LEAARC Board Review Process for CAAHEP Accreditation

Before beginning, download and review the LEAARC Standards and the Program Eligibility Checklist to determine the program's eligibility for accreditation.

1

Step

2

Request for Accreditation Services (RAS)

The program completes the RAS on the CAAHEP website. The RAS is transmitted electronically to LEAARC. After the RAS fee is received, staff sends the Self Study Report form to the program.

Step Self-Study Report (SSR) The program has one year to

The program has one year to complete and submit the SSR to demonstrate its compliance with the Standards. When received with the SSR fee and Site Visit fee, LEAARC staff reviews it for completeness and requests additional information as necessary.

Self Study Review

Two reviewers review the SSR for compliance with the Standards and submit their findings to staff.

Staff prepares an Executive Analysis based on the reviews and sends it to the program requesting any additional material and citing areas to be explored during the site visit.

Step

3

Step

Site Visit

Staff sends a Program Director
Checklist to the program in
preparation for the site visit.
Staff assigns and sends the
Executive Analysis to two Site
Visitors (board members or
qualified peers) who conduct a
site visit and share findings
verbally in an exit summation
before leaving.

Site-Visit Report

Site Visitors submit a written report which may include requested follow-up by the program. The final record is reviewed by the Board Reviewers. They deliberate, agree on areas of potential noncompliance, and submit the final report to Staff.

Step

Step 6

Findings Letter

Staff prepares a Findings Letter outlining areas of potential noncompliance with the Standards. It is sent to the Site Visitors and Reviewers for review and then submitted to the program with a deadline for response.

Response to Findings

The program responds to the Findings Letter with a narrative and supporting documentation.

The Reviewers deliberate on each citation response. They select a Designated Representative to present the program to the full LEAARC Board for discussion.

Step

Step 8

Recommendation

Accreditation

The Designated Representative presents the program at the next available LEAARC Board Meeting. The LEAARC Board deliberates and prepares an accreditation recommendation which staff submits online to CAAHEP. The CAAHEP Board acts on the recommendation at the next CAAHEP Board Meeting and informs the program.

Annual Report and Fee

The program submits an annual fee which is prorated for the first year. They also begin submitting an online Annual Report after the first cohort graduates to indicate if they met outcomes thresholds. The Annual Report is reviewed by staff and the Designated Representative for the program. Thresholds not met require a narrative action plan to meet the thresholds.

Step

Step 10

Initial to Continuing Accreditation

Every 5 years the program undergoes a comprehensive review process to receive continuing status.

These steps are a general guideline. At times they may be completed out of order, or repeated, as necessary. A program applying for accreditation before enrolling students will have a slightly different procedure. Contact judi@leaarc.org for more information.

