

Frequently Asked Questions: Timelines and Reporting Years

When should my next site visit take place?

Accredited schools and programs seeking reaccreditation:

For reaccreditation reviews, schools and programs have up until their expiration dates to host an on-site visit. As long as the site visit occurs before the expiration of the accreditation term, CEPH automatically extends accreditation until the Council's next decision-making meeting (CEPH [Accreditation Procedures](#)). This means that schools and programs seeking reaccreditation do not have to worry about calculating a site visit date that accommodates the Council's decision-making schedule. Schools and programs only need to satisfy one requirement in site visit scheduling: the site visit must conclude before the final day of the accreditation term.

Examples:

- Accreditation term expires July 1, 2017: site visit should occur between January and June 2017.
- Accreditation term expires December 31, 2017: site visit should occur between September and December 2017.

CEPH does not schedule site visits in July or August.

Initial accreditation reviews:

After a school or program's application is reviewed and approved, the school or program must submit an acceptable self-study document within two years. An on-site visit by a team of peer reviewers will follow the self-study submission by approximately five months. To calculate a general range for site visit dates, applicants should add five to seven months to the preliminary self-study due date.

Examples:

- Application accepted September 20, 2014, preliminary self-study due September 20, 2016: site visit would typically occur between February and April of 2017.
- Application accepted June 13, 2015, preliminary self-study due June 13, 2017: site visit would typically occur between November 2017 and January 2018.

The school or program may elect to submit a self-study earlier than required. Contact CEPH staff to discuss such schedules.

When is my preliminary self-study due?

Accredited schools and programs seeking reaccreditation:

The preliminary self-study is due five months before the site visit. Approximately eight weeks later, CEPH staff will provide a set of detailed comments from peer reviewers. The program or school can then make changes and must submit the final self-study one month before the site visit.

Example working backward from the date of the site visit:

- Site visit in February 2017
- Final self-study due in January 2017 (one month before site visit)
- Comments provided to school or program by November 2016 (about three months before site visit)
- Preliminary self-study due in September 2016 (about five months before site visit)

Initial accreditation reviews:

The preliminary self-study due date is established at the time of the application's acceptance and is communicated in the Council's initial letter inviting the school or program to begin the accreditation process. If the school or program wishes to choose an earlier review schedule, the preliminary self-study will be due five months before the site visit.

Approximately eight weeks after preliminary self-study submission, CEPH staff will provide a set of detailed comments from peer reviewers. The school or program can then make changes and must submit the final self-study one month before the site visit.

Examples based on the acceptance of the application and the date of the site visit:

- Application accepted September 20, 2014 and site visit scheduled for March 2017
- Preliminary self-study due September 20, 2016

- Application accepted September 20, 2014 and site visit scheduled for November 2016 (an early review schedule is undertaken in consultation with CEPH staff)
- Preliminary self-study due in June 2016

What years of data should the self-study cover?

Specific data requests for each criterion are included directly in the accreditation criteria for [schools](#) and [programs](#). Instructions and examples of reporting years are provided for each [data template](#).

The criteria request most data for "the last three years." The review process defines this as the most recently available three years **preceding the site visit**. Calendar years or academic years may be covered; either is fine, as long as you maintain consistency and clearly note any exceptions.

Since the Council is interested in the most recent data at the time of the site visit, some data may still be pending at the time of the preliminary self-study submission. This is fine, and empty cells can be accompanied by a footnote indicating that data will be available in the final self-study.

Start with the date of your site visit—**not your preliminary self-study due date**—and use the most recent three years.

Examples:

- Site visit scheduled in October 2016, preliminary self-study due in May 2016. Final self-study contains outcome measure data for 2013-2014, 2014-2015 and 2015-2016. Preliminary self-study leaves empty cells as needed to be completed before final self-study submission.
- Site visit scheduled in March 2017, preliminary self-study due in October 2016. Final self-study contains outcome measure data for 2013-2014, 2014-2015 and 2015-2016.

Some templates, as indicated in the documents listed above, require additional years of reporting. Template 1.6.1, for example, presents data collected since the last accreditation visit or over the last five years, whichever is longer. Depending on the maximum allowable time to graduate, Table 2.7.1 may report additional years of data as well.

Also, some templates may require more updated information. See templates for specific information.

- In both examples, above, the final self-study must present data relating to faculty and student enrollments (Templates 1.7.1, 1.7.2, 4.1.1, 4.1.2, 4.3.1 and 4.3.2) for 2014-2015, 2015-2016 and 2016-2017, since site visitors seek the most current data whenever possible.

What if I don't have the data yet?

Particularly if the school or program is new, relatively little historical data may be available on which to base assessments. In such cases, the process of analysis and the resulting self-study document may be more oriented to baseline data for the measurement of outcomes. Regardless of the history of the school or program, if any requested data are unavailable in either the preliminary or final self-study, indicate this and insert footnotes below the applicable table(s) to explain. Updates between the preliminary self-study and the final self-study are typically required, and can be made in the final self-study or presented during the site visit.