



## ANNUAL REPORT FREQUENTLY ASKED QUESTIONS & TIPS FROM ACCSC STAFF

One copy of the 2016 Annual Report for each accredited institution (Main or Branch) is to be submitted online **on or before October 7, 2016.**

### **I don't have a password!**

The passwords to access the 2015 Annual Report are still in effect and should be used to access the 2016 Annual Report. Passwords for schools completing the Annual Report for the first time in 2016 were sent via e-mail in early July. Please note that any password requests to access the Annual Report must be made by the school director, or designated member of the school's management team, via e-mail to [ar@accsc.org](mailto:ar@accsc.org).

### **My password is not working.**

Make sure the username is the 6-digit school number without the letter "M" for Main or "B" for Branch. In addition, the letter O and number 0 and number 1 and letter l (as in letter) may look similar. The passwords are also case-sensitive. If you are still having difficulties, contact a member of the Annual Report Support Team at 703.247.4212 or [ar@accsc.org](mailto:ar@accsc.org).

### **I'm logged into the report. Now what do I do?**

First, select the "View" button on the left portion of the screen. Once in this Annual Report section, select save and then click on the "Programs" tab at the top of the page to verify the list of approved programs and edit the program length, if necessary. Once this information is entered and saved, the school can proceed with the Program Enrollment Summary ("PES") and Graduation and Employment ("G&E") Chart sections of the Annual Report. Please note that the Annual Report Instructions document has more detailed information about completing the report.

### **There are programs missing from the list of approved programs/the program title, clock hours, credit hours, externship hours, and/or credential are incorrect.**

If you notice any discrepancies or have difficulties with this process, please contact the Commission office at 703.247.4212 and ask to speak with a member of the Annual Report Support Team so that we can provide you with assistance. Our goal is to ensure that the programs listed on ACCSC's website are accurate. Please note that the **program list shows programs as of June 30, 2016**; therefore, any program modifications or new programs added after June 30, 2016 will be reflected in next year's Annual Report.

### **What should I do with programs listed as "InActive Discontinued" in the list of programs?**

If there were students enrolled in a discontinued program between July 1, 2015 and June 30, 2016, please contact a member of the Annual Report Support Team to make the program "Active Discontinued." Then, you will be able to complete a PES and G&E Chart as you would for any active program. If the program has not had student enrollments during the Annual Report reporting period of July 1, 2015 through June 30, 2016, no information is needed and the program will remain "InActive Discontinued."

### **Why can't I enter student enrollment numbers under the Characteristics of Student Enrollment portion of the Annual Report ("View") section?**

The student enrollment information entered in each individual PES will be automatically calculated for the total school enrollments in the Annual Report section.

### **How can I enter more than one Graduation & Employment Chart for a program?**

For programs with multiple lengths, schools must submit a separate Graduation and Employment Chart for each version of the program (e.g., two G&E Charts for a program with an 8-month version and a 12-month version) and one Program Enrollment Summary combining the numbers from each version. To enter a G&E Chart, click on the program title under PES Forms and select Add under G&E Charts. Follow these same steps to add a second G&E Chart.

### **Tips from ACCSC Staff:**

- ✓ When completing the Graduation and Employment Chart, enter the program length in months and click save for the beginning and ending dates to appear. Please do this prior to entering the other data on the G&E Chart.
- ✓ Please note that while the Annual Report covers the preceding reporting period of July 1, 2015 through June 30, 2016, **the dates used for the G&E Chart will cover class start dates from prior to this period.** The dates on the G&E Chart are determined based on program length in months. They allow for students to complete the program within 1.5 times the program length and also allow for 3 months to find employment. The dates are automatically calculated once you enter the program length in months and click save. For example, the reporting period for an 8-month program is April 2014 through March 2015.
- ✓ When completing the G&E Chart, only report class starts that fall within the required reporting period. If there are 6 starts during the reporting period, please enter the data for all 6 starts. If there is only one start during the reporting period, please enter the data for the one start.
- ✓ The 2015 submission of the Annual Report is available for your reference. To access your Annual Report from the past few years, select the year under “Annual Report” at the bottom left of the main page. Please remember to return to 2016 to enter information for the current Annual Report.
- ✓ Before completing the Graduation and Employment Chart on the Annual Report, schools may want to enter this information on the Excel version of the chart available on the [Forms and Reports section](#) of the ACCSC website. The Excel version will show errors that may not be evident on the Annual Report until you select the “complete” button.
- ✓ Please ensure that the School Director information is correct by checking this information under the “School Info” tab. If there is a discrepancy with the school name, address, accreditation dates, School Director, etc., please contact Aillen King at [aking@accsc.org](mailto:aking@accsc.org).
- ✓ In the School Info tab, the school has the ability to input changes to some fields including e-mail address, website, and phone and fax numbers. The school may also enter Official Correspondence Names and Emails for individuals to be copied on ACCSC correspondence (i.e., Team Summary Reports, Commission Actions Letters, Accreditation Alerts, etc.). **Please note that this should include information for individuals in addition to the School Director.** If the School Director is the only person to receive official correspondence, please leave these fields blank.
- ✓ You may also enter names and email addresses of staff members to receive general accreditation announcements and member services events. These include Accreditation Alerts and information about ACCSC’s Professional Development Conference. Please enter these individuals in the “Announcement / Correspondence Name” and “Announcement / Correspondence Email” fields under the School Info tab.