

LEAARC Board Review Process for CAAHEP Accreditation

Before beginning, a program should have downloaded and reviewed the LEAARC Standards and the Program Eligibility Checklist to determine their eligibility for accreditation.

Step 1

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.

Self-Study Report (SSR)

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.

Step 2

Self Study Review

Two LEAARC Board members are assigned to review the SSR for compliance with the Standards and submit their findings to Staff. Staff prepares an Executive Analysis for their review and sends it to the program citing areas to be explored during the site visit.

Site Visit

Staff sends a Program Director Checklist to the program in preparation for the site visit. Staff assigns and sends 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.

Step 3

Step 4

Site-Visit Report

Site Visitors submit a written report which is reviewed by the Board Reviewers. They deliberate, agree on areas of potential non-compliance, and submit the final report to Staff.

Findings Letter

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

Step 5

Step 6

Response to Findings

The program responds to the Findings Letter with a narrative and supporting documentation. The two Board Reviewers deliberate on each citation response. They select a Designated Representative to present the program to the full LEAARC Board for discussion.

Accreditation Recommendation

The Designated Representative presents the program at the next available board meeting. The LEAARC Board deliberates and prepares an accreditation recommendation. Staff submits it online to CAAHEP. CAAHEP awards accreditation and informs the program.

Step 7

Step 8

Annual Report and Fee

The program submits an annual fee and online Annual Report 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.

Initial to Continuing Accreditation

Every 5 years the program undergoes a comprehensive review process. Initial programs must be converted to continuing status or they expire.

Step 9

Step 10

These steps are a general guideline—at times they may be completed out of order, or repeated, as necessary. Contact info@leaarc.org for more information.

