



Council for Accreditation of Counseling and Related Educational Programs

1001 North Fairfax Street, Suite 510 • Alexandria, VA 22314 • (703) 535-5990 • fax (703) 739-6209 • www.cacrep.org

July 16, 2015

Elizabeth Haviland
Department of Psychology
Central Washington University
400 E. University Way, MS 7575
Ellensburg, WA 98926

Dear Dr. Haviland:

We are pleased to inform you that the on-site visit for review of the Clinical Mental Health Counseling program at Central Washington University has been scheduled for October 18-21, 2015. The team members should arrive late Sunday afternoon, October 18th and be free to depart by noon on Wednesday, October 21st. You should plan to finalize the agenda with the team chair on Sunday evening. The individuals listed below have accepted the invitation to serve on the visiting team. The contact information for the Team Members is included on page 3 of this letter.

Team Chair	Dr. Steve Feit, Idaho State University
Team Member	Dr. Rebecca Koltz, Montana State University
Team Member	Dr. Brandon Wilde, Adams State University

Directions for the visiting team members and the program are included on pages 55-59 of the *CACREP Accreditation Manual (2009)*. The on-site team is allotted two weeks in which to forward its report to the CACREP office. Furthermore, the institution is allowed thirty (30) days in which to respond to the accuracy of the data provided in the on-site team's report. As per Board policy, your institution is allowed to withdraw any program(s) from the review process up until the Board makes a final accreditation decision.

We ask that you reserve the hotel accommodations for the site team members (please contact the CACREP office if you need credit card authorization to reserve) and also manage their on-site transportation. All team members will pay for their own accommodations upon checkout. The CACREP Liaison Responsibilities document will provide detailed information to help you prepare for the on-site visit. We do not authorize separate meeting rooms as these tend to be extremely costly. Please contact the CACREP office if you have any questions.

Upon receipt of this letter, please send one copy of the self-study materials to each member of the visiting team. A copy of this letter along with prior correspondence that occurred between the CACREP office and your institution will be sent to the team members for their review.

In planning the site visit, the team members are requested to inform you of their travel schedules. Please notify them of lodging and transportation arrangements. As a CACREP Liaison, you are responsible for communicating with your Team Chair, Dr. Steve Feit, regarding the visit agenda including appointments which need to be made with such groups as students, counselor education faculty, faculty outside your department, administrators within your institution and supervisors at practicum and internship sites.

In many cases, a member of the team will bring a laptop computer. However, if this is not the case, your assistance in getting the team access to a personal computer will greatly enhance their productivity while on-site. If applicable, please inform your Team Chair about the kind of computer system you have available.

A copy of the Team Member Evaluation Form will be attached in the initial email alongside this letter. The forms were devised by the CACREP office in order to provide more concrete feedback regarding the accreditation process. As a separate evaluation form should be completed for each team member, please duplicate as many extras as required for the faculty, staff, administrators and students at the university who have contact with the visiting team members. Please return the evaluation forms to the CACREP office by November 21, 2015.

If you have any questions regarding the on-site visit, please do not hesitate to contact the CACREP office.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. Urofsky', with a long horizontal flourish extending to the right.

Robert Urofsky, Ph.D.
Director of Accreditation

cc: Dr. Steve Feit
Dr. Rebecca Koltz
Dr. Brandon Wilde