

## **STANDARDS AND PROCEDURES FOR RECOGNITION (2025)**

### **STEPS IN RECOGNITION REVIEW**

#### **SUMMARY**

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The information provided below for non-governmental, U.S.-based accrediting organizations is in accordance with the *CHEA Standards and Procedures for Recognition, Procedures, Section B.1.-11*.

The sequence of the CHEA recognition review generally occurs as follows:

- Before pursuing initial recognition, the accrediting organization consults with CHEA staff regarding the recognition policy, process and CHEA expectations.

For accrediting organizations pursuing continuing recognition, CHEA initiates the recognition process approximately 18 months prior to the first of the calendar year in which the current term of recognition expires.

- As appropriate, for initial applicants, after completion of the consultation, CHEA staff forwards the *CHEA Application to Initiate Continuing/Initial Recognition Process* to the accrediting organization.
- To initiate the formal process for recognition, the chief executive officer of a free-standing accrediting organization or head of an accreditation unit in a larger organization completes, signs, and submits the *CHEA Application to Initiate Continuing/Initial Recognition Process*, including the \$10,000 non-refundable application fee.
- The accrediting organization completes and submits an Application Narrative using the Application Form provided by CHEA staff.
- CHEA issues a public notice for third-party comment, if any, regarding the accrediting organization's application for recognition.

Third party comment, if any, is due in the CHEA office by the announced deadline and forwarded for comment to the accrediting organization.

- The accrediting organization is required to publicize its pursuit of CHEA recognition.
- The accrediting organization makes a public presentation to the Committee.
- The Committee provides written notice to the accrediting organization of its recommendation to the Board.
- The Committee provides its recommendation and findings to the Board of Directors.
- The Board of Directors considers and takes action on the Committee's recommendation at its next regular meeting.
- The Board of Directors will notify the accrediting organization within thirty (30) calendar days after taking action.
- Board actions are made public and include a summary of the reason(s) for the decisions.