**HOW TO WRITE A CACREP**

**SELF-STUDY WORKSHOP**

**Thursday, February 28, 2019**

**9:00am – 5:00pm**

**1767 King St, Alexandria, VA 22314**

**How to Write a Self-Study Workshop**

This hands-on workshop will address the process of preparing to write your CACREP Self-Study. It covers the initial planning phase through the actual development and submission of a Self-Study Report. Attention will be given to the CACREP Standards, Policies, program evaluation, and the assessment of student learning. Participants will have the opportunity to view examples from real self-studies and opportunities to ask the workshop facilitators individualized questions.

**Registration Form**

Name

Institution

Department

Address

Phone

E-mail

The cost to attend the workshop is $495.00 for the first person from an institution and $250.00 for up to two additional persons from the same institution. Registration will be limited to the first 30 people to register and pay. **Please do not make travel arrangements until you have confirmation that you are registered.** You may pay by credit card by calling the office number below. Lunch will be provided. Participants can earn .7 NBCC approved CEUs for attending the workshop.

*Please note, if there are not enough registrants for this workshop, CACREP will need to cancel the*

*workshop and will refund the registration fees. If the workshop is held, the following cancelation*

*policy applies: All fees paid will be refunded up to 30 days prior to the workshop (close of business*

*January 28, 2019).  After that date, 50% of fees paid will be refunded up to 10 days prior to the workshop*

 *(close of business February 18, 2018).  After that time, all fees are nonrefundable.*

CACREP

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