ASPE Accreditation

Justification Toolkit

ACCREDITATION JUSTIFICATION TOOL KIT

WHAT YOUR INSTITUTION NEEDS TO APPROVE APPLYING

You recognize the value of seeking ASPE Accreditation in Human Simulation, but how do you communicate that to those responsible for approving your request?

One of the best ways to get approval is to share the benefits of accreditation with leadership. In this document, we provide some information on value and benefits from accreditation that you can share with leadership. It is our hope that this will help you so you can make a strong case for applying for accreditation.

This justification tool kit provides everything you need to "make the case" to your institution for applying for ASPE Accreditation in Human Simulation.

In this packet, you'll find:

- A letter/email template
- Value and Benefit worksheet
- Expense worksheet
- "Q&A" fact sheet

Feel free to tailor these materials for your unique needs and the needs of your organization. If you need any other information or would like additional support, don't hesitate to email your ASPE headquarters staff. We're here to help you!

CONTACT

MAIL: 222 S. Westmonte Drive Suite 111
Altamonte Springs, FL 32714 U.S.A.

PHONE: +1-407-774-7880
FAX: +1-407-774-6440

EMAIL: admin@aspeducators.org

JUSTIFICATION LETTER TEMPLATE

Dear [*Supervisor Name*],

I'm writing to propose that our SP Program apply for Accreditation in Human Simulation through the Association of SP Educators (ASPE). Accreditation will highlight our program globally as aligning all our operations to the published ASPE Standards of Best Practice. This recognition will put our program and institution on the map as a leader in human simulation. Although other opportunities for accreditation in our expertise exists, this is the only one developed and endorsed by the global leader in human simulation. Accreditation, and future reaccreditations, will hold our program accountable for continuous quality control and data tracking which will greatly benefit our operations. Our program feels we are ready to pursue accreditation and have assigned a lead from our staff to help prepare the application.

Seeking ASPE Accreditation in Human Simulation is a wise investment. We anticipate gaining professional knowledge through the application process, making it an excellent value that will serve our institution/organization well. I am seeking approval for the filing and application fees required to initiate the process. I've included a *[fact sheet, accreditation benefits, and estimated expenses]* for your review. This opportunity is an investment which will yield dividends throughout the year for our whole team and for <*name of your organization/employer*>.

Please let me know if there is any additional information, I can provide to aid your decision-making process. Thank you for considering this proposal.

Sincerely,

BENEFIT WORKSHEET

CALCULATE ACCREDITATION VALUE

A proposal for allocation of resources in your organization should include the two elementary components of decision-making: benefits or return on investment (ROI) and expenses (the "investment"). This tool kit provides simple steps for calculating the investment and identifying the return(s).

YOU NEED:	ASPE ACCREDITATION PROVIDES ROI:
Global Recognition	• **Validation of meeting standards of practice by the global leader in human simulation** • Certificate of Accreditation to be provided to all accredited programs for display • Accredited programs will be highlighted on ASPE's website • Adds additional support and expands on other accreditations in simulation
Program Commitment	• **Represents a SP program's commitment to quality educational programming and assessments thus ensuring ongoing quality control** • Demonstrates assurance to institutions that learners are receiving the highest quality SP-based educational programming and assessments • Verifies commitment to transparency to all stakeholders and institution of a SP program's policies and procedures • Authenticates quality programming for future learners and potential stakeholders enhancing program's reputation • Supports home institution's accreditation pathways

EXPENSES WORKSHEET

UNDERSTANDING ACCREDITATION EXPENSES

Before you can even begin to justify Conference expenses, you need to calculate what those expenses are. Use the following Expenses Worksheet to develop a cost estimate for attending.

EXPENSES WORKSHEET		
Expense	**Guideline**	**Cost**
Filing Fee	For Submission of Letter of Intent (LOI)	**$**
Application Fee	Submission of Full Application Packet	**$**
Reaccreditation	Every 4 Years	**$**
	Total =	**$**

Country Category	Filing Fee Paid with submission of letter of intent.	Application Fee Paid with submission of full application packet.
A	$150 USD	$2,000 USD
B, C, D	$100 USD	$1,600 USD
A- Reaccreditation	$150 USD	$1,000 USD
B,C,D,- Reaccreditation	$100 USD	$800 USD

ACCREDITATION "Q & A" FACT SHEET

WHAT IS ASPE?

ASPE is an international professional association for human simulation and SP methodology. ASPE was created out of the need for educators to share ideas, network, and become even better at what they do.

ASPE is dedicated to:

- Promoting best practices in the application of SP methodology for education, assessment, and research;
- Fostering the dissemination of research and scholarship in the field of SP methodology;
- Advancing the professional knowledge and skills of its members and affiliates, elevating the profession's credibility and expertise; and
- Engaging actively with members, educators, and learners beyond borders; modeling social justice, and embracing inclusivity.

Why ASPE ACCREDITATION?

As the global leader in human simulation, ASPE will provide a distinctive accreditation pathway for recognition of programs and institutions who demonstrate an ongoing commitment and adherence to best practices in SP Methodology.

WHAT WILL WE GAIN?

Accreditation provides targeted support in four critical areas:

- **EXCEPTIONAL GUIDANCE** — Provides essential guidance to new SP programs or existing SP programs on how to conduct operations in accordance with standards of practice
- **WORK SAFETY** — Reinforces commitment to utmost safety of the work, learning, and assessment environment
- **DEMONSTRATES COMMITMENT** — Demonstrates commitment to SPs to adhere to best practices in all onboardings, trainings, and all work-related activities
- **JUSTIFICATION OF NEEDS** — Aids in providing justification of the ever-evolving needs of SP programs