**HOW TO WRITE A CACREP**

**SELF-STUDY WORKSHOP**

**Friday, March 13, 2020**

**9:00am – 5:00pm**

**Sheraton Suites Old Town Alexandria**

**801 North Saint Asaph Street, 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

Address

Phone

E-mail

Is your program currently CACREP accredited?

The cost to attend the workshop is $550.00 for the first person from an institution and $295.00 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 or 7 CRCC approved hours 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*

*February 13, 2020).  After that date, 50% of fees paid will be refunded up to 10 days prior to the workshop*

*(close of business March 3, 2020).  After that time, all fees are nonrefundable.*

Workshop registration includes your permission for CACREP to use photographs and/or video taken on March 13, 2020 at CACREP self-study workshop in publications, news releases, online, or in other communications related to the mission of CACREP.

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