



## **CACREP Pre Applicant AMS Access Request Form**

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Programs interested in seeking initial accreditation through CACREP for one or more counseling specialized practice areas and/or a doctoral program must complete the CACREP Pre-Applicant AMS Access Request Form and contact [cacrep@cacrep.org](mailto:cacrep@cacrep.org) for an invoice for the \$1000 fee. Both form and fee must be received in order for access to the AMS to be granted.

The AMS access request form will be used to create a profile for your institution and the Program Liaison listed on the form will be provided the AMS login credentials.

The AMS access fee to the SSR template is valid for a period of 2 years. If the SSR is submitted within the 2-year period, the \$1000 fee will be credited toward the program's accreditation application fee. If the SSR is not submitted within the 2-year period, a new fee will need to be submitted for continued access to the AMS. Only one access fee may be credited towards the program's application fee when the SSR is submitted.

***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](mailto: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

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Career Counseling

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Clinical Mental Health Counseling

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Clinical Rehabilitation Counseling

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College Counseling and Student Affairs

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Marriage, Couple, and Family Counseling

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Rehabilitation Counseling

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School Counseling

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Doctoral Program

Counselor Education and Supervision

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