



COUNCIL ON SOCIAL WORK EDUCATION

Site Visitor Drop-In Session

December 5, 2025

12:00 – 1:00 PM ET

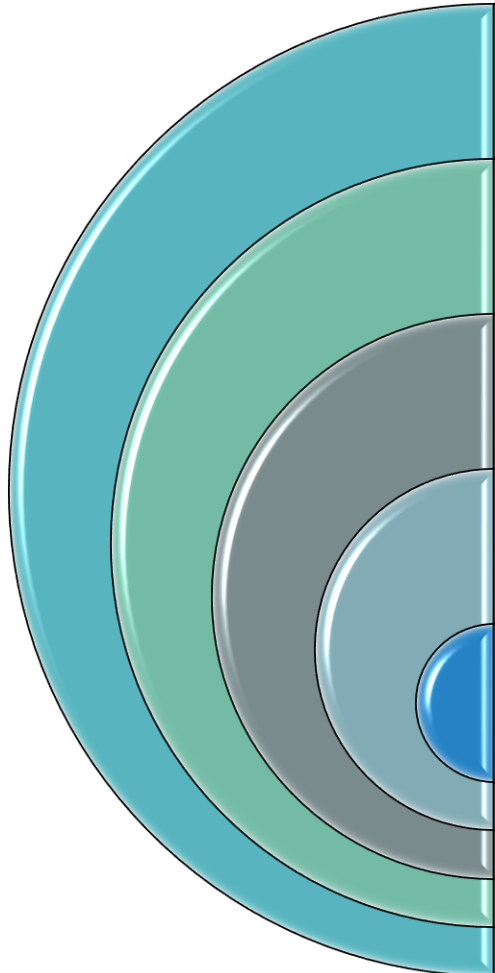




Nice to see you!

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

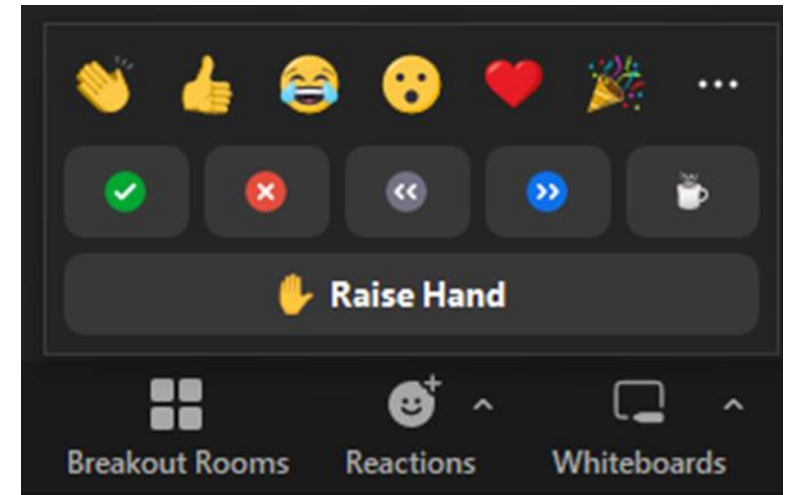
Today's Topics



1. Announcements and Updates
2. Site Visit Report Refresher
3. Accreditation Specialist Spotlight!
4. Open Discussion Time
5. Resources

Housekeeping

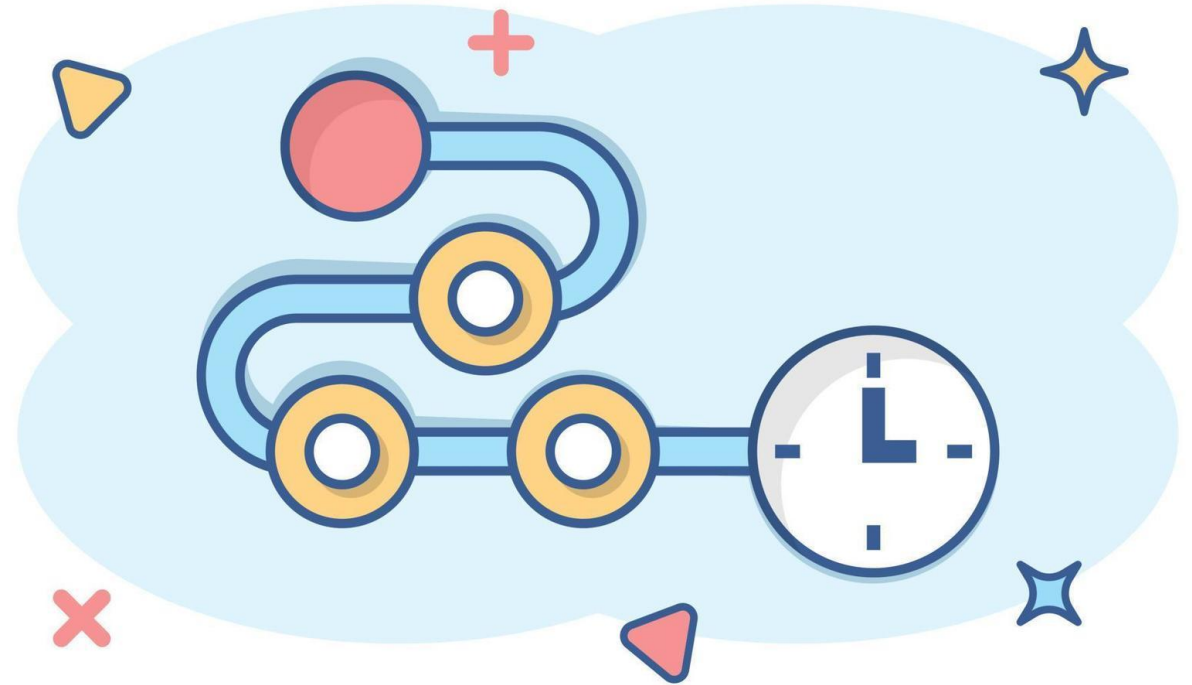
- Slide deck will be available on the Site Visitor Resources page
- We encourage self-care during this session!
 - Stand
 - Take a break
 - Step away
 - Stretch
 - Hydrate
 - Snack
- Please reserve questions until end of each section and either raise hand or use chat
- Turn on Zoom closed-captioning if you need



Announcements and Updates

Matching Timeline Updates

- **Spring 2026** visits have been assigned.
- **Fall 2026** visits are next up!
 - Site Visitor Availability forms will open in **early January** and are due **February 1**
 - Assignments made by **April 1**
- If you are interested in a fall visit, be sure to complete the availability form or you cannot be assigned a visit!



Next Drop-In Session Dates

- February 20, 2026, 12 pm-1 pm ET - [Register Here](#)
- May 8, 2026, 12 pm-1 pm ET - [Register Here](#)
- August 14, 2026, 12 pm-1 pm ET - [Register Here](#)
- Sessions are held from 12-1 PM (ET)
- Reminder calendar invitations will be sent by email ahead of the session.
- Registration links are also available on the [Site Visitor Resources](#) page at any time.



Site Visit Reports

Site Visit Report Templates

- The 2022 EPAS Site Visit Report template includes four (4) topics, clearly labeled:
 - 1. Program/Visitor Information**
 - 2. General Questions Findings**
 - 3. Specific Questions Findings (if applicable)**
 - 4. Site Visit Schedule (should be embedded in the document)**
- Site Visit Report Templates are sent with each LOI and are also located on the [Site Visitor Resources](#) page.
- ❖ Co-located visits require separate reports to be submitted for each program level. The site visitor is only responsible for the visit report correlating to the program level they are assigned to.





COUNCIL ON SOCIAL WORK EDUCATION

Board of Accreditation (BOA)
Department of Social Work Accreditation (DOSWA)
Baccalaureate and Master's Social Work Program Accreditation

Site Visit Report

Program Visited:	
Program State, District, or Territory:	
Program Level:	☐ Baccalaureate ☐ Master's
Visitor Name:	
Visit Date:	MM/YYYY
Visit Type:	☐ Onsite ☐ Virtual

Site Visitor Findings | General Questions

1.0 Program Mission

Question:

Stakeholder(s):

Findings Based on Discussion and Objective Observation:

[Delete this help text before submission: Repeat subheadings as needed, for each general question asked]

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

Question:

Stakeholder(s):

Findings Based on Discussion and Objective Observation:

[Delete this help text before submission: Repeat subheadings as needed, for each general question asked]

3.0 Explicit Curriculum

Question:

Stakeholder(s):

Findings Based on Discussion and Objective Observation:

[Delete this help text before submission: Repeat subheadings as needed, for each general question asked]

4.0 Implicit Curriculum

Question:

Stakeholder(s):

Findings Based on Discussion and Objective Observation:

[Delete this help text before submission: Repeat subheadings as needed, for each general question asked]

5.0 Assessment

Question:

Stakeholder(s):

Findings Based on Discussion and Objective Observation:

[Delete this help text before submission: Repeat subheadings as needed, for each general question asked]

Site Visitor Findings | Specific Questions

Letter of Instruction (LOI)

Insert full accreditation standard and citation text from the LOI

Site Visitor Findings

Insert findings here

[Delete this help text before submission: Repeat subheadings for each specific question or indicate N/A for a general questions only LOI]

Writing the Site Visit Report

Program/Visitor Information:

- ☐ Document the logistics of the site visit

General Questions:

- ☐ Document the question(s) asked under each required accreditation standard (e.g., AS 1.0)
- ☐ Document the findings based on discussion with program stakeholders and objective observations. This may include question(s) stakeholders asked (e.g., The president asked about the accreditation process, and the site visitor explained the next steps).

Specific Questions:

- ☐ Document the accreditation standard as cited in the Letter of Instruction (copy and paste)
- ☐ Document the citation from the BOA as cited in the Letter of Instruction (copy and paste)
- ☐ Document the findings based on discussion with the program, program stakeholders, and objective observations

Site Visit Schedule:

- ☐ Embed the site visit schedule at the end of the report (not submitted in a separate document)





COUNCIL ON SOCIAL WORK EDUCATION

Department of Social Work Accreditation (DOSWA)
Baccalaureate and Master's Social Work Program Accreditation

Site Visit Report Checklist

Resource: [Site Visit
Report Checklist](#)

2022 EPAS

Resource | Reaffirmation Site Visit Report Checklist

Directions

This checklist is an optional tool for reaffirmation site visitors. Visitors may use this checklist prior to submitting a site visit report to the program's accreditation specialist to ensure formatting and content expectations are met.

Report Formatting:	
☐	Submitted as a Microsoft Word Document
☐	Submitted as one single continuous document, not as multiple attachments
☐	All information fields are completed
☐	Does not include supplemental materials provided by the program to the visitor (e.g., curriculum matrices)
☐	Formatting is consistent and easy to follow (e.g., fonts, spacing)
☐	Each of the General Questions asked during the visit are copied and pasted into the report template
☐	Each specific standard listed on the program's LOI is copied and pasted into the report template
☐	For each specific standard, the report follows the format: • Insert full text of standard • Insert full text of instructions from LOI (Letter of Instruction) for that standard • Summarized findings from discussions with the program about that standard
☐	The site visit schedule is included at the end of the report
Report Content:	
☐	The report is in alignment with the relevant accreditation standards and related interpretations (2022 EPAS)

Report Guidelines - Formatting

Report Formatting:	
☐	Submitted as a Microsoft Word Document
☐	Submitted as one single continuous document, not as multiple attachments
☐	All information fields are completed
☐	Does not include supplemental materials provided by the program to the visitor (e.g, curriculum matrices)
☐	Formatting is consistent and easy to follow (e.g., fonts, spacing)
☐	Each of the General Questions asked during the visit are copied and pasted into the report template
☐	Each specific standard listed on the program's LOI is copied and pasted into the report template
☐	For each specific standard, the report follows the format: • Insert full text of standard • Insert full text of instructions from LOI (Letter of Instruction) for that standard • Summarized findings from discussions with the program about that standard
☐	The site visit schedule is included at the end of the report



Report Guidelines – Content and Submission

Report Content:	
☐	The report is in alignment with the relevant accreditation standards and related interpretations (2022 EPAS)
☐	The report is specific to the program and program level being visited
☐	The report includes at least one of the General Questions for each general standard (AS 1.0, AS 2.0, AS 3.0, AS 4.0, AS 5.0)
☐	Each general question includes a summary of the discussions with program stakeholders
☐	Each specific standard includes a summary of the discussion with program stakeholders and any clarification provided by the program
☐	Uses objective language and does not provide feedback/advice, nor recommend a decision
☐	Does not refer to self-study or other supplemental materials provided by the program to the visitor
☐	Does not reference specific laws/legislation nor speculate/explain why the program did or did not meet a standard related to Anti-Racism, Diversity, Equity, and Inclusion (ADEI)
Submission:	
☐	Submitted to the program's accreditation specialist, on or before the due date (2 weeks after the visit conclusion)



Sample Site Visit Report

General Question

Sample Site Visit Report - 2022 EPAS

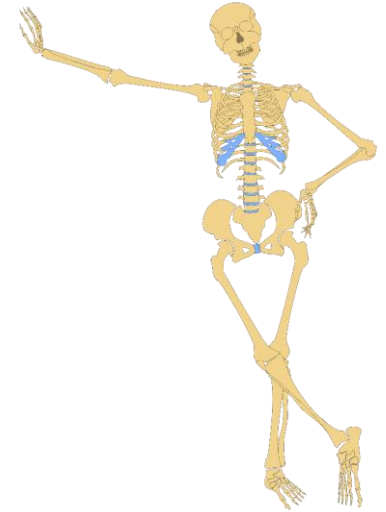
3.0 Explicit Curriculum

Question: How is the explicit curriculum informed by the program context and stakeholders?

Stakeholders: Program Director, Faculty, Field Instructors

Findings Based on Discussion and Objective Observation: All stakeholders were asked the same question in different meetings, and all responded similarly. All stakeholders agreed that the program has strong ties to the community and often solicits field instructors and faculty input through annual meetings. They also reported that the program solicits feedback from alumni through alumni events and surveys. Lastly, the program has a community advisory board, which helps inform the explicit curriculum.

Anatomy of a Specific Standard/Question



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.



Sample Site Visit Report

Specific Question

Sample Site Visit Report - 2022 EPAS

Letter of Instruction (LOI)

Accreditation Standard 4.1.6: The program has policies for academic advising and professional advising. Professional advising is provided by social work program faculty or staff.

The program described its academic and professional advising policies and procedures. However, it was unclear if professional advising is provided by social work program faculty, staff, or both.

The site visitor is asked to clarify with the program whether professional advising is provided by social work program faculty, staff, or both.

Site Visitor Findings

The program reported that professional advising occurs at the program level. Students are assigned a social work professor (faculty member) to serve as an advisor. This person ensures that the student is on track to complete their coursework and to support their professional development and transition into their career.

Navigating ADEI in Site Visits – Documentation

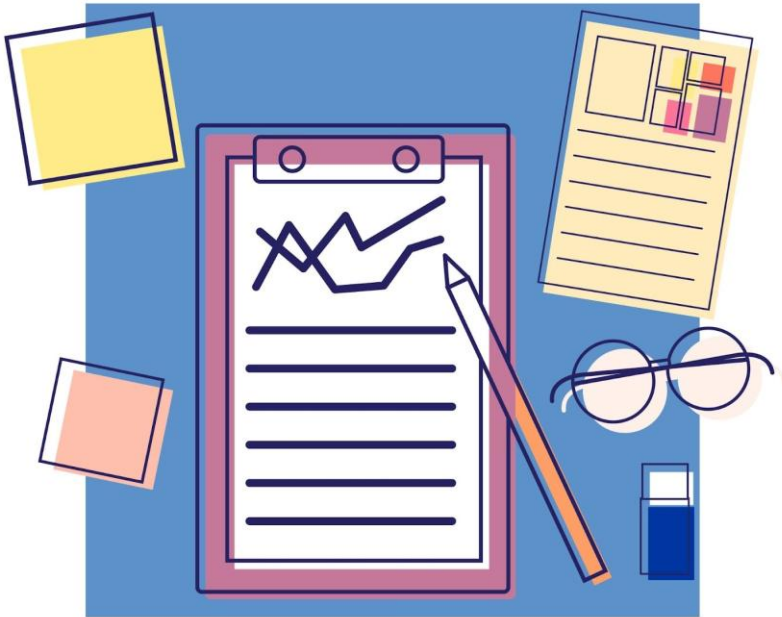
- If a program is unable to address a specific accreditation standard related to ADEI due to legal constraints, in the site visit report the site visitor should:
 - report only what was or was not discussed/observed
 - do not speculate or explain “why” the program did or did not meet a requirement
 - 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”
- **Resource:** [Navigating ADEI and Accreditation Site Visits](#)



Navigating ADEI in Site Visits – Documentation

- **Let the program provide the 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 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 to anything in the site visit report in their formal program response, including any context related to ADEI.
- **Resource :** [Navigating ADEI and Accreditation Site Visits](#)

Submission of the Site Visit Report



- Due **two (2) weeks** after the conclusion of the site visit to the program's accreditation specialist via email
- Failure to adhere to this deadline can result in changes to the program's timeline for re-accreditation.
- If late, proactively notify and request an extension from the accreditation specialist.

Note:

- Accreditation Specialists review the report before sending the final copy to the program and may ask the visitor to provide clarifying edits.
- Accreditation Specialists can help visitors identify the best way to capture what was shared in the visit, especially for tricky areas.

Continuous Quality Improvement

Alyson and Marilyn will relay notable strengths and areas of growth to visitors and offer targeted feedback and training, if needed.



- **Report Feedback** – Accreditation Specialists review site visit reports and provide feedback to ensure. Once a report is accepted, each site visitor receives general feedback of strengths and areas of growth.
- **Site Visit Feedback** – Programs with recent visits may also complete an optional site visit evaluation after the visit.
- **Site Visitor Experience** – Visitors may complete an anonymous site visitor experience evaluation every summer. Visitors are also welcome to contact Alyson or Marilyn to relay positive or constructive feedback anytime!

Site Visit Report Resources

Letter of Instruction Samples

- [Sample Letter of Instruction \(LOI\) - 2022 EPAS](#)

Site Visit Schedule Samples

- [Sample Site Visit Schedule - In-Person - 2022 EPAS](#)
- [Sample Site Visit Schedule - Virtual - 2022 EPAS](#)

Site Visit Report Resources

- [Site Visit Report Checklist](#)
- [Site Visit Report Template - 2022 EPAS](#)
- [Sample Site Visit Report - 2022 EPAS](#)

❖ All of these resources are located: [Site Visitor Resources Page](#)



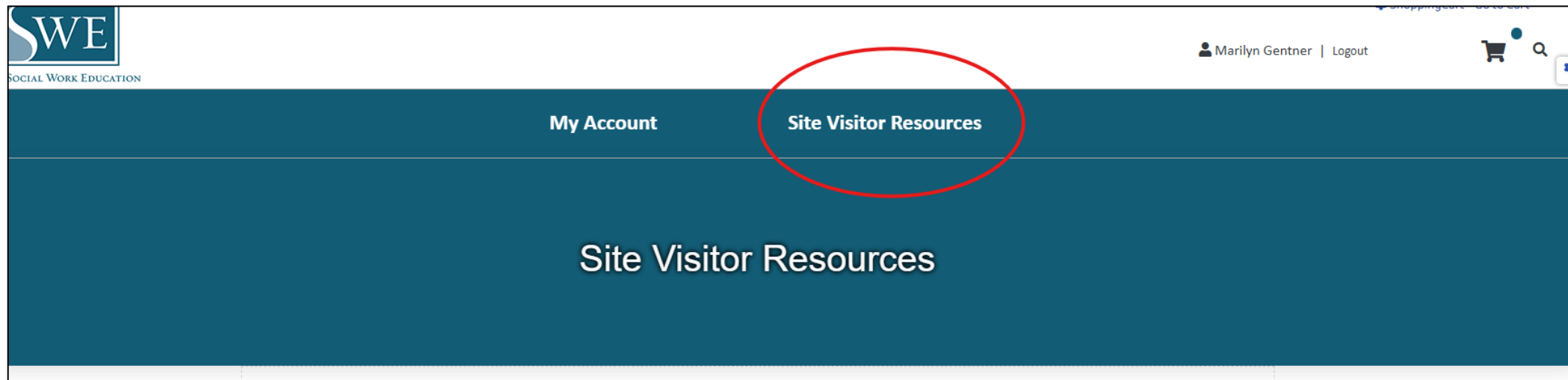
Specialist Spotlight!

Open Discussion Time

Site Visitor Resources

How to Access the Site Visitor Resources Library

1. Go to membership.cswe.org/Site-Visitor-Resources
2. Login to your membership account (or link to your program to become a member, if needed)
 1. Click “keep me signed in if I close the browser” (for ease, if you choose)
3. Recommend bookmarking this page in your browser
4. “Site Visitor Resources” will appear at the top of your screen
5. Access resources anytime!



Accreditation Volunteer Resources

- All site visitor resources (not public): membership.cswe.org/Site-Visitor-Resources
- Reaffirmation site visits policies, templates, and resources: [Site Visit Information](#)
- Policies and procedures regarding the site visit can be found in section 6.6, *Site Visit Information*, of the [Accreditation-Policy-Handbook.pdf \(cswe.org\)](#)
- Information on becoming a site visitor: [Becoming a CSWE Site Visitor](#)
- Board of Accreditation Directory: [Board of Accreditation](#)

Always check the website for the most current forms and accreditation updates!

Accreditation General Resources:

- Accreditation Homepage: [Accreditation | CSWE](#)
- Accreditation Policies: [Accreditation-Policy-Handbook.pdf \(cswe.org\)](#)
- Reaffirmation Process: [Accreditation Process | CSWE](#)
- Reaffirmation Training (free for site visitors): [Training | CSWE](#)
- 2022 EPAS Accreditation Toolkit: [2022 EPAS | CSWE](#)
- 2015 EPAS Accreditation Toolkit: [2015 EPAS | CSWE](#)
- Directory of Accredited Programs: [Accreditation Directory | CSWE](#)
- Directory of CSWE Staff: [Staff Directory | CSWE](#)
- CSWE Board of Accreditation (BOA) Decisions: [BOA Decisions | CSWE](#)



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.