctive milestones.

Each milestone builds the foundation for the next. No skipping!

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

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 COE initial accreditation? We are glad to help. Visit our [COE Accreditation Page](#) for the application process information and additional reference guides. Visit [COE Accreditation Consulting](#) for a list of the services we provide. Request a complimentary Consultation. [Bayside Projects Consulting](#)