

# Initial EHAC Accreditation Process for Undergraduate Degree Programs

## STEP 1.

Contact the EHAC Office with exploratory accreditation questions - 206-522-5272 or executive.director@nehspac.org. EHAC Website: www.nehspac.org

### Items to consider when Planning to Contact the EHAC Office:

1. EHAC Policy requires that at least one student must graduate from the program in question PRIOR to application for accreditation. EHAC mentors are available to help develop a program from scratch or revise a current program to meet EHAC criteria. See Step 2.
2. Use EHAC's Undergraduate Accreditation Readiness Questionnaire to compare your program to EHAC Undergraduate Requirements - the Table 2 Course Comparison Spreadsheet is helpful in identifying the status of your program related to EHAC Undergraduate Requirements for Accreditation.

## Step 2. EHAC Mentor Assigned

Once a program has reviewed and completed the Readiness Questionnaire and Table 2 to the best of their ability, programs can submit the documents to the EHAC office and a mentor will be assigned to assist with the accreditation process. Together, you and your EHAC Mentor will review your program curriculum and your Mentor will provide guidance during the application process. EHAC mentors can also assist those wanting to develop or revise an academic program to meet EHAC criteria. (Note: Mentor guidance does not ensure accreditation approval by the EHAC Council.)

## Step 3.

**Has the Degree Program graduated a student(s), or will the program be graduating students during the spring or fall after submission of an initial application?**  
(Note: Applicant Programs must have graduated students prior to receiving an accreditation decision. Initial applications for accreditation are due annually on October 1.)

**Degree Program is Ready to Submit their Application for Initial Accreditation**

## Step 4.

EHAC Mentor presents program to EHAC Vice Chairs for Undergraduate or Graduate Programs for consideration by September 1. If the program is deemed sufficiently prepared to apply for accreditation, the EHAC Office will invite the program to submit their Application for Initial Accreditation and associated application fee by October 1.

**Note: Applications for Accreditation are only received once a year on October 1.**

## Step 5.

Degree program submits Application for Initial Accreditation and fee by October 1.

## Step 6.

Degree program conducts an in-depth Self-study, following guidance available at www.nehspac.org and with assistance from their EHAC mentor. The Self-study is submitted to the EHAC office by December 1.

## Step 7.

EHAC Council Members review the Self-study and Site Visits are arranged for January through early April by December 31.

## Step 8.

Degree program coordinates Site Visit logistics with assigned Site Visit Lead and prepares for an onsite Site Visit using the Site Visit Template. (Note: Programs are responsible for Site Visit related expenses for 2 Site Visitors)

## Step 9.

EHAC Council Members conduct the Site Visit (over 2 days) and submit a Site Visit draft report to the Program Director for comment, within 2 weeks of the Site Visit.

## Step 10.

Program Director comments on the Site Visit Report and has the opportunity to correct any deficiencies found during the Site Visit. Degree Program submits comments to the EHAC office within 2 weeks of receipt of the draft report.

## Step 11.

Site Visit Lead submits final Site Visit Report to EHAC Office 2 weeks following submission of Program Director comments.

## Step 12.

EHAC Council reviews degree program's accreditation application during EHAC's Annual Meeting, generally held in July and in conjunction with the National Environmental Health Associations' Annual Education Conference (NEHA AEC). Council makes an accreditation decision during the meeting and informs the program of their status immediately after the decision is made. Note: A representative of the applying program must attend the EHAC Annual Meeting to represent their program and answer questions from the Council. One of three accreditation decisions will be made:

1. Full accreditation for a 6 year term,
2. Conditional Accreditation - a form of probation granted for programs that can amend criteria deficiencies within the next 2 years; or
3. Accreditation denied for programs proving to have major problems for compliance with accreditation criteria - those that cannot be addressed within a 2 year time period.