



Clubhouse International

Creating Community: Changing the World of Mental Health

APPLICATION FOR CLUBHOUSE INTERNATIONAL ACCREDITATION VISIT

Name of Clubhouse:	
Address:	
Clubhouse phone number:	
Other contact phone numbers:	
Director's name:	
Director's mobile phone:	
Director's email address:	
Board (or Advisory Board) President's name:	
Date Clubhouse opened:	
Clubhouse email address:	
Clubhouse budget:	
Clubhouse active attendance (members attending during a 30 day period):	
Average work-ordered day attendance:	
Number of staff:	
Number of Standards-consistent TE jobs:	
Number of SE/IE jobs developed in past 12 months:	
Most recent Clubhouse International training dates:	
Name of Training Base:	
Has the Director gone to Comprehensive Clubhouse training?	
- If so, when and where?	
Is the Clubhouse a dues-paying member of the Clubhouse International?	
- If so, date of last dues payment:	
Dates of prior two accreditation visits, if applicable, with accreditation outcomes:	
Expiration date of current accreditation:	
What is your preferred month(s) for this accreditation visit:	



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Has your Clubhouse successfully addressed the recommendations from the prior report?
Comment briefly below:

In order to schedule your accreditation visit, we require the following:

- Payment of the 3,500.00 USD fee for the Accreditation visit:
The fee may be paid by check, credit card or wire transfer. *(If the visit is scheduled to occur prior to February 1, 2018, the fee is 3,000.00 USD.)*
Contact Maggie at 212-582-0343 to pay by credit card or wire transfer.
Checks and application may be mailed to:
Clubhouse International
483 Tenth Avenue, Suite 205, New York, NY 10018
- The Clubhouse must be a current dues-paying member of Clubhouse International.
- The Clubhouse must submit a complete Clubhouse Profile Questionnaire (CPQ), by no later than the first of the month *prior* to the scheduled visit. The CPQ will be sent to you upon acceptance of the accreditation application.
- The Clubhouse must submit a completed Self Study protocol, by no later than the first of the month *prior* to the scheduled accreditation visit. The Self Study protocol will be sent to you upon acceptance of the accreditation application.

We cannot provide a quality accreditation visit without all of the above. If the Self Study and Clubhouse Profile Questionnaire are not submitted in timely fashion, the accreditation team is hindered in its ability to provide a comprehensive review of the Clubhouse.

In the event of a cancellation (whether because of lack of payment of Accreditation fee; or lack of submission of required documents as listed above; or because the Clubhouse initiates cancellation) the Clubhouse will be responsible for any prepaid air tickets.

This agreement must be approved and signed by the Clubhouse Director, the (Advisory) Board Chair, and if applicable, an auspice agency supervisor.

After we receive your completed application, we will call you to schedule dates. (NOTE: We are scheduling accreditation visits approximately 6-12 months in advance.)

Clubhouse Director

(Advisory) Board Chair

Auspice agency supervisor (if applicable)

For Clubhouse International internal use only:
Self-Study received (date) _____ Survey/Profile at PCR (date) _____
Clubhouse International Membership dues current _____
Non-refundable deposit received (date) _____