



Steps for WASC Affiliation

Step 1. Complete and Submit Request for WASC Affiliation

Interested schools and supplementary education 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(s).

Forms and additional information are available on the *Getting Started with Accreditation* page of the WASC website or by contacting the WASC office. 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 Initial Visit School Description Report

If after reviewing the Request for WASC Affiliation it is determined that your school or program is eligible for affiliation, you will be sent an Initial Visit School Description report template to complete. If your school or program is not deemed eligible for affiliation, the application fee will be refunded.

Please 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: Initial Visit School Description 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 Initial Visit School Description 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. Commission Action

The Visiting Committee will provide a report and recommendation to the WASC Commission. The Commission will make a final determination whether to grant Initial Accreditation, Candidacy for Accreditation, or to deny WASC affiliation.

Step 6. Notification

You will be notified in writing of the Commission's action and you will receive a copy of the Visiting Committee report. The Commission meets at the end of January, April, and June.