

## Guidelines for Joint WASC and NLSA Accreditation: Starting the Process

The National Lutheran School Accreditation (NLSA) has developed a joint accreditation protocol with the Western Association of Schools and Colleges (WASC). The District's Accreditation Commission strongly recommends that Lutheran schools work to be accredited from both agencies simultaneously by using this protocol. **The NLSA involvement, however, begins only after WASC's initial visit.**

### WASC's Initial Visit

- Contact the District Office or Joel Wahlers, the District Education Executive.
    - Phone 925-245-4000
    - email: joel@cnh-lcms.org
  - Visit WASC's website for the following two items under the Getting Started tab:
    - ACS WASC Conditions for Eligibility
    - ACS WASC Application under the heading Public, Charter, Private, Religious Schools tab
  - Submit the online form to the WASC office with the \$160 application fee.
  - If WASC determines that the school is eligible for affiliation with their organization, WASC will send the school an "Initial Visit Materials"
  - Upon receipt of the above "Initial Visit" form and approval to proceed, the WASC office will
- appoint an Initial Visit Committee to visit the school.
  - Work with the chairperson of the visiting team to prepare for the visit.
  - Following the visit, the visiting committee will prepare a report to present to the WASC commission for action.
  - The executive director will notify the school of the commission's action.
  - If the action is favorable, the school will be granted either interim accreditation or candidacy, for a term not to exceed three years.
  - The school will then conduct an extensive self-study to prepare for the visit of an accreditation team for full accreditation using the WASC/NLSA Focus On Learning – 2013 protocol

---

### NLSA Process (begins only after WASC has granted Initial Accreditation or Candidacy)

- Contact the District Office for application information
- The application and other information is found on LUTHEd or the District website
- School leadership review the information and contact the District Office if there are any questions.
- To apply, the school administrator will complete the application and send it, along with the non-refundable application fee, to Shelly Alba at the District Office.
- The District Education Executive will sign the application form and send it to the NLSA office with the school's application fee, and suggest a consultant for the school.
- Upon receipt of the application and fee, NLSA will send materials that enable the school to complete the NLSA process, and the NLSA Director will appoint a trained consultant for the school. It is important that the school administrator work with the consultant throughout the process.
- The application and fee must be received by the NLSA office at least nine months **before** the site visit begins.
- The site visit must begin with two years from the date the application is received or the school must re-apply and pay a new fee.

Western Association of Schools and Colleges  
533 Airport Boulevard, Suite 200  
Burlingame, CA 94010  
Phone: 650-696-1060  
[www.acswasc.org](http://www.acswasc.org)

CA-NV-HI District Office  
2772 Constitution Drive, Suite A  
Livermore, CA 94551-7566  
Phone: 925-245-4000  
<http://cnh-lcms.org>