

***GUIDELINES ON THE APPLICATION AND  
RECOGNITION PROCESS FOR INTERNATIONAL ACCREDITING ORGANIZATIONS***

1. Staff consultation – The accrediting organization seeks consultation with CHEA staff regarding eligibility for recognition, the application, recognition process, fee(s) and adherence to the eligibility requirements.
2. Application form and fee – After staff consultation and eligibility determined, the accrediting organization begins the formal recognition process by submitting the CHEA application form (in English) and \$10,000.00 US recognition fee.
3. Application narrative for recognition – The accrediting organization submits the Application Narrative (in English) using the provided template, which requires the provision of written evidence that the accrediting organization meets the eligibility requirements and complies with each of the CHEA Recognition Standards.
4. Attend decision-making meeting of the accrediting organization (if determined necessary) – One - three CHEA representatives (member of the CHEA Board of Directors, member of the CHEA Committee on Recognition and/or CHEA staff) attend a decision-making meeting to (1) review the accrediting organization's application of its standards and policies, including those related to institution or program performance, and of its decision-making activities related to the recognition standards, and (2) report relevant information to the Committee. The visit includes attention to deliberations concerning policies, procedures and standards and to decisions on accreditation status. If the meeting is not conducted in English, a translator must be provided. The international accrediting organization reimburses CHEA for the team's actual travel expenses, including
  - a. Roundtrip airfare (if international flight greater than eight hours in total [layovers included] or if one leg alone is six hours or more, business class is allowed)
  - b. Lodging at an international business hotel with a private room and private attached bathroom and dining options
  - c. Transportation
  - d. International calls (Wi-Fi calls [e.g., Zoom, Teams, Telegram])
  - e. Visa costs
  - f. Travel insurance (medical and security)
  - g. Expenses incurred for interpretation and/or translation services
  - h. Additional support for ensuring safety and security of the team. May include, but is not limited to, airport pick-up, escort and daily ground transportation between each visit location (campus[es], office building, hotel and airport)
5. Call for Third-Party Comment (CHEA Responsibilities) – No fewer than 90 calendar days prior

to the Committee meeting at which the accrediting organization will be under consideration for recognition, CHEA publishes a call for third-party comments. All comments must be received by CHEA no later than 45 calendar days prior to the Committee's meeting.

Third-party comments must:

- a. be in English and submitted in writing;
- b. include the name and affiliation of the individual(s) making the comment;
- c. be received by the announced deadline;
- d. be limited to items related to the accrediting organization's adherence to the CHEA Recognition Standards; and
- e. indicate desire to provide an in-person comment(s) at the regular Committee meeting.

Accrediting organizations are provided with the opportunity to review and respond to all third-party comments. All third-party comments and the accrediting organization's responses are submitted to the Committee in advance of its meeting to render a recommendation.

When in-person comments are made, the accrediting organization is afforded the opportunity to respond to those comments during the meeting.

6. Public Announcement and Call for Third-Party Comment (Accrediting Organization Responsibilities) – The Accrediting organization is required to:

- a. publish on its website no fewer than 90 calendar days prior to the Committee meeting at which it will be under consideration for recognition (using the CHEA third-party comment statement) that the organization is engaged in the CHEA recognition process;\* and
- b. provide CHEA evidence of compliance with this requirement.

*\*If an accrediting organization does not have a website, it must present evidence of how its engagement in the CHEA recognition process has been publicly shared with its communities of interest.*

7. Accrediting Organization Public Presentation to the Committee – The Committee holds a public session as part of its regular meeting for those accrediting organizations engaged in the CHEA recognition process. The accrediting organization is expected to participate in the public session. The accrediting organization will have the opportunity to make opening and closing comments, offer information in support of its application, and respond to the Committee's questions (in English or through a translator provided by the accrediting organization). The public session is the final opportunity for the accrediting organization to provide information supporting its application for recognition to the Committee.

CHEA is to be notified of the names and titles of the individuals representing the accrediting organization no later than 30 calendar days prior to the meeting. The accrediting organization is usually represented by the executive officer of the accrediting unit and the chair of the decision-making body.

Following the public session, the Committee meets in closed session to discuss the accrediting organization's written materials and responses provided in public session.

A transcript/recording of the public session is available upon request.

8. Written Notice by the Committee – After the Committee meeting to review an application, the Committee submits its findings and recommendations to the Board with notification to the accrediting organization. The accrediting organization is afforded 30 calendar days to respond to the recommendation of the Committee. The timing of receipt of the response by the accrediting organization may affect the accrediting organization’s schedule of review by the Board.
9. Withdrawal of Recognition Application – An application may be withdrawn by the accrediting organization up to 48 hours prior to the meeting where the Board is scheduled to take action. If an accrediting organization withdraws an application for recognition, a new application cannot be submitted for at least one full year from the formal date of withdrawal of the application.
10. Action by Board of Directors – The Board considers the Committee’s findings and recommendations at its next regular meeting. Board actions include the following:
  - a. grant initial or continuing recognition;
  - b. deny initial recognition;
  - c. withdraw recognition; or
  - d. other actions as deemed appropriate.

The Board’s decision may or may not be congruent with the Committee’s recommendation.

The Board also has the discretion to take independent action at any time as warranted. In such cases, the Board will inform the accrediting organization of the alleged non-compliance and will provide the organization with an opportunity to respond in accordance with the Standards and Procedures.

11. Written Notice by the Board of Directors – The accrediting organization is notified of the Board’s decision within 30 calendar days of the Board’s meeting. If the Board recognizes an accrediting organization, the notice will specify the accrediting organization’s CHEA-recognized scope of accreditation, the period of recognition, and any reporting requirements. All Board decisions will be final and effective as of the date of the Board decision, *except for* decisions to deny or withdraw recognition. If the Board’s action is to deny or withdraw recognition, the written notice will provide the procedures for an accrediting organization to request reconsideration of the Board’s decision. A Board decision to deny or withdraw recognition will not become final until the time period to request reconsideration has lapsed or a request for reconsideration has been resolved by the Board, whichever occurs later.
12. Public Notice – Board actions are made public and include a summary of the reason(s) for the decision. However, if the Board decision is to deny or withdraw recognition, the decision is not final or made public until the period for reconsideration has lapsed or a request for reconsideration has been resolved by the Board, whichever occurs later.
13. Reconsideration of Board Action – An accrediting organization may request reconsideration of the Board’s action based on any of the following:
  - a. any asserted procedural errors in the recognition process; and/or
  - b. any asserted factual errors.

A request for reconsideration must be submitted to CHEA, in writing, within 14 calendar

days of receiving notification of the Board's action and must detail the basis of the reconsideration, which must, at the Board's discretion, reasonably satisfy the requirements of subsections (A.) or (B.) referenced above.

If the reconsideration request is granted, the accrediting organization has the option to appear at a special non-public meeting before the Board. A time for appearance before the Board will be scheduled by CHEA; this may be accomplished virtually or in-person, at the Board's discretion. The accrediting organization may have counsel present to advise during its appearance before the Board, but counsel may not speak unless requested to do so by the Board. A decision by the Board on reconsideration is final and will become effective following the decision of the Board. The Board will issue its written decision to the agency within 7 calendar days of the Board meeting, absent unforeseen circumstances reasonably warranting additional time. The decision will be made public within 14 calendar days following the Board meeting.

*Only decisions to deny or withdraw recognition may be reconsidered.*

14. Application after Denial or Withdrawal of Recognition – An accrediting organization may not reapply for at least one full year from the date of denial or withdrawal of recognition.