ARTS

Association of Reformed Theological Seminaries

ARTS ACCREDITATION APPLICATION, CANDIDACY PROCESS, AND FEE SCHEDULE

November, 2022

The accreditation process consists of three phases: applicant, candidate, and membership.

1. Applicant status is the initial phase, by which an institution begins the process of becoming a member of ARTS.

   a. To be eligible for applicant status the institution must first determine it meets the conditions of eligibility stipulated in the Association's Bylaws and Standards of Accreditation. It is recommended that the institution contact the Executive Director for Commission on Accreditation to discuss the eligibility requirements.

   b. Once the institution determines it is in compliance with these conditions, it declares its intention to become a member of ARTS by completing and submitting its application for membership (found on the ARTS Website), along with $500.00 non-refundable application fee made payable to the Association of Reformed Theological Seminaries. Details on where to send the application and fees are found on the ARTS Website under the file called ARTS Application Form.

   c. Upon receipt, the COA will review the institution's application and communicate through the Executive Director their four-fifths decision that the application is accepted. The Executive Director will communicate this decision to the institution indicating that they are now considered as having applicant status.

   d. At this juncture, the institution is to begin their self-study before becoming a candidate for Association membership. The self-study template is found on the ARTS Website.

2. An institution becomes a candidate for membership once their self-study has been received and approved by the COA.

   a. The institution is to conduct their Candidate Institutional Comprehensive Self-Study using the manual provided on the ARTS website.

   b. An institution must complete their self-study no later than 9 months from the date of receipt of the letter indicating they have obtained applicant status. Once complete, the institution will submit to the COA their self-study along with $500 non-refundable candidate fee to the Association. Details regarding where to send the candidate fee and self-study are found on the ARTS Website.

   c. The COA will review the institution's self-study and determine, by a four fifths vote that the applicant may become a candidate for membership. In some situations, the COA may request the applicant clarify or expand portions of their self-study to assist in the candidate evaluation process.

   d. The Executive Director will communicate to the institution that they have obtained candidate status, which begins the process of constituting and scheduling the site-visit team. The structure and make-up of the site-visit team is the same as that required for institutional reaffirmation of accreditation described in section 1.d of this document,

except that a candidate member cannot be placed on probation. For candidate institutions the only decision resulting from the site-visit is to approve or deny membership. All travel expenses for the site-visit team are to be paid by the candidate institution.