Building an Exemplary Accreditation Application and Navigating the Peer Review Process
How NACEP Accreditation Strengthens a Concurrent Enrollment Program

- Gives students assurance they are taking authentic college courses
- Aids students in credit recognition
- Enhances reputation of college and high school partners
- Leverage to gain commitments from college faculty and staff
- Cooperation of school partners who value accreditation when communicating with parents
- Schools consult with college when making new hires
- Prepares institutions for regional accreditor reviews
104 Accredited Programs from Coast to Coast
Peer Review Process

- **Purpose of accreditation**: program improvement & quality assurance

- **Evaluative**, yet collegial, assessment of evidence

- Burden of proof is on you

- Each CEP uses **unique language** & operates in **unique** institutional and state policy **contexts**

- Accreditation Guide is a **resource** used by you and by reviewers

- There are **many ways** to meet a standard

- Standards are reviewed both **individually** and **holistically**
<table>
<thead>
<tr>
<th><strong>Self Study</strong></th>
<th>1-2 years prior to submitting an application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Intent Form</strong></td>
<td>Filed December – January</td>
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</table>
| **Prepare & Submit Application** | January – June  
Deadline on or around July 1 |
<p>| <strong>Initial Review by Peer Review Team</strong> | August – September |
| <strong>Interview</strong> | At NACEP National Conference (Oct/Nov) |
| <strong>Applicant Response &amp; Additional Review</strong> | December – February |
| <strong>Report of Findings to Applicant</strong> | March |
| <strong>By May 1</strong> | Accreditation Commission Vote |</p>
<table>
<thead>
<tr>
<th>Standards</th>
<th>Application</th>
<th>Based on School Year</th>
<th>Review Cycle</th>
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<tbody>
<tr>
<td>Current</td>
<td>Summer 2018</td>
<td>2017-18</td>
<td>July 18 – April 19</td>
</tr>
<tr>
<td>New in 2017</td>
<td>Summer 2019</td>
<td>2018-19</td>
<td>July 19 – April 20</td>
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Compiling an Application
Critical Factors for Success

Make sure that your application:

- Includes only and all *concurrent enrollment* as defined by NACEP: college credit-bearing courses taught by high school teachers to high school students (see *Definition*, p.6; *Scope*, p.7)

- Demonstrates that you have implemented all policies and practices described in the Standards *during the school year immediately preceding the application*

- Provides clear, well-organized documentation so that reviewers can verify that the practices are in place

If your CEP is operated across a multi-campus college system, please review that section of the Accreditation Guide and consult with us.
Compiling an Application, continued…

- Organize electronic files for online submission, following NACEP’s electronic application requirements

- Use coversheets to explain how your evidence demonstrates your practice

- Be consistent in naming and courses across coversheets, supporting documents, brochures, and webpages

- Have faculty describe their practices and sign the Standard Assessment Form
Electronic Application Requirements
Paired Syllabi

- Agriculture AGB330 Campus.pdf
- Agriculture AGB330 CEP.pdf
- Biology BIO165 Campus.pdf
- Biology BIO165 CEP.pdf
- Business ACC115 Campus.pdf
- Business ACC115 CEP.pdf
- Education ECE133 Campus.pdf
- Education ECE133 CEP.pdf
- English ENG105 Campus.pdf
- English ENG105 CEP.pdf
- Math MAT156 Campus.pdf
- Math MAT156 CEP.pdf
- Nursing HSC110 Campus.pdf
- Nursing HSC110 CEP.pdf
- Social Science POL111 Campus.pdf
- Social Science POL111 CEP.pdf
- World Languages FRN203 Campus.pdf
- World Languages FRN203 CEP.pdf

- HCCC 107
- MATH 210
- NURS 107
- SOC
- 2451_001.pdf
- 2451_007.pdf
- 2452_001.pdf
- 2452_007.pdf
- 2453_001.pdf
- 2453_007.pdf
- CEP - Corrections Final.docx
- CEP - HCC Final.docx
- CEP - MV Calc Final Exam.docx
- CEP - NURS FINAL EXAM.docx
- NCC final exam.pdf
- NCC - NURS Final.docx
- Police and Community Final - 2012.docx
- Police and Community Outline FA 2012..
Program Context

- Basic statistics
- Size and scope
- History and place within college
- Relevant policies and laws
- Mixed courses
- Geography
- Student eligibility
- Payment
- Discipline list – only NACEP-defined CE courses
# List of Disciplines

<table>
<thead>
<tr>
<th>College/University Name</th>
<th>Concurrent Enrollment Courses Offered by Discipline</th>
<th>School Year 2014-15</th>
<th>18 courses spanning 6 disciplines</th>
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<tbody>
<tr>
<td><strong>College or Division</strong></td>
<td><strong>Department (if applicable)</strong></td>
<td><strong>Discipline</strong></td>
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Questions