

## **Tip Sheet: How to fill out a MyCAA Application**

**Make sure that you have all the necessary information before you apply!**

Applying could take as little as 15 minutes, if you have all the necessary information.

Before filling out the application, make sure:

- The person filling out the application is authorized to accept the terms and conditions.
- The person filling out the application is available to be our point of contact throughout the process.

What key information do you need in order to complete our application?

- Create a name which is accurate and unique to identify this organization or school. Verify the name on the application reflects how it is listed with the accreditation agency.

Remember, the ETL team cannot change the school name information and may need to stop applications with unclear data.

- Check the MyCAA school search to see if any other locations of your organization or school are participating. This will help you choose either the “school” or “campus” option.
- Ensure demographic information is accurate and matches what the accrediting agency has on file.
- Gather accreditation information to include agency name, dates and type. Each option will produce a different list of agencies.

You will also have the opportunity to add comments and attach documents if needed.