

ASPA Membership Application Check List

This Application includes:	Where to Find Items (cite page # and title of document):
1. A 1-2 page letter signed by the chief executive or chief operating officer of the accrediting agency: <ol style="list-style-type: none"> a) indicating the desire to become an ASPA member and b) describing how the applicant organization meets ASPA’s definition of specialized or professional and all supporting definitions (see definitions on web site). 	
2. Evidence that the agency’s governing body has endorsed the ASPA Member Code of Good Practice (include completed endorsement form).	
3. Brief statement (limited to 1 page) indicating: <ol style="list-style-type: none"> a) the nature and scope of accrediting activity. b) the date when the first program/institution was granted accreditation. c) number of programs currently accredited. 	
4. Provide the name(s) and titles of the principal staff and the decision-making body, including: a) the affiliations of council/commission members and b) the frequency of meetings.	
5. Provide <i>evidence of adherence to good accreditation practice by submitting</i> : <ol style="list-style-type: none"> i) a brief narrative statement (limited to maximum of 14 pages) that describes how the organization*: <ul style="list-style-type: none"> • conducts its accreditation process • establishes and revises accreditation standards • makes decisions on accreditation actions • demonstrates respect for institutional autonomy and academic freedom • selects and trains reviewers • promotes assessment and continuous quality improvement of accredited programs • provides public information about accredited programs • responds to complaints <p><small>*An applicant may choose to submit a copy of the “letter of recognition” if recognized by either the USDE or CHEA to show evidence of meeting criterion 5.i).</small></p> 	Cite page numbers for each bulleted item.
ii) a copy of the accreditation standards or evaluation criteria	
iii) a listing of agency or agencies that recognize or require its accreditation activity (i.e. Certification Boards, Licensing Boards etc.)	
6. Payment of \$500 non-refundable application fee.	
7. This check list.	
8. One paper copy of the application letter (only) and check and electronic version of all documents. <i>Note – applicant may request to make electronic payment in which case all submission is electronic.</i>	