LEAARC Board Review Process for CAAHEP Accreditation

Before beginning, download and review the LEAARC Standards and the Program Eligibility Checklist to determine the program’s eligibility for accreditation.

Request for Accreditation Services (RAS)
The program completes the RAS on the CAAHEP website. The RAS is transmitted electronically to LEAARC. After the RAS is received, staff sends the Self Study Report form to the program.

Step 1

Self-Study Report (SSR)
The program has one year to complete and submit the SSR to demonstrate its compliance with the Standards. When received with the SSR fee, LEAARC staff reviews it for completeness and requests additional information as necessary.

Step 2

Step 3

Step 4

Step 5

Step 6

Step 7

Step 8

Step 9

Step 10

Self-Study Review
Two reviewers review the SSR for compliance with the Standards and submit their findings to staff. Staff reviews the Executive Analysis based on the reviews and sends a letter to the program requesting any additional material and cites areas to be explored during the site visit.

Site Visit
Staff sends a Program Director Checklist to the program for preparation of the site visit. Staff assigns and sends the Executive Analysis to two Site Visitors (board members or qualified peers) who conduct the site visit and share findings verbally in an exit summation before leaving.

Findings Letter
Staff prepares a Findings Letter outlining areas of potential non-compliance with the Standards. It is sent to the Site Visitors and Reviewers for review and then submitted to the program with a deadline for response.

Response to Findings
The program responds to the Findings Letter with a narrative and supporting documentation. The Reviewers deliberate on each citation response. They select a Designated Representative to present the program to the full LEAARC Board for discussion.

Accreditation Recommendation
The Designated Representative presents the program at the next available LEAARC Board Meeting. The LEAARC Board deliberates and prepares an accreditation recommendation which staff submits online to CAAHEP. The CAAHEP Board acts on the recommendation at the next CAAHEP Board Meeting and informs the program.

Annual Report and Fee
The program submits an annual fee which is prorated for the first year. They also begin submitting an online Annual Report after the first cohort graduation to indicate if they meet outcomes thresholds. The Annual Report is reviewed by staff and the Designated Representative for the program. Thresholds not met require a narrative action plan to meet the thresholds.

Initial to Continuing Accreditation
Every 5 years the program undergoes a comprehensive review process to renew continuing status.

These steps are a general guideline. At times they may be completed out of order, or repeated, as necessary. A program applying for accreditation before enrolling students will have a slightly different procedure. Contact judi@leaarc.org for more information.