

Council on Accreditation Parks, Recreation Tourism and Related Professions
Excerpt from Accreditation Handbook regarding Maintenance of Accreditation
(Pages 13-14)

Maintenance of Accreditation

Once a program/specialization has been accredited, maintenance of accreditation is contingent upon fulfilling the following requirements:

1. Being reviewed and approved by the Council on a continuing basis every seven years or as often as required by the Council.
2. Compliance with the eligibility criteria and standards set by the Council for the duration of the seven-year period between reviews.
3. Submitting an Annual Progress Report providing statistics for the previous academic year, specifying improvements made, reporting any significant changes and reporting on status of the 1.0 series standards and standards 2.05.05, 3.06, 3.07, and the 7.0 series. Institutions with multiple accredited programs will be required to report on the 7.0 series for each individually accredited program. An answer of “no” to questions involving the 1.0 series, 2.05.05, 3.06, and 3.07 standards would constitute non-compliance. For the 7.0 series, failure to report the use of three assessment measures (two of which must be direct) would constitute non-compliance. If non-compliance is noted, Council will impose Conditions and the program will have until August 1 prior to the Council’s Fall Meeting to bring the identified standard(s) into compliance. Part of the reporting requirement is to provide the program’s graduation rate. COAPRT recognizes the definition from the National Center for Education Statistics: <http://nces.ed.gov/ipeds/glossary/index.asp?id=812>. The expectation is that the graduation rate reported on will be at the program level; however, if the program does not have access to that information it is recommended that they consult with the institution’s research office. If the institution does not have a research office and still requires guidance on their graduation rate they should contact the Council. Annual Progress Reports are required for all programs regardless of their review cycle.
4. Council member review of Annual Progress Reports. Each Council member will review Annual Progress Reports from programs to which they have been assigned, verify submitted information, and make a preliminary determination of program compliance with standards 1.02 through 1.05, 2.05.05, 3.06, and 3.07. Similarly, the Council member will make a preliminary determination regarding compliance with reporting expectations for the 7.0 series. Council review will conclude by the end of April, with Council members submitting reports on their assigned programs to the Executive Committee and the Staff Liaison. In those cases where preliminary determinations indicated programs may be out of compliance with one or more standards, Council Executive Committee will conduct further assessments to be concluded no later than the end of May. An Executive Committee determination of non-compliance will result in conditions being placed on the program which will have until August 1 prior to the Council’s Fall Meeting to bring the identified standard(s) into compliance. The COAPRT website will be updated to include conditions placed on programs resulting from the review of annual reports. If satisfactory remediation has not been made,

the program may be placed on Warning at the Fall Meeting. Failure to remedy the issues resulting in Warning(s) by the specified date may result in withdrawal of accreditation due to noncompliance with the relevant standard(s).

5. Paying an annual maintenance [fee](#), as designated by the Council. This fee is paid for the current calendar year (January 1 – December 31). No maintenance fee is assessed during the calendar year in which the Program undergoes an accreditation review hearing. Thus, during the course of a standard continuing accreditation cycle, a Program/Specialization will submit annual progress reports, pay the maintenance fee six times, and pay one review fee.
 - a. Annual progress reports and [fees](#) are due by March 1 of each submittal year. If a program fails to submit a report and/or the fee by March 1, the Council will charge the program a late [fee](#). The Council also will send a warning that failure to submit the delinquent report and fee, including the late fee, will lead to withdrawal of accreditation. If administrative factors beyond the control of the Program preclude timely payment, an explanation and evidence must be submitted by the deadline.
 - b. In addition, if Requirements 1 and 2 are not met, the Program/Specialization will receive a warning with a specified time limit for compliance. Failure to respond satisfactorily to the warning by the stated deadline will lead to withdrawal of accreditation.
6. A currently accredited Program/Specialization may voluntarily withdraw from its accredited status by notifying the Council of its intent in writing on official letterhead. The letter must indicate that copies have been sent to the Department Chair/Head, Dean, Provost/Vice President for Academic Affairs, and the college or university's President/Chancellor.