



Steps in the Accreditation Process

1. Submit Request for Accreditation Services (RAS)

Programs begin the accreditation process by requesting accreditation services. The *Request for Accreditation Services (RAS)* can be accessed from the LEAARC [website](#) or on the Commission on Accreditation of Allied Health Education Programs (CAAHEP) [website](#). The form should be filled out online and submitted electronically. The form is “signed” by typing in the name of the CEO at the end. Upon receipt of the RAS, LEAARC sends invoices for the Registration Fee, Administrative Fee, and Site Visit Cost.

2. Pay Registration Fee

A non-refundable registration fee of \$400 is required with submission of the RAS. Email the *RAS Payment* form to pay the fee by credit card or mail the completed form with payment by check to LEAARC. The RAS will be processed after the registration fee is received.

3. Self-Study Report

Upon submission of the RAS and receipt of the Registration Fee, LEAARC will send the program an accreditation packet that includes a *Self-Study Report* form (SSR) and instructions for completion. The SSR must be submitted to LEAARC within 12 months of receipt by the program. Typical time for completion of the SSR is 3 months or less. If the SSR is not received within 12 months, a new RAS and Registration Fee must be submitted.

The following items are due with submission of the SSR:

- An Administrative Fee of \$1000
- A Site Visit Cost fee of \$1800
- The *Site Visit Dates Request* form

4. LEAARC Review

LEAARC reviews the SSR for completeness and evidence of substantial compliance with all accreditation Standards. LEAARC may request clarification of information or additional documentation. When LEAARC determines that the SSR is sufficiently complete, a date for the site visit is finalized.

5. Site Visit

LEAARC will send site visitors to observe, verify, and clarify evidence of the degree to which the program meets the CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in Human Lactation and Breastfeeding*. The site visit is typically completed in one day and includes interviews with the program director, medical director, administrators, faculty, students, graduates, and advisory committee members. The site visitors prepare an *On-Site Survey Report (OSSR)*, which is reviewed by LEAARC with verification of the factual accuracy by the program.

6. LEAARC Review

After the OSSR is finalized, the complete accreditation record of the program is presented to LEAARC. Based on this record, LEAARC formulates a recommendation to CAAHEP to either grant Initial Accreditation or Withhold Accreditation.

7. CAAHEP Accreditation Action

CAAHEP is the agency that grants accreditation. The CAAHEP Board considers accreditation actions during the third week of each odd numbered month. LEAARC recommendations must be submitted by the 15th of the prior month to be considered.

If you have questions about any step in the accreditation process, please contact Judi Lauwers at info@learc.org.