



April 17, 2025

The Chicago School, Online  
707 Wilshire Blvd.  
Los Angeles, CA 90017

Dear Dr. Susan Flynn,

On behalf of the Association for Behavior Analysis International (ABAI) Accreditation Board, I am pleased to inform you that the Board has granted **full accreditation through December 31, 2027**, to M.S. in Applied Behavior Analysis, Online program in the Department of Applied Behavior Analysis at The Chicago School.

Accreditation is granted to a program that meets the required standards, as represented by a level of operational integrity, financial sustainability, and effectiveness that offers a measure of confidence compatible with the length of the grant awarded. A three-year grant of accredited is awarded to programs that meet the standards, but the board has substantial reservations about their ability to meet accreditation standards over the long term. It is expected that programs will demonstrate significant growth in the standards before the next accreditation cycle. The program's accreditation status is granted based on a calendar year with expiration occurring at the end of the year.

The accreditation process is specifically designed to convey information about a training program's comprehensiveness, rigor, quality, and transparency. Its purpose is to promote quality control and continuous improvement. The board extends its appreciation to you and your colleagues for your efforts to preserve the integrity of training in behavior analysis.

The board appreciated the opportunity to review the reconsideration request materials and learn more about the program's initiatives to address concerns detailed in the initial decision letter. Given the board's concerns related to thesis/equivalent projects, core faculty, and attrition, they request progress reporting during the current grant of accreditation to monitor the programs progress in implementing these initiatives.

Per the *ABAI Accreditation Handbook*, Title VII, Section 7-1-101 Progress Reports states:

A program may be required to submit a report on its progress in correcting any areas of concern identified by the ABAI Accreditation Board in the accreditation decision letter. The program reports on its continuous improvement efforts, including any new initiatives since the most recent site visit, and its efforts toward improvement based on ongoing self-assessment. The ABAI Accreditation Board may take any of the



actions described in Title III if its analysis of a progress report indicates that a program is no longer in compliance with one or more accreditation requirements.

As such, the board requests the following information indicated below:

- By **December 31, 2025**, provide an update on the core faculty members who are overseeing the thesis or equivalent projects and information on how these faculty members meet ABAI requirements for core faculty, as indicated in 6-100. In the report, please provide the names, titles, and CVs for all core faculty members, evidence of how the core faculty meet the Chicago School's definition for full time faculty and evidence of how the core faculty is meeting ABAI's requirement of "devoting at least 50% of their professional time to the program".
- By **July 1, 2026**, the program will provide an update on its efforts to address attrition and provide permanent products of all thesis or equivalent documents completed from January 1, 2025, through April 30, 2026. (3-104 and 9-109)
  - Specifically, the board encourages the program to use attrition data to further inform its admissions process/criteria, and provide targeted interventions to students identified at risk of withdrawing from the program.
- In the next self-study submission (**April 1, 2027**), the program will provide an update on its efforts to address attrition and provide permanent products of all thesis or equivalent documents completed from May 1, 2026, through April 30, 2027. (3-104 and 9-109)

The board appreciates the collegial nature of your reconsideration request. During this grant of accreditation, the program is required to pay an annual sustaining fee as described in Title VII Section 7-1-104 of the *Accreditation Handbook*, and to remain in compliance with the Board's policies and procedures. I would like to call special attention to three important policies related to public disclosure (Standard 8). Your program is required to:

1. share the program's accreditation status and display the Board's master's-level accreditation seal on the program's website. See the Board's *Policy on Public Disclosure of Accreditation Status*. The copy of the current version of the seal is included in the email.
2. display on your website a prominent link to the aggregate report of the program's student outcomes that is posted on the Board's website. The link to your program's webpage on ABAI's website, inclusive of your aggregate report, is:  
<https://accreditation.abainternational.org/6815.aspx>. See Title IX, Chapter 3 of the *Accreditation Handbook*.



3. submit an annual report and annual sustaining fee, normally due April 1 of each year, as described in Title VII of the *Accreditation Handbook*, using the form posted at <https://forms.gle/hjStiMjAu2FduRp79>. An invoice for the program's 2025 annual fee, and request to submit an annual report, is forthcoming, with a requested due date of **May 1, 2025**.

The aforementioned policies can be found via the "Documents" tab at <https://accreditation.abainternational.org>. Additionally, you may find our current fee schedule at <https://accreditation.abainternational.org/apply/fee-schedule.aspx>. As program coordinator, you should familiarize yourself with the information in these sections of the Board's website.

If your program applies for re-accreditation, please note it is the responsibility of the program to submit the self-study with the appropriate fees by April 1 of the last year of the current grant of accreditation. If your program wishes to apply for re-accreditation, the self-study, supporting documents, and application fee will be due April 1, 2027, with a site visit occurring prior to September 30, 2027. I will reach out to you the year prior to your final year of accreditation to notify you of this process.

Additionally, if your program assigns a new program coordinator during this period, please notify me immediately so I can update our records. If you have any questions, please do not hesitate to contact me – I am available to help. I will be glad to discuss the Board's requirements with you and, if you would like, we can include Dr. Ben Witts, the Board Coordinator, in the discussion.

#### **Important Dates:**

- **Progress Reports Due:** December 31, 2025 and July 1, 2026
- **Annual Reports and Annual Sustaining Fees Due:** May 1, 2025, and April 1, 2026
- **Updated Self-Study, Application Fees, and Annual Report Due:** April 1, 2027
  - **Note:** if your program would like to have a spring site visit, please submit the self-study by February 15.
  - **Note:** The annual report is due in 2027, however, ABAI *does not* charge a sustaining fee the year a program is applying for re-accreditation.
- **Site Visit for Re-accreditation Due:** Between January 1, 2027, through September 30, 2027

We look forward to the continued developments and improvements of the program.



Sincerely,

*Alyssa McElroy*

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cc: Ben Witts, Ph.D., IBA, BCBA-D  
ABAI Accreditation Board Coordinator