

Starting the Accreditation Process

From Initial Contact to Candidacy

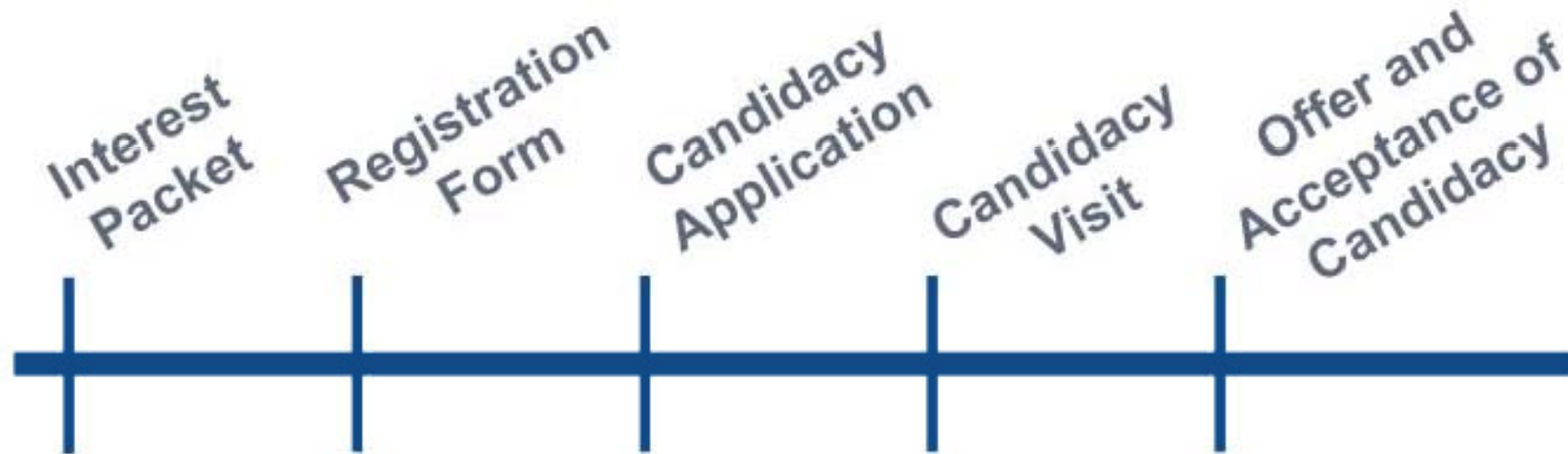
What will you learn from this module?



- How to start the process.
- Steps to becoming a candidate for accreditation.
- What it means to be a Candidate Member of MSA-CESS.

Steps to becoming a Candidate Member

Average time of 6 months to 1 year

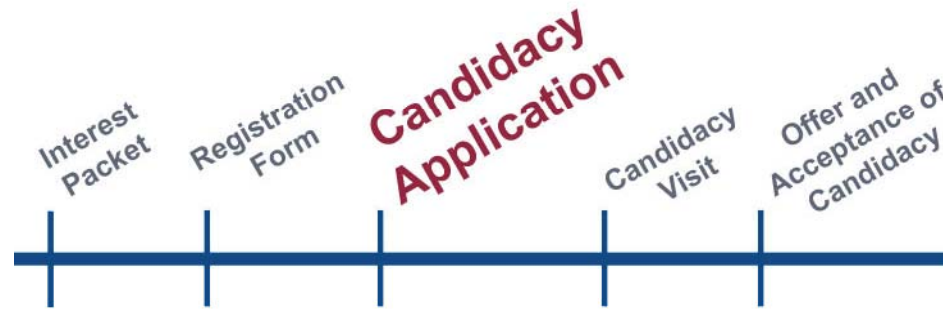




- If you are interested in beginning the accreditation process you should:
 - Review information at www.msa-cess.org
 - Request an Interest Packet email be sent to you from amoyer@msa-cess.org
- The Interest Packet email will include:
 - Standards for Accreditation
 - Dues & Fees Schedule
 - Registration Form



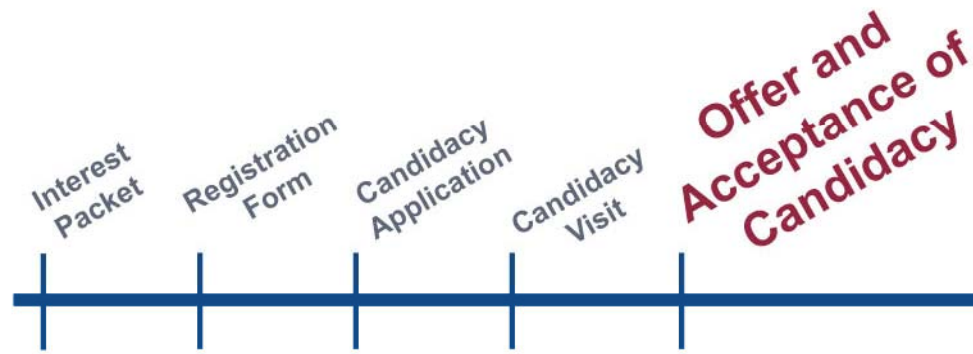
- Submit the Registration Form sent to you in the Interest Packet email. It will ask for:
 - Basic info on school
 - Name, address, contact information
 - Enrollment
 - Characteristics of school
- *for schools located outside of the United States, two additional pre-candidacy documents must be completed related to staff qualifications and school characteristics



- After review and acceptance of the Registration Form you will be asked to complete the Candidacy Application.
- The Candidacy Application helps you prepare for a full accreditation self-study as it is an abbreviated version of what the self-study will require.
- It asks for detailed information about:
 - Student and staff demographics
 - History and context of the School
 - Self Assessment of the MSA-CESS Standards for Accreditation



- After the Application has been submitted, reviewed and approved by MSA-CESS, you will be asked to host a one-day Candidacy Visitor to validate the Candidacy Application.
- There are costs associated with this visit. [See Dues & Fees] This visit may include, but is not limited to:
 - Discussions with school leadership and other stakeholders
 - Tour of facilities
- The Visitor will write a summary report and make a recommendation on eligibility for Candidacy to MSA-CESS.



- Once the Candidacy Visitor report is received, reviewed, and approved by MSA-CESS President, your school is sent a formal letter offering candidate member status.
- Upon return of the Acceptance Form, your school will become a formal Candidate Member of MSA-CESS.

Once a Candidate Member...

- Your school will be listed on the MSA-CESS website as a Candidate for Accreditation.
- Your school will begin work on the Self-Study.
- Your school will be assigned an Accreditation Officer (MSA-CESS staff liaison) who will assist you through the accreditation process.
- Your school will begin paying membership dues and is eligible to attend workshops, participate on Visiting Teams, and receive technical assistance from MSA-CESS staff.



- The more robust and complete your Registration and Candidacy Application are, the further along you will be when you start self-study. This early work will be the foundation for your self-study.
- Being candid in your responses will help you get the most out of the accreditation process.

Summary

The purpose of this module was to prepare you to begin the process of MSA-CESS accreditation.

At this point you should be ready to:

- Request an Information Packet from MSA-CESS
- Complete and return the Registration materials once the packet has been received
- Plan ahead for completion of the Candidacy Application
- Plan for the responsibilities of Candidate Membership

For more information on candidacy with MSA-CESS, please contact Audra Moyer at amoyer@msa-cess.org or 267-284-5033.

**The full sequence of training modules are available at
www.msa-cess.org**

Starting the Accreditation Process

Steps to Accreditation

Selection of Protocol

Getting Started

Foundation Documents

Self Assessment of Standards

Self Assessment of Curriculum, Instruction, and Assessments

Improvement Planning – Objectives

Improvement Planning – Action Plans

Preparing and Hosting a Visiting Team

After the Visit