



## APPLICATION NARRATIVE FORM FOR INITIAL RECOGNITION OR CONTINUING RECOGNITION

### *2021 CHEA Standards and Procedures for Recognition* **Application Narrative and Reports**

An accrediting organization seeking initial or continuing recognition must submit an Application Narrative addressing each of the CHEA Standards and its subparts. The Application Narrative requires the provision of written evidence that the accrediting organization meets the eligibility requirements and complies with each of the CHEA recognition standards.

Directions for Submission: **Please complete and save this form, then upload it along with all supporting documents *at one time* to <https://www.chea.org/form/recognition-submission-form>.** Please limit attachments/exhibits that best represent your narrative or provide evidence. There is a 100 mb limit for each submission.

Application type (Choose one):

Initial

Continuing

Accrediting Organization: \_\_\_\_\_

Acronym used by Accrediting Organization: \_\_\_\_\_

Type of Accrediting Organization (Institutional, Programmatic or both):  
\_\_\_\_\_  
\_\_\_\_\_

Accrediting Organization Website Address: \_\_\_\_\_

Full Name of Person Completing Application: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Current Number of Accredited Institutions (as applicable): \_\_\_\_\_

Current Number of Programs (as applicable): \_\_\_\_\_

Associate: \_\_\_\_\_

Baccalaureate: \_\_\_\_\_

Graduate (masters and doctoral): \_\_\_\_\_

Current Term of CHEA Recognition (i.e., Jan. 1, 2012-Dec. 31, 2022) or N/A if seeking initial recognition:

\_\_\_\_\_  
\_\_\_\_\_

## Part I. Required Documents

*Note: To assist accrediting organizations submitting an application for recognition, a list of suggested documents and evidence has been provided in the 2021 CHEA Standards and Procedures for Recognition to demonstrate compliance with each of CHEA's Recognition Standards. In some instances, the same governing documents and examples may be used to demonstrate compliance with multiple standards and standards subparts. These examples are suggestions and are neither prescriptive nor exhaustive. Other types of evidence may be provided presuming the evidence clearly demonstrates the organization's compliance with CHEA's Recognition Standards.*

**REQUIREMENTS:** As part of the recognition (initial or continuing) process, the accrediting organization is required to submit an Application Narrative that addresses CHEA Standards 1.-3. and Standard 4. (as appropriate), including each standard's subparts.

The submission of the Application Narrative for **initial** recognition must include the provision of core documents including but not limited to those identified below.

The submission of the Application Narrative for **continuing** recognition must include an attestation by the Executive Officer (or designee) that no *\*material changes* have been made to any of the core documents listed below since the last application for recognition.

A. Standards for Accreditation

B. Policies and Procedures

C. Accreditation Handbook

D. Operating Manual

E. By-Laws and Articles of Incorporation

F. Additional governing documents as appropriate

*\*Material changes refer to any significant changes that alter policies, procedures or practices of the original document(s).*

For **continuing** recognition: If material changes have occurred with any of the above documents or governing documents, please submit the document with the changes noted.

## Part II. Scope of Recognition

Proposed CHEA Scope of Recognition for those accrediting organizations seeking initial recognition:

---

---

---

---

---

---

---

---

Current CHEA Scope of Recognition (include date) for those accrediting organizations seeking continuing recognition:

---

---

---

---

---

---

---

---

*Note: If the accrediting organization is requesting a change in its scope of CHEA recognition, it must complete and submit a Request for Change in Scope form. This form can be found at [Resources for Accreditors | Council for Higher Education Accreditation \(chea.org\)](https://www.chea.org/resources-for-accreditors).*

*A Request for Change in Scope may be submitted anytime throughout the term of CHEA recognition.*

## **Part III. Standards for Recognition**

A narrative response must be provided for each Standard subpart (e.g., Standard 1.A., Standard 2.A. Standard 3.A.).

**Upload additional pages if needed along with all other documentation and this completed form according to “Directions for Submission” above, and/or provide links as appropriate for each narrative response. For examples of Suggested Evidence for each of the Standard’s subparts refer to the 2021 [CHEA Standards and Procedures for Recognition](#)**

### **STANDARD 1. ACADEMIC QUALITY AND STUDENT ACHIEVEMENT**

Advancement of academic quality and continuous improvement are at the core of accreditation. To be recognized, the accrediting organization provides evidence that it implements and enforces standards, policies, and procedures which:

- 1.A. advance academic quality using quantitative and/or qualitative measures;
- 1.B. detail how it supports the autonomy of an institution or program in determining academic quality as it relates to the mission of the institution or program;
- 1.C. require resources specific to ensuring adequate student preparation and health and safety; and
- 1.D. support implementation of innovative practices.

### **STANDARD 2. ACCOUNTABILITY AND TRANSPARENCY**

The accrediting organization implements and upholds standards, policies, or procedures that require:

- 2.A. the accrediting organization to inform the public of the institution’s or program’s accreditation status and the reason(s) for the accreditation action(s) within 30 days of the organization’s decision-making meeting in a readily accessible manner;
- 2.B. accredited institutions and programs to provide current, readily accessible, accurate data to the public regarding student learning outcomes and/or achievement data;
- 2.C. a timely response to all public concerns and complaints regarding an institution, a program, or the accrediting organization; and
- 2.D. the accrediting organization to take timely action to prevent substantially underperforming institutions or programs from maintaining accreditation.

### **STANDARD 3. ACCREDITATION STRUCTURE AND ORGANIZATION**

An accrediting organization demonstrates that it:

- 3.A. manifests a commitment to diversity, equity, and inclusion;
- 3.B. ensures ethical practices in its operations;
- 3.C. bases its accreditation decisions on how well an institution or program meets its accreditation standards;
- 3.D. requires an institution or program to meet all standards within a specified period of time not to exceed four years;
- 3.E. makes clear distinctions between required actions and suggested actions for institution or program improvement;
- 3.F. has a process to ensure consistency in accreditation reviews and accreditation actions while allowing for varying institutional or programmatic mission, purpose, and operation;
- 3.G. engages in regular self-evaluation of its performance, standards, procedures, and policies and, where warranted, uses that information for improvement;
- 3.H. maintains independence from any sponsoring and/or parent organization with respect to all accreditation activities, reviews, actions, and decisions;
- 3.I. has sufficient financial, staff, and operational resources to perform and sustain its accreditation functions efficiently and effectively;
- 3.J. ensures procedural due process in accreditation activities;
- 3.K. publishes an appeals policy that informs the institution or program of the process to be used and actions that may be taken;
- 3.L. has a conflict-of-interest policy that covers all accrediting organization staff, site visitors, and members of accreditation-recommending and decision-making bodies; and
- 3.M. requires opportunities for participation by higher education professionals, the public, and practitioners in accreditation activities, such as accreditation reviews, decision making, policy setting, and review and revision of accreditation standards.

## **STANDARD 4. CAPACITY AND COMPLIANCE FOR INTERNATIONAL ACCREDITATION**

In addition, to demonstrating compliance with Standards 1-3, the accrediting organization that accredits outside of the United States is required to demonstrate that it:

- 4.A. has the capacity and competence to engage in international accreditation activities;
- 4.B. notifies the appropriate international authorities or governmental agencies from which it receives legal authorization to operate of its intent and seeks guidance regarding the accrediting organization's current and proposed activities; and
- 4.C. applies standards that are substantially comparable to U.S. institutions and programs and if modifications are necessary, that information will be made public.

### **Part IV. Executive Officer Signature (or designee)**

The organization or accrediting unit of which I am the chief executive or head is seeking recognition by the Council for Higher Education Accreditation (CHEA) and to be the subject of a CHEA review of the organization's qualifications for recognition. This certifies that the free-standing accrediting organization or an accreditation unit's decision-making body has authorized this Application Narrative. In addition, I attest that the information and documentation about the accrediting organization provided to CHEA in this Application Narrative is current and accurate. I understand that an incomplete Application Narrative or missing documentation may result in the return of this Application Narrative to the accrediting organization.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ (electronic signature)

Date Submitted: \_\_\_\_\_

**Upload additional pages if needed along with required documentation and this completed form. Follow the directions for submission noted at the top of this document. Submit this form and supporting documentation only one time.**