

CACREP Program Liaison Position Description and Responsibilities

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

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

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, 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 Program Liaison should be knowledgeable about and experienced with institutional and program policies and procedures.

The Counseling program must ensure that there is an active, designated Program Liaison available at all times. It is the program's responsibility to notify CACREP of a change in Program Liaison assignment. Keeping this information current is very important, as some communications from CACREP are very time sensitive. If the appointed Program Liaison is unavailable for an extended period of time (e.g., personal matters, sabbatical) or is leaving the institution, a temporary Program Liaison should be appointed. Changes as to who is serving as the CACREP Program Liaison are made in the accreditation management system. *The CACREP Program Liaison role needs to be covered for 12 months.*

General Responsibilities

The CACREP Program Liaison must:

1. **Receive information and updates from CACREP.** CACREP often uses email for communication purposes including sending all fee invoices. The Program 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.com
- noreply@edvera.com
- cacrep@edvera.com

The Program 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.

2. **Login to website and AMS.** The Program Liaison should frequently login to the CACREP website (Directory of Programs & Resource Wall) and Accreditation Management System (AMS) each of which have a separate login credential.
 - For the CACREP website, the login button is located on the upper right corner of the CACREP website homepage. There is only one website login for each accredited institution, and it is provided to the CACREP Program Liaison. You are free to share the login credentials with faculty members and administrators in order to allow them access to the content behind the Resource Wall.
 - For the AMS the login button is located on the upper left corner of the CACREP website homepage. Each identified contact person at the institution (Program Liaison, Department Chair, Dean, President) has viewing access to the AMS and will **each** need to create their own login credentials for the AMS. Only the Department Chair and Program Liaison can initiate changes to contact information by submitting the appropriate forms.

3. **Maintain current program information on the CACREP website and in the Accreditation Management System (AMS).** The CACREP Program Liaison should annually, and as needed, review and update program information..
 - **Website:** The program’s listing in the Directory of Accredited Programs includes a program description for each of the institution’s accredited specialized counseling practice areas and doctoral program, if applicable. The Program Liaison should periodically review and revise, as needed, these descriptions. This is accomplished by clicking the login button on the CACREP website. If you no longer have access to your password, you can click “Lost your password?” to reset it. The password will need to be reset each time there is a change in Program Liaison.
 - **Accreditation Management System (AMS):** The accreditation management system includes, among other things, a listing of designated program contacts (i.e., President, Dean, Department Chair, and Liaison) and program information that should be kept current. The Program Liaison can log into the AMS to review and update the information. Updates are accomplished using forms in the AMS.
4. **Communicate CACREP information to program faculty and administrators.** The CACREP Program Liaison should always forward information received from CACREP to appropriate personnel at the institution, especially program faculty, and students when appropriate. The Program Liaison needs to forward the monthly CACREP Bulletin to all program faculty and appropriate administrators.
5. **Remain aware of due dates.** There are reports required annually and those required on a specific, one-time basis, and annual fee payment deadline. Report due dates are included in the institution’s profile in the accreditation management system. Program Liaisons can also reach out to the CACREP staff for clarification on report due dates.
6. **Ensure Annual Fee invoice is processed, and the Vital Statistics survey is completed.** Annual fee invoices are mailed out to programs on or about April 15 of each year. It is the Program 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.

Responsibilities During the Application Process

Self-Study

The CACREP Program Liaison should:

1. Communicate reaffirmation process considerations and due dates to the program faculty and administrators. The Program 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 development process. However, this does not mean that the Program 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 Program 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 and, if applicable, addendum review results to the program faculty. The results of the initial desk review of the self-study (or an addendum request) are communicated in a formal letter from CACREP directly to the CACREP Program Liaison.

Site Visit

1. PRIOR to the visit, the CACREP Program Liaison will:
 - a. Ensure that the site visit fee is paid. The site visit will not commence until the fee is received.
 - 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 visit 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 near 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 Program 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 Program 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 (e.g., faculty, staff, administrators, students, etc.)
 - c. submit Site Visit Survey to the CACREP office within 30 days of the site visit's completion.