

SI Program Accreditation Renewal Checklist

Programs whose three-year accreditation period is ending are invited to apply for Accreditation Renewal. The items listed below must be submitted **within 45 days** of the expiration of the original certificate end date to avoid paying the \$75 review fee.

Materials must be submitted in **ONE** PDF file to this email address: icsi@umkc.edu. There is no fee for renewal documents to be reviewed; pricing for three-year accreditation is the same (\$525/three year term). Please allow the ICSI team 60 days to review the renewal application.

To be considered for accreditation renewal, the following items will be evaluated using the SI Program Accreditation Rubric, available on our website, and must achieve an average rating of “Meets Standards” to maintain accreditation

1. The program must have submitted an SI Summary Report to the International Center for SI for each semester/term during the accreditation period.
2. A program narrative (one page) that describes the program’s progress during the three-year accreditation period.
3. The program must provide a letter of support from a program stakeholder (e.g. faculty, administrator) that highlights programmatic growth and achievement.
4. Training agenda from the most recent semester
5. Observation schedule from the most recent semester
6. Ongoing training agendas from the most recent semester
7. Letter of support from an SI Leader in which they discuss their experiences with the program, including how they have utilized training knowledge and observation feedback in their development
8. One completed observation of the SI Leader submitting the letter
9. One completed plan from the SI Leader submitting the letter

Please direct questions by email to icsi@umkc.edu.