



## ACS WASC Steps for Affiliation for Supplementary Education Programs

### Step 1. Complete and Submit ACS WASC Affiliation Request

Interested supplementary education programs (SEPs) should complete the ACS WASC Affiliation Request form and return it to ACS WASC. A nonrefundable \$160.00 application fee is required and should accompany the completed form.

The ACS WASC Affiliation Request form and additional information are available under the *Getting Started* tab of the ACS WASC website ([www.acswasc.org](http://www.acswasc.org)) or by contacting ACS WASC. If you have any questions regarding the accreditation process, please feel free to contact the ACS WASC office.

**Deadlines:** The ACS WASC Affiliation Request forms must be received by **April 30** to schedule a fall visit and by **September 1** to schedule a spring visit.

### Step 2. Complete and Submit the Initial Visit Description Report

The completed ACS WASC Affiliation Request will be reviewed to determine whether the SEP is eligible for ACS WASC affiliation. Eligible SEPs will be sent an Initial Visit Description Report to complete.

**Completed Description Reports and supporting documentation should be submitted to the ACS WASC office prior to the deadlines listed below using the Document Upload link on the top navigation bar of the ACS WASC website: [www.acswasc.org/document-upload/](http://www.acswasc.org/document-upload/).**

**Deadlines:** Description Reports must be received no later than **September 1** for fall visits and no later than **December 1** for spring visits.

### Step 3. Initial Visit Fee Invoice

An initial visit will be scheduled, and the SEP will be invoiced an Initial Visit fee. Please visit the [ACS WASC Fees](#) page on the ACS WASC website or contact the ACS WASC office for further information.

### Step 4. On-site Initial Visit

A mutually acceptable date for the visit will be selected by the SEP and the chairperson of the visiting committee. A visiting committee will be sent to the SEP to review the information contained in the Description Report and to gather additional information.

### Step 5. Commission Action

The visiting committee will provide a report and recommendation to the ACS WASC Commission. The Commission will make a final determination whether to grant Initial Accreditation, Candidacy for Accreditation, or to withhold ACS WASC affiliation.

### Step 6. Notification

The Commission meets at the end of January, April, and June. The SEP will be notified in writing of the Commission's action and will receive a copy of the visiting committee report. SEPs are required to pay ACS WASC membership fees for the year in which they are granted initial or candidacy status and every year thereafter.