



Steps for WASC Candidacy for Supplementary Education Centers/Programs

Step 1. Complete and Submit Request for WASC Candidacy

Interested Supplementary Education Centers/Programs should complete the Request for WASC Affiliation form and return it to the WASC office. A \$150.00 application fee is required and should accompany the completed form.

Information is available on the *Supplementary Education Program* page of the WASC website. If you have any questions regarding the accreditation process, please feel free to contact the WASC office.

Deadlines: Request for WASC Affiliation forms must be received no later than **April 30** to schedule a fall visit and no later than **September 30** to schedule a spring visit.

Step 2. Complete and Submit the WASC Candidacy Application

If after reviewing the Request for WASC Affiliation it is determined that your program is eligible for affiliation, you will be sent a Supplementary Education Center/Program Candidacy Report template to complete. If your program is not deemed eligible for affiliation, the application fee will be refunded.

Send two hard copies and three CDs of the completed form. Include one additional hard copy of any information that is not available on the CDs.

Deadlines: Candidacy Reports must be received no later than **September 30** for fall visits and no later than **December 31** for spring visits.

Step 3. Initial Visit Fee Invoice

An Initial Visit will be scheduled and you will be invoiced a \$600.00 Initial Visit fee. Please visit our website or contact the WASC office for further fee information.

Step 4. On-site Initial Visit

A Visiting Committee will be sent to your facility to review the information contained in the Candidacy Report and to gather additional information. A mutually acceptable date for the visit will be selected by the school and the chairperson of the Visiting Committee.

Step 5. WASC Action and Notification

The Visiting Committee will provide a report and recommendation to WASC. WASC will then make a final determination whether to grant Candidacy status or to deny WASC affiliation. You will be notified in writing of WASC's action and you will receive a copy of the Visiting Committee report.