

Information:

Drawer: Accounts Payable - Invoices
Vendor Number: 1083564
Vendor Name: Council for Standards in Human
Invoice Number: PO356863
Invoice Date: 03/20/18
PO Number: P0356863
Check Number: 0234823
Check Amount: \$ 500.00
Check Date: 04/11/2018
Department ID: 00197
Reviewer Name:
Voucher Number: V0501339
Redaction Type: None
Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

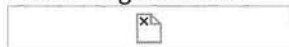
From: cernicke@cod.edu
Sent: Tue Mar 20 08:38:58 CDT 2018
To: invoicing@cod.edu
CC: cruza251@cod.edu
Subject: Check Enclosed for PO 356863 - Time Sensitive

Hello Invoicing,

Please process the attached Check Enclosed request. Please include all documents with payment. In addition, payment is time sensitive.

Should you have any questions, please contact Anabel Cruz, cc'd on this email. Thank you and have a great day!

Beth Cernick
Purchasing Assistant



425 Fawell Blvd. | BIC 1B03 | Glen Ellyn, IL 60137-6599 | USA
T: (630) 942.2813 | F: (630) 942.4201 | cernicke@cod.edu

Bill To:**College of DuPage**

College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137

Accounts Payable, SRC2049
Phone: 630-942-2228
Fax: 630-858-9078

Vendor:

1083564
Council for Standards in Human Service Education
3337 Duke St.
Alexandria, VA 22314

Attn: SUSAN KINCAID, TREAS.

Phone: 630-650-3551

Fax:

Check
Enclosed

PURCHASE ORDER

356863

Page: 1

Release Method: n/a

Release Date: n/a

Created Date: 03/20/2018

Ship To:

College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137

Purchasing, Manager

Phone: 630-942-2236

Fax: 630-942-2417

Deliver To: Jason Florin

PO Created By: Cecily Smith

Purchase Order Comments:

Check Enclose-Please mail attached documents with check. Needs to be submitted to vendor by April 15, 2018.

Requisition Number(s): 665320

Requisitioner Name(s): Anabel Cruz

#	Vendor Item	QTY	UOM	Description	Unit Price	Total Price
1		1	Each	CSHSE Accreditation Fee	\$500.00	\$500.00

Deliver To: Jason Florin

Sub Total: \$ 500.00

Total: \$ 500.00

Account Code Summary

Account Code	Account Description	Amount
01-10-00197-5406002		\$500.00

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.
12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.



COUNCIL FOR STANDARDS IN HUMAN
SERVICE EDUCATION

3337 Duke Street
Alexandria, VA 22314-5219
571-257-3959, info@cshse.org

Invoice

Date	Invoice #
3/19/2018	22652

Bill To
COLLEGE OF DUPAGE MARIANNE HUNICUTT, ASSOC DEAN HUMAN SERVICES PROGRAM 425 FAWELL BLVD. - BIC 2616 GLEN ELLYN, IL 60137-6599

Description	Amount
CSHSE Accreditation Fee	500.00
Please remit payment to: CSHSE 3337 Duke Street Alexandria, VA 22314	
Total	\$500.00



Council for Standards in Human Service Education

ASCENT Management LLC
3337 Duke Street
Alexandria, VA 22314
<http://www.cshse.org>

Application for Interim Report and Review OR Reaccreditation with Site Visit of Human Service Program

An Interim Report and Review is completed 5 years after initial accreditation and every 10 years thereafter. No site visit is required for the Interim Report and Review. Reaccreditation is completed through a self-study and site visit every 10 years after the initial accreditation, and every 10 years thereafter. For example, if a program is accredited the first time in 2000, there will be an interim report and review in 2005 (no site visit), reaccreditation with a site visit in 2010, an interim report and review in 2015 (no site visit), and reaccreditation in 2020 with a site visit.

Programs are encouraged to contact the Vice President of Accreditation prior to submission of the Interim Report and Review or Reaccreditation with Site Visit Application Form. For current contact and process information, see the Council website at <http://www.cshse.org>.

Programs must maintain current membership with the Council as a condition of accreditation. Interim Reports and Reaccreditation self-studies are required to meet the current Standards, policies, and procedures determined by the Council Board. After the application is submitted, the Vice President of Accreditation will assign a Board Member-at-Large who will serve as a consultant during the self-study process. The most current *Members Handbook: Accreditation and Self-Study Guide* is available in PDF format on the Council website at:

<http://www.cshse.org/documents/MemberHandbookSelfStudyGuide.pdf> or you can contact the Vice President of Accreditation and request a copy.

Please PRINT or TYPE the following information so it will appear correctly on our records. Mail the completed form with the accreditation fee of \$500.00 to the address above. *If there is more than one site, list the address and contact information for each site. You must include an additional \$50 for each additional site. If the site does not use the same curriculum, each site must apply separately for accreditation. (A site is defined as a location at which the entire program is offered to and can be completed by the student)*



Council for Standards in Human Service Education

ASCENT Management LLC
3337 Duke Street
Alexandria, VA 22314

<http://www.cshse.org>

APPLICATION FOR INTERIM REPORT AND REVIEW

Date of This Application	March 14, 2018
Program Name	<i>Note: This should be the program(s) seeking accreditation.</i>
• Program Name	Human Services
• Department	Social & Behavioral Sciences and The Library
• Institution	College of DuPage
• Address	425 Fawell Blvd. Glen Ellyn, Illinois 60137
• Phone number	630-942-2090
• Fax number	630-942-2759
• Email address	florin@cod.edu
• Program website	http://www.cod.edu/programs/human_services
Program Director/Chair	
• Name and title	Jason Florin & Andrea Polites, Coordinators
• Phone number	630-942-2043 (Jason Florin) 630-942-2103 (Andrea Polites)
• Fax number	630-942-2759
• Email address	florin@cod.edu politesa@cod.edu
• Address (if different)	Same as above
Responsibility for Self-Study	<i>Note: Unless otherwise noted, mail will be addressed to this person.</i>
• Name and title	Jason Florin, Coordinator
• Phone	630-942-2043
• Fax number	630-942-2759
• Email address	florin@cod.edu

• Address (if different)	Same as above		
Institution Information	<i>Note: Furnish information for the larger institution.</i>		
• Highest degree offered by institution:	Associates (Including AA, AS, AAS, AFA, & AGS)		
• State or private institution	State, Public		
• Institutional accrediting body	Higher Learning Commission		
• Other accreditations (e.g., regional)	<u>N/A</u>		
Program Information	<i>Note: Furnish information for the specific program(s) applying for accreditation [e.g., AA and BA]. If more than one program, furnish information for each program. If a different curriculum is used for the same degree, a separate application should be submitted for each site.]</i>		
• Date program first offered	1971		
• Date of first graduation	1972		
• Number of students currently enrolled	200 (Spring 2018)		
• Average time to complete	2.5 years		
• Sites where program is offered using the same curriculum.	Glen Ellyn (Main Campus)		
• List below: levels of degree offered within program, include certificates			
Title (CERT, AS, AA, BS, MA. etc.)	Required Credits		Required # Field Hours
	Semester	Quarter	
AAS – Human Services Generalist	67		300
AAS – Addictions Counseling	66		300
Accreditation			
• Date of initial accreditation	1983		
• Date of last accreditation	2013		
• Date of last CSHSE site visit	2013		
Council Membership			
• Date of initial membership	1983		
• Membership paid through	2017		

Mail the completed reaccreditation form with the \$500.00 accreditation fee made payable to the Council for Standards in Human Service Education or CSHSE, Federal ID # 36-3706899, to the address above. If you have questions on the form or accreditation process, contact The Vice President of Accreditation. Contact information is available on the website at: <http://www.cshse.org>