

CACREP Liaison Position Description and Responsibilities

The CACREP Liaison serves as the primary point of contact between CACREP and the institution's accredited program(s). The CACREP Liaison is the person to whom CACREP will send important notifications and news updates. While multiple individuals within a program may assume responsibility for various CACREP accreditation-related functions, CACREP requires there be only one person designated as the CACREP liaison. It is preferred that the Program Liaison be a core faculty member in the counseling program. Not only is this individual the person to whom all CACREP information will be sent, but this person's name will also be listed in the CACREP online Directory of Accredited Programs as the contact person for potential students' questions about the program(s); therefore, the CACREP Liaison should be someone knowledgeable of and experienced with institutional and program policies and procedures.

General Responsibilities

The CACREP liaison must

1. Be available on an on-going basis to receive information and updates from CACREP. CACREP often uses e-mail for communication purposes, although some information such as the annual fee invoice is mailed out as hard copy. The liaison should ensure that his or her email system will accept emails from CACREP and that his or her work email and postal mail is covered over the summer months. **The CACREP Liaison role needs to be covered for 12 months.** If the appointed liaison will be unavailable for an extended period of time (e.g., personal matters, sabbatical) or is leaving an institution, it is the institution's responsibility to notify CACREP of a change in liaison assignment. Keeping this information current is very important, as some information is very time sensitive.
2. Maintain current program information on the CACREP website. The CACREP liaison should periodically log in to the CACREP website to ensure that the program information (e.g., liaison contact information, program descriptions, administrative information) is current and accurate and to ensure that he or she remains aware of the due dates for required reports.
3. Communicate CACREP information, such as when various reports or fees are due, to program faculty and administrators. The CACREP Liaison should always forward information received from CACREP to appropriate personnel at the institution. In addition, the liaison should encourage program faculty and administrators to sign up for the CACREP eNewsletter through the CACREP website to foster an understanding of accreditation-related matters.
4. Process the annual fee invoice and complete the Vital Statistics survey. Annual fee invoices are mailed out to programs April 15 of each year. It is the liaison's responsibility to be familiar with the processes at his or her institution for getting the invoice paid and to allow enough time for payment by September 15.

Responsibilities During the Application Process

Self-Study

The CACREP liaison should

1. Communicate reaccreditation process considerations and due dates to the program faculty and administrators. The liaison is responsible for knowing and communicating when the self-study report is due and for notifying the faculty of CACREP information to assist them in the self-study process. However, this does not mean that the liaison is the key individual tasked with writing and submitting the program's reaccreditation self-study. In fact, while a single person may assume responsibility for editing and managing the compilation of information provided in the self-study document, no single individual should be tasked with developing the materials generated during the self-study process, as this should involve the entire faculty. The liaison often serves as the 'go-between' between the program and CACREP during the reaccreditation process, communicating questions that arise to CACREP and the responses to those questions to the program faculty.
2. Communicate initial review results to the program faculty. The results of the initial review of the self-study are communicated directly to the CACREP liaison.

Site Visit

Please see the Team visit information on the website at

<http://www.cacrep.org/wp-content/uploads/2012/10/CACREP-liaison-responsibilities-site-visits.pdf> for the duties of the CACREP Liaison during the site visit.