

CACREP Liaison Position Description and Responsibilities

The CACREP Liaison serves as the primary point of contact between CACREP and the institution's accredited counseling degree program(s). The CACREP Liaison is the person to whom CACREP will send important notifications and news updates.

CACREP requires there be *only one* person designated as the CACREP Liaison, although multiple individuals within a program may assume responsibility for various CACREP accreditation-related functions.

It is preferred that the 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, this person's name will also be listed in CACREP's online Directory of Accredited Programs as the contact person for interested parties' questions about the program(s); therefore, the CACREP Liaison should be knowledgeable about and experienced with institutional and program policies and procedures.

When a program receives initial accreditation, the designated CACREP Liaison will receive login information from WordPress with directions to either create a password OR to reset it. This password will need to be reset EVERY time there is a change in Liaison.

General Responsibilities

The CACREP Liaison must:

1. **Receive information and updates from CACREP.** CACREP often uses e-mail for communication purposes including sending all fee invoices. The Liaison should ensure that their email system will allow receipt of email from the following email domains/addresses:
 - Emails from the @cacrep.org domain
 - cacrep@cacrep.ccsend.com
 - noreply@qemailserver.comThe Liaison should also ensure that they can receive email over the summer months or designate someone else to this role in their absence during the summer months. *The CACREP Liaison role needs to be covered for 12 months.*
2. **Maintain current program information on the CACREP website.** The CACREP Liaison should periodically review the CACREP website to ensure that the program information (e.g., Liaison contact information, program descriptions, administrative information) is current and accurate. The Liaison can log in to their institution's page and update program information. If there is a field you cannot update contact CACREP at cacrep@cacrep.org.
3. **Communicate CACREP information to program faculty and administrators.** The CACREP Liaison should always forward information received from CACREP to appropriate personnel at the institution, especially program faculty, and students when appropriate.
4. **Ensure that they remain aware of due dates.** For reports that are required annually and those required on a specific, one-time basis, and for annual fees.
5. **Ensure annual fee invoice is processed and the Vital Statistics survey is completed.** Annual fee invoices are mailed out to programs on April 15 of each year. It is the Liaison's responsibility to be familiar with the processes at their institution for getting the invoice paid and to allow enough time for payment to be received by the September 15 deadline.

The Counseling Program must:

1. **Ensure that there is an active, designated liaison available at all times.** It is the program's responsibility to notify CACREP of a change in Liaison assignment. Keeping this information current is very important, as some communications from CACREP are very time sensitive. If the appointed Liaison will be unavailable for an extended period of time (e.g., personal matters, sabbatical) or is leaving the institution, an authorized representative of the program should notify CACREP about who will take on the liaison role as a result of this absence/departure. Notifications regarding liaison changes should be sent to cacrep@cacrep.org

Responsibilities During the Application Process

Self-Study

The CACREP Liaison should:

1. Communicate reaffirmation 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.
2. Assist program faculty 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 accreditation Self-Study Report. In fact, while a single person may assume responsibility for editing and managing the compilation of information provided in the self-study report, 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 accreditation review process, communicating questions that arise to CACREP and the responses to those questions to the program faculty.
3. Communicate initial desk review results to the program faculty. The results of the initial desk review of the self-study are communicated in a formal letter from CACREP directly to the CACREP Liaison.

Site Visit

1. PRIOR to the visit, the CACREP Liaison will:
 - a. Ensure that the site visit is paid before the visit begins.
 - b. Review the appropriate manual based on the type of site visit received from the CACREP Site Visit Coordinator.
 - c. Correspond with the team chair to coordinate the site agenda and interview schedule.
 - d. Inform those being interviewed of the purpose for the interview.
 - e. For in-person visits:
 - i. arrange transportation for team to and from the airport (unless team has a rental car) and to off-campus sites during the visit.
 - ii. arrange hotel accommodations nearby campus (members will pay for their own hotel accommodations).
 - iii. provide information to team members regarding transportation and lodging arrangements (e.g., closest airport, airport pickups, parking considerations).
 - f. For virtual visits:
 - i. create a folder with the requested documents for review.
 - ii. conduct a technology check with site team.
 - iii. verify that all site team members have access to the folder.

2. DURING the visit, the CACREP Liaison needs to:
 - a. Maintain communication with the site team.
 - b. For in-person visits, make sure that hotel arrangements are satisfactory, and that site transportation is arranged.
 - c. Check periodically with the team chair that the visit (virtual or on-site) is running smoothly.

3. AFTER the visit, the CACREP Liaison needs to:
 - a. ensure that a written institutional response to the site team report is submitted within the designated 30-day time period.
 - b. duplicate and distribute the Site Visit Survey to all participants who had contact with the site team members eg. faculty, staff, administrators, students, etc.
 - c. complete Site Visit Survey to the CACREP office within 30 days of the visit's completion.