

Policy and Procedure to Apply for Candidate for Accreditation

Under normal circumstances a school seeking affiliation with the Association would first go through the Candidate for Accreditation process. The category of Candidate for Accreditation is not to be confused with membership in and accreditation by the Association. It is a temporary status. An institution so recognized is entitled to make public this fact in its catalog and other publications. This candidacy is subject to annual review and may not be continued beyond five years.

The conditions for recognition as a Candidate for Accreditation are as follows:

- 1.** For a school to be recognized as a Candidate for Accreditation, it must meet the following criteria:
 - a.** It must be a nonpublic school that is separately incorporated under the relevant laws of the state in which it is located or a member of a school system.
 - b.** At least one year of operation of the school program must have been completed.
 - c.** The institution must be developing in accordance with the general Standards for Accreditation for independent schools in NEASC.
 - d.** The school must provide academic programs leading to a diploma or appropriate certificate issued by the school being considered.
 - e.** It is expected that the majority of students spend at least one year enrolled in such a program or for a full semester in a semester-length program.
 - f.** In the case of a proprietary school, that the school has a governing body which meets the criteria set forth in the Commission Policy on Governing Bodies for Proprietary Schools.
- 2.** Such an institution would be required to:
 - a.** Submit a Candidate for Accreditation Report.
 - b.** Host a visit from representatives of the Commission to determine the readiness of the school to be accepted into Candidate status and to move toward full accreditation and membership in the Association. The Committee will prepare a written report to the Commission which will include a recommendation as to acceptance of the school into Candidate status.
 - c.** Pay all costs of the visiting committee — travel, meals, and lodging.
 - d.** Pay an annual fee set by the Board of Trustees of the Association while the institution remains in this category. This fee is equal to the membership dues for a comparable school.

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- 3.** The Commission on Independent Schools recommends for recognition those institutions which appear to the Commission to merit this status. When this status is conferred, the school may attend, without vote, the Annual Meeting and other meetings of the Association. The institution will make annual reports to the Commission on Independent Schools and may be visited by representatives of the Commission. Failure to submit these reports as requested or inadequate progress in the development of the school toward meeting the Standards for Accreditation in the Association may be cause for dropping a school from this category of affiliation.
- 4.** A school may remain affiliated with the Association as a Candidate for Accreditation for a maximum of five years, in the course of or at the end of which period an institution must apply for membership and undergo evaluation in accordance with established procedures.
- 5.** The visiting committee must be able to assess the total program of the school. With a school that is adding grades, a visit may proceed, at the discretion of the Commission, if complete plans are in place.

Approved by the Commission on Independent Schools, November 15, 2005