

APPLICATION NARRATIVE FORM

CHEA Standards and Procedures for Recognition (2025) **Application Narrative and Reports**

An accrediting organization seeking continuing recognition must submit an Application Narrative addressing the CHEA Standards and its subparts identified below. 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 identified below.

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:

Continuing

Date approval given by CHEA for Alternate Application: _____

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, 2023-Dec. 31, 2030):

Part I. Required Documents

Note: To assist accrediting organizations submitting an application for recognition, a list of suggested documents and evidence has been provided 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 continuing recognition 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 identified subparts.

The submission of the Application Narrative must include the provision of core documents including but not limited to:

- 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

Other governing documents can be substituted according to "Directions for Submission" above. Links (when applicable) to an electronic version of the aforementioned documents are required within the CHEA Application Narrative.

Part II. Scope of Recognition

Current CHEA Scope of Recognition (include date):

If the Scope of Recognition includes non-degree programs, the accrediting organization must be able to demonstrate that those programs meet the CHEA Standards.

If the accrediting organization conducts any accreditation activities for which it is not seeking recognition (e.g., internships, clinical training and post-doctoral work) those activities must be identified below.

Please explain how the public will be informed of any accreditation activities for which the accrediting organization is not seeking 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 Accrediting Organizations](#).

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 identified below (e.g., Standard 1.A., Standard 2.B. 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 [CHEA Standards and Procedures for Recognition](#) (2025)

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.D. support implementation of innovative practices.

STANDARD 2. ACCOUNTABILITY AND TRANSPARENCY

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

- 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.

STANDARD 3. ACCREDITATION STRUCTURE AND ORGANIZATION

A recognized accrediting organization demonstrates that it:

- 3.A. values professional integrity and broad representation by fostering a culture of fairness, openness, and respect within its own operations;
- 3.B. ensures ethical practices in its operations;
- 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.G. engages in regular self-evaluation of its performance, standards, procedures, and policies and, where warranted, uses that information for improvement;
- 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.

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

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 about the accrediting organization provided to CHEA in this Application Narrative, including all documents submitted to CHEA by the organization in connection with the Application Narrative, is accurate, responsive, and not misleading. 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 all other documentation and this completed form according to "Directions for Submission" at the top of this document. Please only submit this form and supporting documentation once.