

Membership Application Check List

(for use by Pathway One applicants)

To apply for ASPA Membership, an accrediting body must demonstrate that it has endorsed and conducts its activities in a manner consistent with the ASPA-member Code of Good Practice. Certain basic information must be submitted.

This Application includes:	Where to Find Items (if applicable, cite page number and title of document):
I. Description (limit to 1 page) of how applicant agency meets ASPA's definition of Specialized or Professional and the supporting definitions (see definitions on web site).	
II. Evidence that the agency's governing body has endorsed the ASPA Member <i>Code of Good Practice</i> (see endorsement form).	
III. Evidence of adherence to good accreditation practice by submitting a copy of the "letter of recognition" from the USDE or CHEA which announces recognition of applicant agency.	
IV. Brief statement (limited to 1 page) indicating: <ul style="list-style-type: none"> a. The nature and scope of accrediting activity. b. Date when accrediting activities were first initiated. c. Number of programs currently accredited. 	
V. Name(s) and titles of the principal staff or volunteer contact/representative and elected officers.	
VI. Application for ASPA membership must also include: <ul style="list-style-type: none"> a. A letter of application signed by the chief executive or chief operating officer of the accrediting agency. b. Payment of \$500 non-refundable application fee which will be applied to membership dues if granted membership. 	
VII. One paper copy of the application documents and either 11 additional paper copies, or the document copied onto a CD or sent electronically as an attachment to the ASPA office.	
<p>Note: Membership in ASPA is contingent upon payment of current dues. Applicants approved for membership at the spring Board of Directors' meeting will pay dues for the new fiscal year; payment in full is due no later than July 1st. Groups accepted into membership at the fall Board meeting will pay one-half the annual dues; payment is due no later than January 1st. See sample dues invoice on ASPA web site to estimate dues for your organization.</p>	

Membership Application Check List

(for use by Pathway Two applicants)

To apply for ASPA Membership, an accrediting body must demonstrate that it has endorsed and conducts its activities in a manner consistent with the ASPA-member Code of Good Practice. . Certain basic information or documents must be submitted to support the brief narrative statement.

This Application includes:	Where to Find Items (if applicable, cite page number and title of document):
I. Description (limit to 1 page) of how applicant agency meets ASPA's definition of Specialized or Professional and the supporting definitions (see definitions on web site).	
II. Evidence that the agency's governing body has endorsed the ASPA Member <i>Code of Good Practice</i> (see endorsement form).	
III. Evidence of adherence to good accreditation practice by submitting the information listed in A-E below. While the following information is reviewed with care, ASPA's review is from the perspective of this being a "membership" Application.	
III.a. A brief narrative statement (limit to maximum of 12 pages) that shows how the applicant meets the seven main sections (use the bullet points under each section to guide your response) of the ASPA-member <i>Code of Good Practice</i> . (see web site)	
III.b. A brief statement (limit to 1 page) indicating: <ul style="list-style-type: none"> i. The nature and scope of accrediting activity. ii. Date when accrediting activities were first initiated. iii. Number of programs currently accredited. 	
III.c. Organizational data about the decision-making body, including: <ul style="list-style-type: none"> i. The names and affiliations of council/commission members, and officers, ii. Frequency of meetings. iii. Name(s) of principal staff or volunteer contact/representative. 	
III.d. A copy of accreditation standards or evaluation criteria.	
III.e. Narrative description of the accreditation process (limit to 2 pages).	

<p>IV. Application for ASPA membership must also include:</p> <ul style="list-style-type: none"> a. A letter of application signed by the chief executive or chief operating officer of the accrediting agency. b. A listing of agency or agencies that recognize its accreditation activity (i.e. Certification Boards, Licensing Boards etc.). c. Payment of \$500 non-refundable application fee which will be applied to membership dues if granted membership. 	
<p>V. One paper copy of the application documents and either 11 additional paper copies, or the document copied onto a CD or sent electronically as an attachment to the ASPA office.</p>	
<p>Note: Membership in ASPA is contingent upon payment of current dues. Applicants approved for membership at the spring Board of Directors' meeting will pay dues for the new fiscal year; payment in full is due no later than July 1st. Groups accepted into membership at the fall Board meeting will pay one-half the annual dues; payment is due no later than January 1st. See sample dues invoice on ASPA web site to estimate dues for your organization.</p>	