

Professional Accreditation Signatory Process and Accompanying Form

As per Essex County College **Regulation 6-15: Professional Accreditation of College Programs**, all academic programs seeking either an initial accreditation or the continued accreditation of their program must adhere to the following process prior to the submission of any accreditation-related reports to their agency/commission. Accredited related reports include Self-Study Reports, Follow-Up Reports, Interim Reports, Annual Reports, or any other official written documents that are submitted to an accrediting agency/commission on behalf of Essex County College.

1. As per Regulation 6-15, the Program Coordinator should reach out to ECC's Accreditation Liaison Officer (ALO) as early as possible to discuss all reporting requirements, accompanying site visits and changes in accreditation status.
2. As per Regulation 6-15, the Program Coordinator must submit a *complete* draft of any accreditation related report to the following individuals at least 2 weeks prior to the report's due date, to allow for internal review:
 - a. The Division Chairperson
 - b. The Dean of Faculty and Academics
 - c. The Vice-President of Academic Affairs (CAO)
 - d. The Accreditation Liaison Officer (ALO)
 - e. The College President
3. As per Regulation 6-15, the Program Coordinator must obtain a *fully* completed copy of the **Regulation 6-15 Authorization Form** which must be signed by all parties listed on the form. The completed form must be submitted to the Accreditation Liaison Officer, prior to the submission of the report.

Professional Accreditation Signatory Form

To be completed by the Program Coordinator:

Program(s): _____

Program Coordinator Name: _____

Title of Report: _____

Agency/Commission: _____

¹Date submitted for internal review: _____

Submission Deadline: _____

¹ Submission for internal review should be at least two weeks prior to the submission deadline and include dissemination to the following individuals: Division Chairperson, Dean of Faculty and Academics, Vice-President of Academic Affairs, the Accreditation Liaison Officer (Executive Director of IEPA), and the President.

Signatory approval must be acquired by each of the parties below, and submitted to the Accreditation Liaison Officer in the Office of Institutional Effectiveness, Planning, and Assessment prior to submitting this report to the aforementioned accreditation agency/commission:

Division Chairperson: _____ Date: _____

Dean of Faculty and Academics: _____ Date: _____

Vice-President of Academic Affairs: _____ Date: _____

Accreditation Liaison Officer: _____ Date: _____

President: _____ Date: _____