



CACREP Pre Applicant AMS Access Request Form

Effective January 1, 2025, programs interested in seeking initial accreditation through CACREP for one or more counseling specialized practice areas and a doctoral program, if applicable, must complete and submit the form below and a \$1000 AMS Access Fee to obtain access to the Self-Study Report (SSR) template in the accreditation management system (AMS). The access fee covers a two-year period of access to the AMS. Once the activation form is processed and the \$1000 AMS Access Fee is received, you will obtain access to the AMS. If the institution submits an SSR before the end of the two-year access period, the Access Fee will be applied to the program's Application Fee. If the SSR is not submitted within the two-year period, a new Access Fee will need to be submitted for continued access to the AMS and the AMS-based SSR template. If a program is unsuccessful in its initial effort to obtain accreditation, it similarly will be necessary to submit a new Access Fee in order to continue to have access to the AMS in order to use the SSR template for the development of a new SSR.

This form is not applicable to programs seeking reaffirmation of accreditation or to add a specialized practice area and/or doctoral program to a current accreditation cycle.

Please email the completed AMS access form to cacrep@cacrep.org.

See [CACREP Accreditation Fees](#) for Information on payment options.

Please note that, in accordance with requirements for scheduling a site visit, as outlined in CACREP Policy A.3.c, the earliest appropriate time for a counselor education program to submit an application and SSR for initial accreditation of a newly developed entry-level degree program is typically when students in that degree program are in the penultimate term of their program of study. For a newly developed doctoral degree program, the earliest appropriate time to submit an application and SSR for initial accreditation would typically be when students are within 2 years of completion.

There is no substantive review associated with this form or fee. Acceptance of the form and fee and subsequent provision of access to the AMS is not an indication or guarantee that a program will be accredited. A substantive review of the counseling specialized practice areas and doctoral program, if applicable, will not occur until an application, application fee, and self-study report (SSR) are received.

Institution Name:

Name of College/School in Which the Counselor Education Program is Housed:

Name of Department/Academic Unit in Which the Counselor Education Program is Housed:

Counselor Education Program Address:

Counselor Education Program Website URL:

Program Liaison's Phone Number:



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Program Liaison Email:

Program Liaison Prefix:

Program Liaison's Full Name:

Projected Date of SSR Submission:

Programs Which Will Be Included In Application For Accreditation (check all that apply): Specialized Practice Areas

Addiction Counseling _____

Career Counseling _____

Clinical Mental Health Counseling _____

Clinical Rehabilitation Counseling _____

College Counseling and Student Affairs _____

Marriage, Couple, and Family Counseling _____

Rehabilitation Counseling _____

School Counseling _____

Doctoral Program

Counselor Education and Supervision _____