# **Commission on Accreditation**

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# **2026**

# **Self-Study Instructions**

# ***Master’s Programs***

Office of Program Consultation and Accreditation

American Psychological Association

750 First Street, NE

Washington, DC 20002-4242

<https://accreditation.apa.org/about-coa/masters-accreditation>

Email: apaaccred@apa.org

Phone: 202-336-5979

**INTRODUCTION TO SELF-STUDY INSTRUCTIONS**

The APA Commission on Accreditation (CoA) is providing this information to give you a framework for completing your self-study. Throughout the instructions you will find that various kinds of data, documents, and materials are required in your self-study. Please consult the[***Standards of Accreditation for Master’s Programs in Health Service Psychology***](https://accreditation.apa.org/about-coa/masters-accreditation#:~:text=Service%20Psychology%20(-,SoA%2DM,-)%20which%20was%20provided)**(SoA-M)**, [***Accreditation Operating Procedures***](https://accreditation.apa.org/about-coa/masters-accreditation#:~:text=Operating%20Procedures%20(-,AOP,-)%20with%20additions%20for) **(AOP)**, and [**Section C Implementing Regulations (IRs)**](https://accreditation.apa.org/about-coa/masters-accreditation#:~:text=the%20SoA%2DM%20(-,Section%20C,-)%20as%20well%20as) when preparing and completing your self-study, which can be found on our [**website**](https://accreditation.apa.org/about-coa/masters-accreditation). Please note that the Section C IRs serve as a companion piece to the SoA-M. They are intended to clarify portions of the SoA-M and may help you respond to specific elements of the Standards more efficiently and concisely.

If you have any questions during this process, please do not hesitate to contact the Office of Program Consultation and Accreditation (programreview@apa.org) for assistance.

**HOW TO COMPLETE YOUR SELF-STUDY**

Your program will be assigned a private folder on Microsoft SharePoint in which to complete the self-study. ***Please email the office (******programreview@apa.org******) with the email address(es) of those who should have access to this folder while completing the self-study (e.g., Training Director, Program Coordinator, etc.).***

This folder will contain the following materials:

1. **Self-study instructions document**: The Word template of these instructions includes the text of the SoA-M as well as specific prompts in **bold orange font** to guide your responses. Form fields indicate where responses are necessary in the narrative.
2. **Folders for supporting materials**: Each standard will have a **“supporting materials”** section indicating whether an upload is required or optional. The required uploads will direct you on how to label the documents (e.g., “*Please label upload as - Table 2: Discipline-Specific Knowledge”*). If you choose to upload optional supporting materials, please be sure to title the documents with the corresponding standard number and title of the contents (*e.g., “Standard IV.B.5 Sample Faculty Recruitment”*) and upload them in the appropriate folder based on the Standard.

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1. **Transmittal pages**: These are to be completed and signed at the time that the self-study is submitted.
2. **Checklist**: A helpful document to help you keep track of your progress on the self-study.

**IMPORTANT REMINDERS**

* **Student Names:** Nothing in the self-study requires you to provide students’ names. When submitting sample documents (e.g., student surveys, evaluation forms), please remove any name that could raise Family Educational Rights and Privacy Act (FERPA) or Health Information Portability and Accountability Act (HIPAA) issues, questions, or concerns.
* **Existing Program Documents:** Most master’s programs and their activities are extensively documented. Therefore, it is appropriate to refer directly to existing program documentation (e.g., catalog, website, handbook) in narrative responses to self-study items. When referring to existing program documentation it is imperative that you provide the relevant documentation as an upload and specify exactly where the requested information can be found in the uploaded documents(including page number of the documentation)*.* Only material that is specifically referenced in the self-study text should be included in the appendices.