

Checklist for Prospective Applicants

🗸 Do you work at a college or university that offers public health degrees?

🗸 Is your college or university considering creating a public health program?

🗸 Are you interested in accreditation for your public health degrees?

If so, welcome to the first step of the accreditation process! Follow the steps below to find out more information, to tell us about your program/school, and to get started on the initial application process.

# Initial Outreach to CEPH

* Email Kristen Varol, Director of Accreditation Services at kvarol@ceph.org to let her know about your school or program. She will add you to our database so that you will receive communications about upcoming events.
	+ Provide:
		- degrees and concentrations offered
		- date of first graduate in each concentration
		- signature block
* Review this checklist to determine whether you have any questions/concerns. If so, send your inquiry to kvarol@ceph.org.

# Internal Planning

* Watch the [CEPH Overview](https://ceph.org/about/dates-to-remember/paow/) presentation
* Determine your category of accreditation (SPH, PHP, or SBP). If you have questions, contact kvarol@ceph.org
* Review the Initial Application Submission (IAS) - [School of Public Health (SPH) Template](https://ceph.org/documents/130/IAStemplateSPH.doc), [Public Health Program (PHP) Template](https://ceph.org/documents/128/IAStemplatePHP.docx), or [Standalone Baccalaureate Program (SBP) Template](https://ceph.org/documents/270/IAStemplateSBP.doc).
	+ Determine whether you meet the minimum eligibility requirements related to
		- faculty resources
		- curricular development, including syllabi that are developed and approved through the necessary channels
		- graduation and retention rates
		- accurate, consistent information on website
		- organizational structure for schools of public health
* Ensure that your offerings are consistently and accurately communicated. Consider the following examples that have presented issues for other units:
	+ Does your website, brochure, catalog, etc. tell students that they can concentrate, specialize, or focus in different areas? Do you offer sub-tracks or areas of emphasis? If so, each is considered a separate concentration for CEPH purposes.
	+ Do you use consistent naming conventions for degree offerings? For example, do you offer a BS in public health or a BSPH? Do you offer an MPH generalist or an MPH in public health practice? These names should not be used interchangeably.
	+ If your unit of accreditation includes academic degrees (e.g., MS or PhD), do your public-facing materials clearly differentiate them from practice-focused degrees like the MPH and DrPH?
* Review the IAS Fast Facts for [SBP](https://media.ceph.org/documents/IAS_fast_facts.sbp.pdf) or [PHP](https://media.ceph.org/documents/IAS_fast_facts.php.pdf)
* Use the attached worksheet to create your own timeline
	+ Contact kvarol@ceph.org with any questions or concerns
* Determine how long it will take to pay the IAS review fee (by check) based on internal university processes, and request an invoice from kvarol@ceph.org if needed

# Webinars

* Watch the Pre-Application Orientation Webinar (P-AOW) Part A [available on the CEPH website](https://ceph.org/about/dates-to-remember/paow/). This presentation provides an introduction to the IAS. *Prospective SPH applicants should work with CEPH individually.*
* [Request access to the P-AOW Part B recorded presentation](https://forms.office.com/r/GtdJ7k9P8m). *A representative of your program must request access before you can submit the first draft of the IAS.*
	+ We strongly recommend that you watch the most recent version within 3 months of submitting the first draft of your IAS to ensure that you’re getting the timeliest information to incorporate into your submission
	+ Unsure of which P-AOW you should review? Contact kvarol@ceph.org!

# Submissions to CEPH

* Request payment from your university for the IAS review fee ($1,000).
	+ If you need an invoice, send a request to kvarol@ceph.org
* Mail the IAS review fee payment (by check only) to the CEPH office:
	+ 1010 Wayne Avenue, Suite 220

Silver Spring, MD 20910

* Follow up with kvarol@ceph.org to ensure that your payment has been received before submitting your IAS electronically
* Submit IAS to submissions@ceph.org
	+ Staff will provide feedback as quickly as possible but always within two weeks
* Review the feedback provided by staff and update your IAS
	+ Plan to complete this step 2-3 times
* Provide final IAS with a cover letter that includes all necessary signatures to CEPH via submissions@ceph.org

# Next Steps

* After the IAS has been added to the next available Council meeting agenda, the waiting begins. You will receive written notification of the Council’s decision within 30 days of the meeting.
	+ If your IAS is accepted, you will move into the Applicant category and will sign up to attend the next Accreditation Orientation Workshop (AOW) training
	+ If your IAS is not accepted, you can reach out to staff via phone or email for feedback and to discuss next steps

IAS Preparation and Submission Timeline

Use the template on the next pages to customize your own timeline. If you have questions or concerns, reach out to Kristen Varol, Director of Accreditation Services via email (kvarol@ceph.org) for assistance. It is also helpful to email a copy of the timeline to facilitate answering questions related to your unique situation.

**Before** starting to fill in your timeline, you will need to determine the earliest allowable submission dates for the IAS and preliminary self-study based on required elements:

The earliest you can submit an IAS is after confirming that you have

* the minimum number of faculty required for your accreditation category
* all courses and syllabi developed
* students enrolled in all required degrees and concentrations for your accreditation category
	+ Enter this date into the **purple** box in the timeline below

The earliest a preliminary self-study can be submitted without requiring an extension is:

* After your school/program has at least one graduate from all required degrees and concentrations
	+ Enter this date into the last box (**blue**) in the timeline below