



COUNCIL ON SOCIAL WORK EDUCATION

Site Visitor Drop-In Session

August 22, 2025

12:00 – 1:00 PM ET





Nice to see you!

- Introduce yourself in the chat
 - Name and Institution
- Optional: questions you have for today's session, or topics you'd like to discuss



Today's Topics

1.
Announcements
and Updates

2. Refresher Topic:
Prepping for Site
Visits

3. Navigating
ADEI on Site Visits

4. Open
Discussion Time

5. Site Visitor
Resources



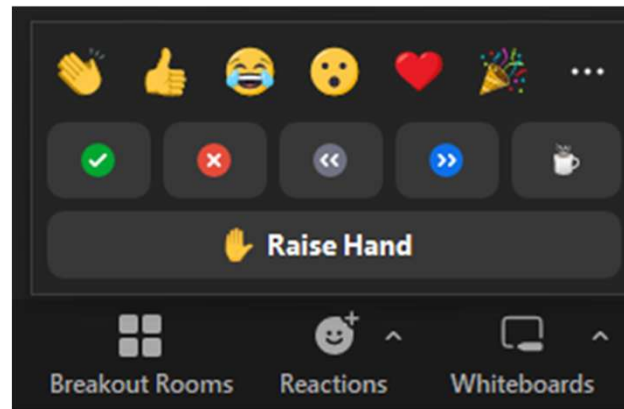
Housekeeping

Raise Hand:

To raise your virtual hand:

Click “Reactions” at the bottom of your screen

Click “Raise Hand”



Announcements and Updates

Visit Timeline Updates

- **Next Visit Cycle:** Fall 2025 (September 15-October 15)
- **Just Matched:** Winter 2026 (Assigned August 1, 2025)
- **Next Round of Matching:** Spring 2026
 - Availability Form will be live & emailed out on September 1, due October 1
 - Matching in October & November
 - Assignments due December 1
- Possible reassignment needs for both fall and winter visits, you may be contacted



Annual Conference 2025



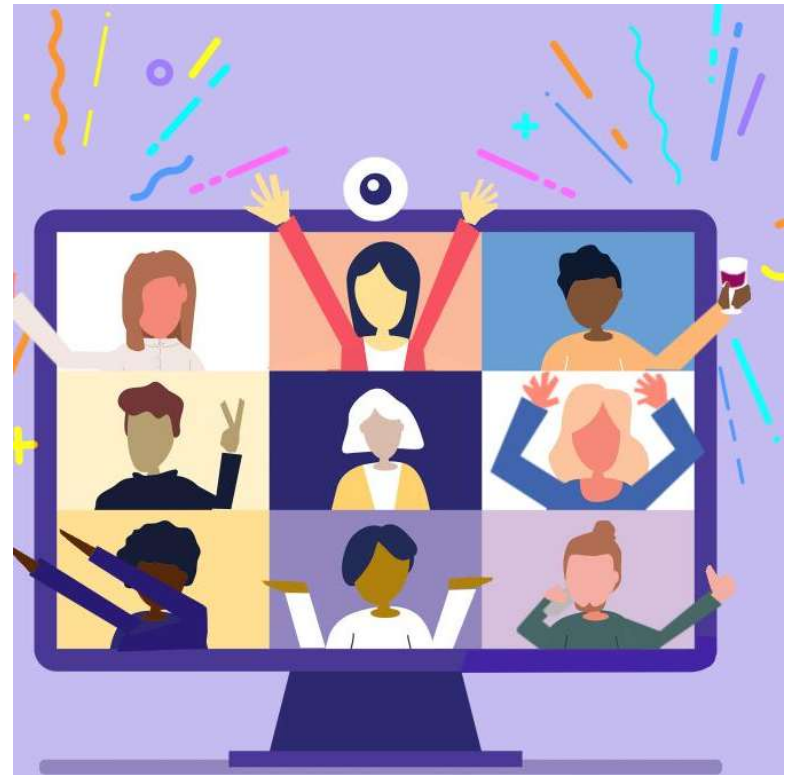
If you are attending the CSWE Annual Conference, we hope you'll join us at these volunteer events!

- **Open to all conference attendees:**
 - Saturday 10/25 | Site Visitor Information Session
 - Saturday 10/25 | Board of Accreditation Information Session
- **Open to site visitors only:**
 - Friday 10/24 | Site Visitor Connect Session
 - Saturday 10/25 | Accreditation Volunteer Reception
- Invitations including time, and location will be sent to all visitors ahead of the conference.



Next Drop-In Session Dates

- December 5, 2025
 - February 20, 2026
 - May 8, 2026
 - August 14, 2026
-
- All sessions are held virtually from **12-1 PM (ET)**
 - Reminder calendar invitations will be sent by email ahead of the session.
 - Register with links on the [Site Visitor Resources](#) page



Site Visitor Training



- Virtual Training Sessions will be held on:
- **Thursday November 6, 2025**
- **Friday November 15, 2025**
- Both sessions are from **12-3 PM ET**
- Both sessions will cover the same content, no need to attend both (unless you want to!)
- Optional for certified site visitors
- Required for incoming site visitors
- Register with links on the [Site Visitor Resources](#) page



Reminder: Annual Forms

- Please complete the [Site Visitor Annual Data Form 2025](#) if you haven't already!
 - The annual data form is required because we use this to ensure our records are up to date and accurate.
- We would also love to hear your feedback in the [Annual Site Visitor Experience Survey 2025](#)! This is not required but highly encouraged as the feedback provided helps us plan for the year and continue to improve the experience of our volunteers.
- Links also available on the [Site Visitor Resources](#) page.



Refresher Topic: Prepping for Site Visits

Site Visitor Ethical and Behavioral Guidelines

- I will only accept visit assignments for which I have no conflict of interest or appearance of a conflict per policy 3.10 *Conflicts of Interest for Accreditation Volunteers* in the Accreditation Policy Handbook (<https://www.cswe.org/getmedia/3e97ec3e-61ab-439d-b903-34429ffb69fe/Accreditation-Policy-Handbook.pdf>).
- I will abide by all site visit policies and procedures as provided in CSWE materials.
- I will maintain confidentiality in all aspects of the site visit, including confidentiality of and all accreditation materials related to the visit.
- I will not use artificial intelligence (AI) software or applications including but not limited to paraphrasers/summarizers, during any site visit-related meetings or when producing site visit reports.
- I will not disclose programmatic or institutional information, oral or written to others, that was garnered in the accreditation process or discussions relative to site visit.
- I will only consider information presented by the program in its self-study or disclosed by the program.
- I will refer program complaints from individual faculty members or students to CSWE accreditation staff.
- I will only meet with parties approved by the program's primary contact.
- I will not make offensive, insensitive, or damaging comments before, during, or after the visit concludes.
- I will not recruit faculty, students, or a job for myself.
- I will not suggest nor advocate for the use of particular content, theories, literature, or practice models.
- I will not make value judgments about resources, facilities, or faculty credentials.
- I will not criticize procedures or strategy in achieving compliance with accreditation standards.
- I will not accept non-visit related social invitations.
- I will not accept gifts from the program.
- I will submit site visit reports that are impartial, written in my own words, and specific to the program visited.
- I will submit the site visit report to CSWE by the required deadline.
- Upon the conclusion of the visit, I will:
 - no longer communicate with the program unless for reimbursement purposes
 - destroy/delete all program documents.



Site Visit Policies



COUNCIL ON SOCIAL WORK EDUCATION

• **Board of Accreditation (BOA)**
Department of Social Work Accreditation (DOSWA)

ACCREDITATION POLICY HANDBOOK

for Baccalaureate, Master's, and Practice Doctorate Social Work Program Accreditation
version 6.12.2025

Accreditation policies are subject to change. Periodic updates to this handbook are effective immediately. When updates occur, programs primary contacts are notified, and the handbook is posted publicly. Visit the accreditation webpages at www.cswe.org to ensure use of the current version of this handbook.

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Refresher for Visitors

- **60 Days before the visit:** Programs should reach out to the visitor/s to start planning
- **30 days after the BOA meeting:** The specialist sends the LOI to the visitor/s and the program.
- **30 days before the visit:** Travel arrangements are finalized, and the program sends their documents
- **1 week before the visit:** The site visit schedule finalized between the visitor and program jointly
- **2 weeks after the visit:** The site visit report is due to the accreditation specialist



Visit Prep – Document Review

- Letter of Instruction (LOI) comes from the specialist – no less than 30 days after the BOA meeting before the visit.
- Self-study comes from the program – no less than 30 days before the scheduled visit date
- Visitors are expected to review the self-study in full, to understand the program's context better, but the most attention should be paid to areas listed in the LOI.
- For this reason, it can be helpful to wait to review the self-study until the LOI is sent.
- Visitors also use the General Questions Bank to select additional questions to ask the program, supplemental to the standard-specific questions in the LOI.



Letter of Instruction (LOI) Review

- Highly recommend using the accreditation toolkit while reviewing program documents – particularly the Interpretation Guide (IG).
- Visitors are also encouraged to schedule a consultation with the program's accreditation specialist to review the LOI ahead of the visit.
- Both the IG and the specialist will provide additional context as to what the BOA is looking for in the site visit findings to answer the question cited in the LOI.
- While reviewing the LOI, visitors should use the site visit agenda to plan which stakeholder meeting each specific question listed in the LOI will be asked in.
 - [2022 EPAS | CSWE](#)
 - [2022 EPAS Accreditation Toolkit](#)
 - [2022-EPAS-Interpretation-Guide.pdf](#)



Anatomy of a Letter of Instruction

KEY:

Accreditation Standard

What the program did

What the program needs to clarify

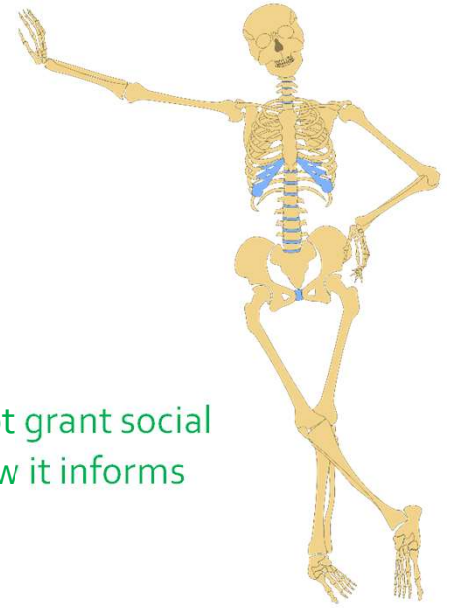
What is being asked of the site visitor

Accreditation Standard 3.1.5: The program submits its written policy indicating that it does not grant social work course credit for life experience or previous work experience. The program documents how it informs applicants and other constituents of this policy.

Letter of Instruction:

The program reported it does not grant social work course credit for life experience or previous work experience. However, the program did not provide a policy, nor document how it informs applicants and other constituents of this policy.

The site visitor is asked to discuss with the program and review its policy stating it does not grant social work course credit for life experience or previous work experience. Additionally, the site visitor is asked to discuss with the program how it informs applicants and other constituents of this policy.



General Questions Bank – Updates

- The General Questions Bank is used by site visitors to select questions in addition to the LOI standard-specific questions to gather additional information about the program.
- Visitors must ask at least one (1) question for each of the five (5) general standards.
- Updated July 2025, changes are highlighted
- [General Questions Bank - 2022 EPAS](#)
- [Site Visitor Resources](#)
- Submit your own questions with the [Open Call for General Questions](#) form!

Accreditation Standard 2.0: Anti-Racism, Diversity, Equity, and Inclusion (ADEI)

For Institutional Administrators:

- How does the institution support the program in challenging students to better understand themselves and others?
- What steps has your institution taken to ensure representation of faculty, staff, and students have a wide variety of backgrounds, experiences, and perspectives?
- What services and/or support do you provide to ensure all students, faculty, and staff are welcomed and respected?
- How does the institution support the program's diversity efforts?

For Faculty:

- How does the program approach the vast range of student learning needs, including intentional planning and implementation of individualized practices and pedagogies in the explicit curriculum that reduce barriers while optimizing accessibility for students?
- How do you integrate anti-racism, diversity, equity, and inclusion (ADEI) approaches across the curriculum?



Setting the Tone and Stage on the Site Visit

Available on the [Site Visitor Resources](#) page.

Setting the Tone and Stage on the Site Visit | Optional Resource

Purpose:

- This is an optional resource to assist site visitors in setting the tone and stage while meeting with the program and its stakeholder on the site visit.
- We encourage site visitors to use this resource to assist in setting a collegial, friendly, and professional tone at the visit while setting clear boundaries and expectations.
- Site Visitors can use this as a guide during site visits and are welcome to modify the language to fit the situation and the visitor's own style.

Setting the Tone:

- Bring a warm and collegial attitude of partnership, as programs may have anxiety about the process
- Come with curiosity and not a “gotcha” mentality

Setting the Stage

- Abide by [ethical and behavioral guidelines](#) as well as their own professional boundaries
- Explain the accreditation process and site visitor role to all stakeholders



Visit Prep – Putting it together

- Your review may look like:
 - Which standard is cited in the Letter of Instruction (LOI)?
 - What did the program say about that standard in the self-study?
 - What did the BOA identify as being missing or unclear in the LOI? - **This is the information that the site visitor is looking to collect in the visit and document in the report, as specifically as possible.**
 - What does the Interpretation Guide say about this standard? **Use this to help clarify what specific information you are tasked with collecting from the program during the visit.**
 - Which stakeholder group(s) is best suited to provide the information that the BOA has asked for? – **Plug that standard into the corresponding visit meeting on the agenda.**
 - What would be helpful for the BOA to hear more about? What am I curious about after reviewing the program materials? – **Plan the general questions you'd like to ask (minimum of 1 required from each of the 5 general standards using the [2022 EPAS General Questions Bank](#)).**



Navigating ADEI and Accreditation Site Visits

Navigating ADEI and Accreditation Site Visits

During the Site Visit

- While conducting accreditation site visits, site visitors meet with institutional and program representatives to review areas identified in the Letter of Instruction issued by the CSWE Board of Accreditation.
- Site visitors must not offer advice, guidance, or interpretation regarding any federal or state policies or legislation, even if directly asked by program or institutional representatives. This includes:
 - laws that restrict discussion or implementation of ADEI initiatives
 - requests for help navigating such laws or their implications
 - questions about compliance strategies or legal risk
- Site visitors are not acting in a consultative or advisory capacity and must refrain from providing input on legal and policy issues.



Navigating ADEI and Accreditation Site Visits

Documenting the Site Visit

- If a program is unable to address a specific accreditation standard related to ADEI due to legal constraints, in the site visit report the site visitor should:
 - report only what was or was not discussed/observed
 - do not speculate or explain “why” the program did or did not meet a requirement
 - do not reference specific laws or legislation
- For example, in a site visitor report:
 - Instead of, “The program could not demonstrate ADEI efforts due to state legislation.” Site visitors could write:
 - “The program did not discuss activities/efforts related to this standard.”
 - OR
 - “The program discussed X, Y, Z activities/efforts”



Navigating ADEI and Accreditation Site Visits

Let the Program Provide Context

- In the program's response to the site visit report, it is the program's responsibility to:
 - respond to site visit findings
 - explain any legal or contextual factors affecting their ability to meet standards
 - demonstrate how they are addressing the standards within their institutional or legal framework
- The accreditation process allows programs to fully explain their circumstances in their formal response to the site visit report.



Navigating ADEI and Accreditation Site Visits

Site Visitors DO:	Site Visitors DO NOT:
Discuss, observe, and document what the program presented	Offer guidance on legal or legislative matters
Refrain from providing input on legal or policy-related requirements	Reference state or federal laws in your report
Allow the program to explain its own context	Interpret or explain why a standard wasn't met if related to state or other laws
Focus on accreditation standards and evidence provided	Engage in policy-related dialogue or debate



Questions and Acknowledgement

Questions

For questions about the site visitor role or how to handle conversations related to ADEI during a site visit, please contact the program's accreditation specialist prior to the site visit.

Acknowledgement by September 12, 2025

I have reviewed **Navigating ADEI During Accreditation Site Visits** in full and agree to follow this guidance when representing CSWE in a site visitor role.

[Acknowledge here.](#)



Open Discussion Time

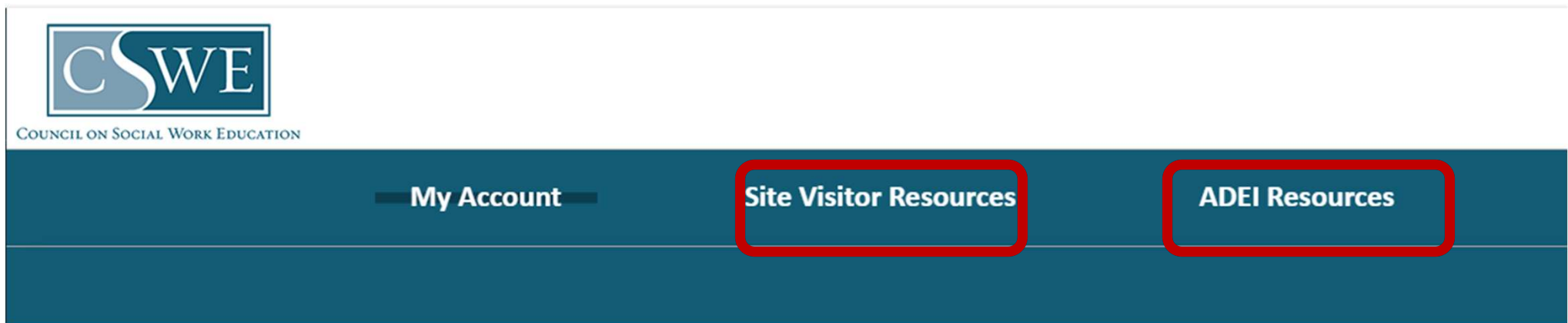
Site Visitor Resources

How to Access Our Members Only Resources

1. Go to <https://membership.cswe.org/Membership>
2. Login to your membership account (or link to your program to become a member, if needed)
 - Click *"keep me signed in if I close the browser"* (for ease, if you choose)
3. Recommend bookmarking this page in your browser
4. Tabs for **"Site Visitor Resources"** and **"ADEI Resources"** will appear on the top of your screen (see next slide for reference)
5. Access resources anytime!
6. Contact membership@cswe.org if you need help managing or accessing your CSWE membership account



Members Only View



Once logged in, you can toggle back and forth between these two pages as needed without having to navigate multiple webpage locations to find everything you need.



Site Visitor Resources Page

On this one-stop shop page you will find:

- ALL site visitor resources – policies, templates, samples, tip sheets, checklists, general questions banks, etc.
- Upcoming events
- Announcements & all the latest information
- Important dates for site visitors reference information
- Training slides and content
- Drop-in session slides and content
- Archived Newsletters
- Other general resource links related to site visiting and accreditation- EPAS Toolkit, EPAS Training, Directories, etc.
- **New resources are coming soon!** Stay tuned (we will also email you when new items launch).



ADEI Resources Page

CSWE has launched an ADEI webpage with centralized information including:

- CSWE Guidance
 - CSWE Statements
 - CHEA Statements
 - ADEI Resources
 - Waiver and extension information
 - And much more!
-
- ❖ Only accessible to members and program primary contacts
 - ❖ Webpage available to accredited, candidate, applicant, and practice doctorate program



THANK YOU

...for volunteering with CSWE! Social Work
accreditation wouldn't be possible without you.

These slides will be emailed to all site visitors and posted to the
private site visitor resource page.