

Preview of Accreditation Application

Below are a set of screen shots to help you see what you will need to do when you fill out an application for accreditation.

To gain access to your personalized application form, please complete the online “[request for application form.](#)”

[Accreditation > Instructions](#)

The application for accreditation provides information to the Accreditation Committee regarding the applicant's portfolio - her/his combination of education, experience, and expertise that is required to be accredited by the ASA. Applicants are responsible for providing sufficient information through the components of the application form to demonstrate their readiness to be accredited. **Thus, great care should be taken to prepare the accreditation application.** Nonetheless, the application form is intended to help with evaluation and not to be rigidly bureaucratic.

Special note: If you are an accredited member of the Royal Statistical Society (CStat), the Statistical Society of Canada (P.Stat), or the Statistical Society of Australia (AStat), [click here.](#)

A full application for accreditation consists of the following components:

- Contact information
- *A covering letter
- *A résumé or CV
- List of degrees earned and courses taken
- A detailed list of relevant experience
- *Examples of work product
- A list of professional development activities
- Contact information for two referees
- In addition, you have the option to provide:
 - Demographic information
 - Names of committee members who should be excluded from reviewing your application

Items marked by an asterisk () will be uploaded as pdf documents. All other items are completed through web forms.

Instructions for each of these components are contained within the online application form. Thus, you may begin your application now. You will be able to save your work and come back to it as often as necessary until you are ready to submit your application to the ASA.

- Application fee: \$120
- Annual maintenance fee: \$85 (payable each year on the member's annual membership renewal date)
- Re-application fee: \$40 (Unsuccessful applicants may reapply once within 12 months at this rate.)
- Appeal fee: \$150 (Fee is fully refundable if appeal is successful.)

BEGIN APPLICATION

Accreditation > Application Overview > Cover Letter

Please note: Your cover letter must be uploaded as a pdf file.

The covering letter is **one of the most important components** of the accreditation application. The letter, which should not exceed 1500 words, summarizes for the Accreditation Committee the materials submitted in the application and provides the reasons why the applicant feels she or he has met the criteria for accreditation.

The covering letter is the opportunity highlight particular qualifications, and also to note and explain aspects which might be out of the ordinary. The covering letter should also explain the applicant's role in jointly published or produced work that has been submitted in support of the application.

The covering letter will help the committee understand how the combination of education, experience, and professional competence required of a professionally accredited statistician is demonstrated in your application materials. It also serves as an indicator of your communication skills, so please write and review it with care.

Some accredited members have given us permission to share their cover letters with you as examples.

Cover Letter:

Upload File

Accreditation > Application Overview > Résumé or CV

Please note: Your résumé or CV must be uploaded as a pdf file.

A reduced résumé or CV is perfectly acceptable. The committee does not require a lengthy document. The résumé or CV should provide, as usual, a broad overview of your credentials.

Please separate peer-reviewed publications from other publications in your résumé or CV, if you have not already done so.

Résumé or CV:

Upload File

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Accreditation > Application Overview > Educational Credentials

Before entering data into the online form below, please read these instructions carefully.

The basic educational requirement for accreditation is an advanced degree, either in statistics or in a related quantitative field with sufficient concentration in statistics. If you do not explicitly meet this requirement, click here for important information. (In the online form, when you click on this, you will read the "Education Info" section, below.

- In the United States, an "advanced degree" means a masters degree or doctoral degree. Professional masters degrees are considered an advanced degree. (Applicants with non-US degrees, please see below.)
- "Statistics" may include such areas as mathematical or applied statistics, and may extend to major application areas, such as biostatistics.
- The Accreditation Committee uses its judgment to determine what constitutes a "related quantitative field," and defines this quite broadly. However, the key consideration is not the field itself, but the statistical education in the degree program.
 - If the degree in a related field includes a statistics concentration, please indicate this in the text box provided in the form below.
 - Please include a list of statistics courses completed, if your degree is not in statistics.
- In situations where a U.S. applicant has an advanced degree in an apparently unrelated field, especially when the degree does not have a specific statistics concentration, it will be left to the judgment of the Accreditation Committee to determine if the education criterion is met. Here it will be particularly important for the applicant to demonstrate other ways by which the applicant has achieved the appropriate educational level.
- The AC has discretion to grant exceptions to these educational requirements, though such exceptions will be granted only in special and well documented circumstances. **Applicants without an advanced degree** must present compelling evidence of a breadth of knowledge and understanding of both theoretical and applied statistics equivalent to an advanced degree. The burden of proof lies entirely upon the applicant.

Note for applicants who earned their degrees outside the US: If the highest degree earned was from an institution not located in the United States, Canada, Australia, or the United Kingdom, the applicant may be asked to submit the relevant university transcript to provide the Accreditation Committee with information to help it understand the equivalence to US advanced degrees described above. The ASA reserves the right to use an independent source to judge the equivalence of such degrees, and reserves the right to charge the applicant for those costs (after duly advising the applicant of the cost).

Please fill out the online form below for each college degree earned. Indicate

- The degree, including the field of the degree (for example, "Ph.D., statistics," "M.S., biostatistics," etc.)

- The year the degree was earned and the institution it was earned from (both pieces of information are required so that the Accreditation Committee can confirm the information provided)
- If the degree is not in a field of statistics, please indicate the statistics courses completed.

Existing Entries

No Credentials entered yet.

Degree: Required

Year Earned: Please enter a 4 digit year

Institution:
Required

Courses Completed: Required

Accreditation > Application Overview > Education Info

Note for applicants without an advanced degree in statistics

If you do not have an advanced degree in statistics (or closely related areas such as mathematical statistics, applied statistics, or biostatistics), it is your obligation to demonstrate to the Accreditation Committee that you have achieved the equivalent education in some other way.

In various combinations, the following can be used to demonstrate this achievement:

- A list of courses taken, showing significant coursework in statistics (for college credit, especially, though continuing education courses are also valuable)
- Strong examples of your work in using statistics, showing work product of quality that would be expected of an individual with a masters degree in statistics and five years of experience in the field
- A consistent history of continuing professional development in statistics
- Strong and detailed references by referees with advanced degrees in statistics
- Please note that a "Black Belt" type of certification is not considered in and of itself to be equivalent to an advanced degree in statistics, though it certainly may be used in combination with the listed items above to demonstrate educational level equivalent to an advanced degree in statistics.

The committee looks carefully at your application, and evaluates it holistically. Please make it as clear as possible, taking the time to provide compelling evidence of your qualifications.

Accreditation > Application Overview > Experience

Before proceeding please be sure you have read the **ASA's Guidelines for Accreditation** regarding the experience requirement.

The focus of ASA accreditation is on the practice of statistics. The basic requirement is that applicants must have **at least five years of documented experience in the employment of appropriate statistical concepts and techniques.**

Any relevant practical professional statistical experience will be considered. The following list is suggestive but not exhaustive:

- leading projects with a substantial amount of statistical analysis or modeling;
- undertaking statistical analysis of data and reporting on the results;
- having responsibility for the interpretation and presentation of statistical information;
- teaching statistics based on practice; work/consulting/collaboration and any resulting teaching of statistics for a field of application;
- working as a statistical consultant;
- carrying out and implementing research to develop new methods to solve significant applied statistical problems;
- taking responsibility for the design and analysis of statistically based surveys;
- managing a statistics section with work in one or more of the above areas;
- generally recognized as having made a substantial contribution to the sound practice of statistics.

Citing a variety of such experiences will typically help with the required demonstration of breadth and depth of statistical knowledge and practice.

Please fill in the form below carefully and in detail, but remember that the fundamental purpose is to show the committee that the applicant demonstrates "greater practical knowledge, experience, and expertise, indicative of a breadth and depth of statistical knowledge and practice, and should be able to take greater responsibility for statistical work, than would be expected of a recent graduate or a junior statistician."

Multiple similar positions at the same organization may be combined into one entry if you prefer. Just please clarify you have done so in the title and/or in the description of duties.

Company: Required
the name of the company, agency, entity, or institution with which you worked (or indicate "self-employed" if appropriate)

Title: Required. Between 1 and 100 characters allowed.
the descriptive job title of the position you held. 100 char max

Period Of Service: Required
starting and ending date (month and year is sufficient), indicate "present" as the ending date if you are still employed in this position

Indicate the proportion of your total working time spent on the statistical aspects of your work over this period for this position.

Required

Description of Duties: Required
Please describe the statistical work you performed during this period. To be the most helpful, the description should at least address whether your work involved some of the activities listed below the description box. Of course, you may address any other aspect of your work as well.

- Definitions of objectives for a project
- Selection of data to be used
- Choice of analysis methods
- Responsibilities for calculations
- Presentation and interpretation of findings
- Monitoring follow-up actions
- Taking responsibility for the design and analysis of statistically based surveys
- Teaching statistics based on practice (work/consulting/collaboration/supervision and any resulting teaching of statistics for a field of application)
- Carrying out and implementing research to develop new methods to solve significant applied statistical problems

Accreditation > Application Overview > Work Examples Upload

Please note: The documents discussed below must be submitted as pdf files.

Applicants must provide evidence that their work as an applied statistician is of high quality. This is demonstrated through letters of support and through samples of work produced by the applicant.

The following is a suggestive but not exhaustive list of indicators of high quality work:

- substantial positive impact on decision making
- appropriately applied methods and techniques
- adequate discussion of limitations of the data, methods, techniques.
- proper attention to accuracy, reliability, relevancy, reproducibility and transparency
- recognition of applied work by peers

Applicants must submit copies of at least two and at most five pieces of written work. These may be (in-house) technical reports, (submitted) publications [to/in (refereed) journals], or extracts from other work, that provide evidence of professional competence. In addition, applicants must include at least two pieces of recent work (i.e., work conducted during the last three years prior to the application).

Note regarding sensitive or proprietary materials:

- It is recognized that, in many instances, such materials may be sensitive or proprietary in nature and must be handled in confidence. Thus, the confidential nature of the application process is emphasized.
 - Application materials may be accessed by the Accreditation Committee during its deliberations on an application but are stored confidentially by the ASA Office.
 - All AC members and all ASA staff members with access to these materials are required to sign a non-disclosure agreement.
 - The information in these materials may be released only with consent of the applicant concerned.
- Applicants are responsible to ensure they have permission from their employers to use materials for the purpose of application for accreditation.
- Sensitive materials may be de-sensitized in a variety of ways (by replacement of specific numbers with placeholders (letters), or deletions of certain key words, etc.). The key is that proprietary or confidential information be protected while providing the Accreditation Committee with sufficient information to make its judgment.
- In rare instances where work product cannot be provided to the AC even with the protections noted above, the applicant may request that the AC conduct interviews with people knowledgeable about the applicant's contribution to the work product. The applicant must demonstrate to the AC's satisfaction that such a request is warranted. Since such interviews are time-consuming, applicants in such situations should be aware there may be a delay in reviewing the application.

Example 1:

Title or description of document:

Example 2:

Title or description of document:

Example 3:

Title or description of document:

Example 4:

Title or description of document:

Example 5:

Title or description of document:

[Upload Files](#)

Note: Files must be PDFs!

[Return To Overview](#)

Accreditation > Application Overview > Professional Development

Before proceeding please be sure you have read the ASA's **Guidelines for Accreditation** regarding the professional development requirement.

In this portion, the applicant is to demonstrate an **on-going commitment to professional development**. Thus, the items you enter here should show a pattern, a habit of professional growth and development.

List the type of activity, the date of the activity, the number of hours involved in the activity, and the category of the activity, for each professional development activity **within the past three years**.

Categories of professional development are:

- Work-based learning
- Professional activity
- Formal/Educational
- Self-directed learning
- Other

Examples of each of these categories are provided below for illustrative purposes only. The list is not exhaustive, nor would each item listed receive the same weight of consideration. They are meant only to help clarify the intended meaning of the above categories.

- Work-based learning
 - Examples include, but are not limited to:
 - Experiential learning: Learning by doing the job - gaining, and learning from, experience - expanding role.
 - In-service training - includes orientation programs, standard operating procedures and employee development.
 - Receiving coaching from others.
 - Work shadowing.
 - Peer review of own work, including presentations to colleagues.
 - Review of case studies & literature
 - Discussions with colleagues - idea generation, problem solving, etc.
 - Presentations to external clients, regulators, policy makers.
 - Supervising colleagues or students.
 - Sabbaticals, job rotation, temporary placement in another organization for professional development.
 - Involvement in the wider work of employer - beyond scope of role.
 - Post-mortem & lessons learned activities following significant projects, events.
 - Requesting and analyzing feedback on performance from colleagues, clients.
 - Participating in the employer's performance appraisal and goal setting process.

- Professional activity
Examples include, but are not limited to:
 - Involvement in the management of a professional body - officer, organizer, committee member, working group member.
 - Organizer of a conference, scientific meeting or course.
 - Journal referee, associate editor, or editor.
 - Supervisor of research.
 - Membership of a technical expert group - e.g. special interest group, section or study group.
 - Being an expert witness.
 - Lecturing or teaching (new material).
 - Giving presentations or being a discussant at conferences or scientific meetings.
 - Networking with professionals in other organizations.
 - Coaching or mentoring.
- Formal/Educational
Examples include, but are not limited to:
 - Undertaking a program of learning or research for an academic qualification.
 - Attending training courses.
 - Attending conferences or scientific meetings.
 - Undertaking distance learning or e-learning activities.
 - Reading to understand the legal, regulatory framework for professional work.
 - Maintaining or developing specialist skills.
 - Writing articles or papers.
 - Preparing presentations for conferences or scientific meetings.
 - Preparing material for training courses.
- Self-directed learning
Examples include, but are not limited to:
 - Reading books, journals and articles.
 - Reviewing and summarizing books and articles.
 - Upgrading knowledge through internet searches and the use of electronic information sources.
 - Reflective practice - assessing benefit of professional development activities to self, client or employer - identifying next steps.
- Other
Examples include, but are not limited to, activities that develop:
 - Strategic thinking (e.g. projects for employers such as organizational restructuring, strategic planning & resourcing, external/community relations, facility development)
 - Leadership skills (e.g. managing a children's sports team, leader of a scouting/guides activity, Chairperson for a club or society)
 - Organization and planning skills (officer for a club or society, activity direct)
 - Finance skills (e.g. treasurer for a club or society)
 - Coaching and counseling skills (e.g. sports coach, volunteer work, mentoring, tutoring)

No Development Activities entered yet.

Type: Required

Activity:
Required

Date: Required

Time: (include unit of time, if not in hours) Required

Accreditation > Application Overview > Referees

Applicants must provide the requested contact information in the form below for two people (the "referees") who have agreed to write letters of support. Under "qualifications," please provide information about the qualifications of the individual to assess the applicant's professional competence as a statistician.

Supporting letters are a key component in applicants' materials, so applicants should carefully select individuals who can write clearly and authoritatively on their behalf. The referees will be contacted by the ASA, and will be asked to address the applicant's experience, competence, written and oral communications skills, professional growth, and any other relevant topics. Thus, referees should be persons of substantial stature who have firsthand knowledge of the work and skills of the applicant are required.

Please note: An e-mail message will be sent to the referees named by the applicant, inviting them to write the requested supporting letters. The "letter" will be an online form that will be completed by the referee. Applicants will be notified when the referees' work is completed. Electronic reminders will be sent to the referees by the ASA.

Referee 1	
Prefix	<input type="text"/> (Dr., Mr., Ms. etc..)
First Name	<input type="text"/>
Last Name	<input type="text"/>
Company	<input type="text"/>
Email	<input type="text"/>
Qualifications	<input type="text"/>

Referee 2

Prefix (Dr., Mr., Ms. etc..)

First Name

Last Name

Company

Email

Qualifications

Accreditation > Application Overview > Committee Member Exclusions

Applicants may exclude up to three members of the Accreditation Committee from viewing their application materials due to confidentiality, conflict-of-interest, or other reasons.

Thus, applicants may indicate by checkmark up to three of the people below. Those so indicated will not be permitted to see the applicant's materials nor render judgment on whether the applicant should be accredited

(List of committee members not included in this document, but is available online)

Accreditation > Application Overview > Payment

- Applicant affirms that maintaining ASA membership and an annual fee are required for continued accreditation.
- Applicant affirms understanding that accreditation, if approved, is for at most five years, after which the applicant must file for renewal.
- Applicant affirms that all information submitted is correct to the best of the applicant's knowledge.
- Applicant affirms he/she has read and understood the reasons for which accreditation can be revoked.
- Applicant affirms intent to uphold the ASA's Ethical Guidelines for Statistical Practice.

Method of Payment

Visa MasterCard American Express

Amount: \$ Card Number:
ExpDate: Name as it appears on Card:

I understand that once payment is submitted and accepted, I will no longer be able to edit my submission.