

POLICY & PROCEDURES MANUAL

Title:	Annual Update and Dues Policy		
Policy No.	3.05	Chapter:	
Proposed:	May 2009	Proposal No.:	
Adopted:	June 20, 2009	Adopted By:	Vote of the Executive Committee

Purpose:

To provide guidance to Council staff and accredited programs regarding the notification for and submittal of annual reports and dues.

Policy:

The National Environmental Health Science and Protection Accreditation Council (EHAC) requires each accredited program to file an annual update report and pay yearly dues. Failure to do so may result in revocation of accreditation. EHAC will not deploy site visit teams to programs up for reaccreditation that fail to file an annual update report and pay dues by March 15.

Procedures:

A. Annual Update Survey – Procedures for Submittal:

- a. The Annual Update Survey shall be completed and submitted electronically no later than March 15th of each calendar year

- b. EHAC office will notify program directors (and appropriate associated administrator) via e-mail of the web link to the Annual Update Survey tool. This notification will be e-mailed no later than January 15th of the calendar year.

- c. EHAC office will send out a letter reminder no later than February 15th to all program directors (and appropriate associated administrators) that have yet to complete and submit their surveys. This letter will alert them that failure to complete the survey by March 15th will result in the program automatically being put on conditional accreditation.

- d. On March 15th, a certified letter from the general chair will be send to delinquent program directors and associated administrators. The letter will inform them that they are now on probation and at jeopardy of losing accreditation.

- e. Programs not completing and submitting their surveys by April 15 will be referred to the Board of Directors for review. The BOD shall meet within one week to review delinquent programs.

f. The BOD may decide to remove accreditation from delinquent programs at this

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meeting.

B. Annual Update Survey – Procedures for Review of Information on Update

a. Office staff shall flag all Annual Update Surveys reporting changes in contact information and curriculum and omission/suspension of advisory committee

b. The Undergraduate or Graduate Chair shall review the changes provided in the Annual Update Survey and determine further action required, as follows:

1. Contact point information changed: determine if program chair meets requirements in guidelines. If yes, no further action required. If no, Undergraduate or Graduate Chair shall contact program for explanation and refer to BOD for review. If BOD agrees that changes do not meet accreditation guidelines, General Chair writes letter to program notifying of further review needed by Council. General Chair will write letter to program outlining decision of Council.
2. Changes in curriculum: - changes to electives (in depth study list) consistent with table. If yes, no further action required. If no, Undergraduate or Graduate Chair shall contact program for explanation and refer to BOD for review and action. Undergraduate or Graduate Chair writes letter to program notifying of outcome of BOD review and action.
3. Changes in curriculum – changes in core (everything not included in number 2 above) that are consistent with table 2. Refer to BOD for review. If BOD agrees that changes meet accreditation guidelines, Undergraduate or Graduate Chair writes letter to program approving the changes.
4. Changes in curriculum – changes in core (everything not included in number 2 above) not consistent with table 2. Undergraduate or Graduate Chair shall contact program for explanation and refer to BOD for review. If BOD agrees that changes do not meet accreditation guidelines, general chair writes letter to program notifying of further review needed by Council. Program may have option to withdraw changes at this time. If program does not withdraw changes, Council will review the information per the appropriate guidelines and determine the outcome required at the next annual meeting.
5. No advisory committee – not consistent with UG or graduate guidelines. Undergraduate or Graduate Chair shall contact program with reminder of the importance of advisory committee and refer to BOD for review. BOD shall discuss and establish deadline for corrective action if necessary. General Chair writes letter to program and establish deadline for corrective action and consequences of missing this deadline. If program fails corrective action by the deadline, Council will review the issues at the next annual meeting.

c. The EHAC office will keep records of the compiled evaluation results and provide them to the Undergraduate and Graduate Chair as they begin the site visitor selection process, shared with site visitors for use during review process.

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C. Annual Dues

- a. Annual dues are reviewed and set by Council at the annual meeting:
- b. The EHAC office will send out an invoice for annual accreditation dues on the first working day after the New Year. The invoice will be mailed to the program director with copies to the appropriate associated administrator.
- c. Thirty days after the original invoice, a reminder invoice will be sent to delinquent programs (director and appropriate associated administrator). This reminder invoice will accompany a letter in which this policy will be references along with consequences of failure to pay annual dues.
- d. A third invoice to all parties will be sent via certified mail 60 days after original invoice. Programs delinquent after 90 days will be put on conditional accreditation.
- e. Programs delinquent after 5 months (150 days) will be referred to the Board of Directors for review. The BOD shall meet within one week of this referral.
- f. Programs without extenuating circumstances for the late dues will lose accreditation after this review.

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