

# **INSTRUCTIONS FOR ELECTRONIC SUBMISSION**

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The electronic submission of applications and reports to ACCSCT enhances the use of technology within the accreditation process. In order to facilitate more efficient collection and dissemination of school information, the Commission permits the submission of electronic documents when the requirements set forth in these instructions are met.

The following applications, reports and responses as specified in these Instructions for Electronic Submission may be submitted to ACCSCT electronically:

- Application for Renewal of Accreditation
- Application for Initial Accreditation, Parts I and II
- Self Evaluation Report (not to include Occupation Specialist Information Packages)
- Response to a Team Summary Report
- Response to a Deferral, Show Cause, or Probation Action
- Response to Stipulations as part of a Commission Action
- Interim Reports
- Applications for Substantive Changes and Non-substantive Changes
- Fiscal Year-End Financial Statements
- Application for Appeal of a Commission Decision
- Other Responses and Reports

## **ELECTRONIC SUBMISSION FORMAT REQUIREMENTS:**

1. ***Electronic Submissions may not be transmitted to the Commission via e-mail.***
2. All electronic documents must be submitted to ACCSCT as one Portable Document Format (.pdf) file that has been prepared using Adobe Acrobat 6.0 Standard (or higher version) software. A “Portable Document Format (.pdf) file” means that the electronic document has been assembled into one file, not a series of separate files.
3. All electronic documents must be submitted to ACCSCT on compact disk (CD).
4. All electronic documents must include electronic bookmarks placed within the document in a manner that facilitate an easy and institutive navigation and review of the file.
5. All files, to include Applications for Renewal of Accreditation, Applications for Initial Accreditation ~ Parts I and II, the Self Evaluation Report, Responses to Team Summary Reports, substantive change applications, and other documents are to be submitted as **one continuous PDF document** using the Adobe Acrobat software and book-marking function in order to identify all of the attachments and exhibits contained within the file.
6. Any security features in the PDF document must be disabled.
7. Only Portable Document Format (.pdf) files will be accepted. Do not submit files in other formats such as Microsoft Word or Excel, Word Perfect, TIFF, JPEG, etc.
8. Electronic submissions must be prepared in accordance with the checklist requirements listed within this document.
9. All CDs must be clearly labeled with the school name, address, ACCSCT school number<sup>1</sup> and the title of the document(s) included on the CDs.

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<sup>1</sup> For initial applicants: Upon receipt of the Application for Initial Accreditation, Part I, ACCSCT will assign the school a six-digit school number to be included on all future submissions to be considered by the Commission

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10. If the submission contains documentation that includes personal or confidential student or staff information that is not required for the Commission's review (e.g., social security numbers, dates of birth, etc.), please remove or redact that information.
11. Failure to adhere to these instructions will result in the return of the electronic submission to the school and the assessment of a \$500.00 late fee.

If an institution elects to send the Commission its submission on paper, the Commission has authorized the assessment of a \$500 processing fee to convert the paper submission to an electronic format at the ACCSCT office.

## **Electronic Application for Renewal of Accreditation - Submission Checklist**

The submission of the CD must include the following:

- A cover letter identifying the institution by name, address and six-digit school number and payment of the processing fee. Please also include a point of contact (name, phone number, and e-mail address) for the electronic submission.
- The Application for Renewal of Accreditation must be formatted as one Portable Document Format (.pdf) file with electronic bookmarks that correspond to the application and each application attachment.
- A bookmarked Table of Contents.
- Completed and signed Application for Renewal of Accreditation with a corresponding electronic bookmark to indicate the location of the application.
- Documentation to support each Application Attachment using electronic bookmarks to indicate the location of each attachment.
- If the school elect to submit additional exhibits, then include an electronic bookmark to indicate the location of these documents.

*Submit two CDs, each containing one PDF copy of the Application for Renewal of Accreditation within 45 days of attendance at the Accreditation Workshop. All CDs must be clearly labeled with the school name, address, ACCSCT school number and the title of the document(s) included on the CDs.*

## **Electronic Application for Initial Accreditation, Part I Submission Checklist**

The submission of the CD must include the following:

- A cover letter identifying the institution by name, address and payment of the processing fee. Please also include a point of contact (name, phone number, and e-mail address) for the electronic submission.
- The Application for Initial Accreditation, Part I must be formatted as one Portable Document Format (.pdf) file with electronic bookmarks.
- A bookmarked Table of Contents.
- Completed and signed Application for Initial Accreditation, Part I with a corresponding electronic bookmark to indicate the location of the application.
- Documentation to support each Application Attachment using electronic bookmarks to indicate the location of each attachment.
- If the school elect to submit additional exhibits, then include an electronic bookmark to indicate the location of these documents.

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*Submit two CDs, each containing one PDF copy of the Application for Initial Accreditation, Part I within 6 months of attendance at the Accreditation Workshop. All CDs must be clearly labeled with the school name, address, ACCSCT school number and the title of the document(s) included on the CDs.*

*The Application for Initial Accreditation, Part II is due within 6 months of the acceptance of the Application for Initial Accreditation, Part I.*

## **Electronic Application for Initial Accreditation, Part II - Submission Checklist**

The submission of the CD must include the following:

- A cover letter identifying the institution by name, address and six-digit school number and payment of the processing fee. Please also include a point of contact (name, phone number, and e-mail address) for the electronic submission.
- The Application for Initial Accreditation, Part II must be formatted as one Portable Document Format (.pdf) file with electronic bookmarks.
- A bookmarked Table of Contents.
- Completed and signed Application for Initial Accreditation, Part II with a corresponding electronic bookmark to indicate the location of the application.
- Documentation to support each Application Attachment using electronic bookmarks to indicate the location of each attachment.
- If the school elect to submit additional exhibits, then include an electronic bookmark to indicate the location of these documents.

*Submit two CDs, each containing two PDF files: one for the Application for Initial Accreditation, Part II and one for the initial SER and exhibits. After the Orientation On-Site Evaluation, the school will submit four CDs, each containing two PDF files: one for the revise Application for Initial Accreditation, Part II and one for the revised SER and exhibits. (SEE Electronic Self-Evaluation Report for Initial Accreditation – Submission Checklist). All CDs must be clearly labeled with the school name, address, ACCSCT school number and the title of the document(s) included on the CDs.*

## **Electronic Self Evaluation Report (SER) for Renewal of Accreditation - Submission Checklist**

The CD submission must include the following:

- A cover letter identifying the institution by name, address and six-digit school number and payment of the on-site evaluation team fee. Please also include a point of contact (name, phone number, and e-mail address) for the electronic submission.
- The SER must be formatted as one Portable Document Format (.pdf) file.
- A bookmarked Table of Contents.
- The school's revised Application for Renewal of Accreditation or the Application for Initial Accreditation Part II with electronic bookmarks to indicate the location of the application and the attachments to the application.
- Signed Certification Statement attesting to the accuracy of the data contained in the SER.
- Introduction Statement and instructions on how to navigate the document.
- Self Evaluation Report Question and School Narrative Response with electronic bookmarks to indicate the location of the question and response as well as all pertinent information and documentation.

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- Documentation to support the narrative response with electronic bookmarks to indicate the location of this information.

*Submit four CDs, each containing two PDF files: one for the Application for Renewal of Accreditation (revised) and one for the SER and exhibits. All CDs must be clearly labeled with the school name, address, ACCSCT school number and the title of the document(s) included on the CDs.*

*Each Occupation Specialist Information Package (as described in detail in the application acceptance letter) must be submitted as a bound package in **hard copy** form.*

## **Electronic Self Evaluation Report (SER) for Initial Accreditation - Submission Checklist**

The CD submission must include the following:

- A cover letter identifying the institution by name, address and six-digit school number and payment of the Orientation On-Site Evaluation Fee. Please also include a point of contact (name, phone number, and e-mail address) for the electronic submission.
- The SER must be formatted as one Portable Document Format (.pdf) file.
- A bookmarked Table of Contents.
- The school's Application for Initial Accreditation Part II with electronic bookmarks to indicate the location of the application and the attachments to the application.
- Signed Certification Statement attesting to the accuracy of the data contained in the SER.
- Introduction Statement and instructions on how to navigate the document.
- Each Self-Evaluation Report Question and school narrative response with electronic bookmarks to indicate the location of the question and response as well as all pertinent information and documentation.
- Documentation to support the narrative response with electronic bookmarks to indicate the location of this information.

*Submit two CDs, each containing two PDF files: one for the Application for Initial Accreditation, Part II and one for the initial SER and exhibits. All CDs must be clearly labeled with the school name, address, ACCSCT school number and the title of the document(s) included on the CDs.*

*After the Orientation On-Site Evaluation, the school will receive a copy of the Orientation On-Site Evaluation Report which will direct the school to submit four CDs, each containing two PDF files: one for the revised Application for Initial Accreditation, Part II and one for the revised SER and exhibits. This report will also direct the school to submit the on-site evaluation fee for the full-team on-site evaluation, and will direct the school to submit the required number of Occupation Specialist Information Packages.*

*Each Occupation Specialist Information Package (as described in detail in the Orientation On-Site Evaluation Report) must be submitted as a bound package in **hard copy** form.*

## **Response to a Team Summary Report - Submission Checklist:**

The CD submission must include the following:

- A cover letter identifying the title of the submission. Please also include a point of contact (name, phone number, and e-mail address) for the electronic submission.
- A bookmarked Table of Contents.

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- A copy of the Team Summary Report (.pdf).
- The response to the Team Summary Report must be formatted as one Portable Document Format (.pdf) file.
- Signed Certification Statement attesting to the accuracy of the data contained in the response.
- Introduction Statement and instructions on how to navigate the document.
- Restatement of the Team Summary Report Concern and school narrative response with electronic bookmarks to indicate the location of the response and all pertinent information and documentation.
- Documentation to support the response, including any exhibits, with electronic bookmarks to indicate the location of the documentation.

*Submit four CDs, each containing a PDF copy of the school's response. All CDs must be clearly labeled with the school name, address, ACCSCT school number and the title of the document(s) included on the CDs.*

## **Response to a Deferral, Show Cause Order, or Probation Order – Submission Checklist:**

The CD submission must include the following:

- A cover letter identifying the title of the submission. Please also include a point of contact (name, phone number, and e-mail address) for the electronic submission.
- A bookmarked Table of Contents.
- A copy of the Commission letter (.pdf).
- The response to the Commission letter must be formatted as one Portable Document Format (.pdf) file.
- Signed Certification Statement attesting to the accuracy of the data contained in the response.
- Introduction Statement and instructions on how to navigate the document.
- Restatement of the Commission concern and school response with electronic bookmarks to indicate the location of the response and all pertinent information and documentation.
- Documentation to support the response, including any exhibits, with electronic bookmarks to indicate the location of the documentation.

*Submit four CDs, each containing a PDF copy of the school's response. All CDs must be clearly labeled with the school name, address, ACCSCT school number and the title of the document(s) included on the CDs.*

## **Response to Stipulations as Part of a Commission Action – Submission Checklist:**

The CD submission must include the following:

- A cover letter identifying the title of the submission. Please also include a point of contact (name, phone number, and e-mail address) for the electronic submission.
- A bookmarked Table of Contents.
- A copy of the Commission letter (.pdf).
- The response to the Commission letter must be formatted as one Portable Document Format (.pdf) file.
- Signed Certification Statement attesting to the accuracy of the data contained in the response.
- Introduction Statement and instructions on how to navigate the document.

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- Restatement of the Commission letter stipulation and school narrative response with electronic bookmarks to indicate the location of the response and all pertinent information and documentation.
- Documentation to support the response, including any exhibits, with electronic bookmarks to indicate the location of the documentation.

*Submit two CDs, each containing a PDF copy of the school's response. All CDs must be clearly labeled with the school name, address, ACCSCT school number and the title of the document(s) included on the CDs.*

## **Interim Reports (i.e., Outcomes, Refund, Institutional Enhancement Implementation) – Submission Checklist:**

The CD submission must include the following:

- A cover letter identifying the title of the submission. Please also include a point of contact for the electronic submission.
- A bookmarked Table of Contents.
- A copy of the Interim Reporting Enclosure to the Commission Letter (.pdf).
- The Interim Report must be formatted as one Portable Document Format (.pdf) file.
- .Signed Certification Statement attesting to the accuracy of the data contained in the response.
- Introduction Statement and instructions on how to navigate the document.
- Restatement of the reporting requirement and school narrative response with electronic bookmarks to indicate the location of the response and all pertinent information and documentation.
- Documentation to support the response, including any exhibits, with electronic bookmarks to indicate the location of the documentation.

*Submit two CDs, each containing a PDF copy of the school's report. All CDs must be clearly labeled with the school name, address, ACCSCT school number and the title of the document(s) included on the CDs.*

## **Applications for Substantive Changes and Non-substantive Changes – Submission Checklist:**

The CD submission must include the following:

- A cover letter identifying the title of the application and the processing fee. Please also include a point of contact for the electronic submission.
- A completed application form that has been converted to one Portable Document Format (.pdf) file.
- A bookmarked Table of Contents.
- Introduction Statement and instructions on how to navigate the document.
- Electronic bookmarks to identify the location of documentation required for each attachment to the application.

*Submit two CDs, each containing a PDF copy of the school's application. All CDs must be clearly labeled with the school name, address, ACCSCT school number and the title of the document(s) included on the CDs.*

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## **Fiscal Year End Financial Statements – Submission Checklist:**

The CD submission must include the following:

- A cover letter identifying the institution for which the financial statement is submitted. Please also include a point of contact for the electronic submission.
- Sustaining Fee Calculation Worksheet.
- Fiscal Year End Financial Statements in one Portable Document Format (.pdf) file.
- Sustaining Fee Payment.

*Submit two CDs, each containing a PDF copy of the school's financial statement. All CDs must be clearly labeled with the school name, address, ACCSCT school number and the title of the document(s) included on the CDs.*

## **Application for Appeal of a Commission Decision – Submission Checklist:**

The CD submission must include the following:

- A cover letter identifying the title of the submission. Please also include a point of contact for the electronic submission.
- The completed Application for Appeal of a Commission Decision.
- A copy of the Commission letter (.pdf).
- A Signed Certification Statement attesting to the accuracy of the data contained in the response
- Formatted into one Portable Document Format (.pdf) file.
- Documentation to support the school's appeal, including any exhibits, with electronic bookmarks to indicate the location of the documentation

*Submit five CDs, each containing a PDF copy of the school's appeal. All CDs must be clearly labeled with the school name, address, ACCSCT school number and the title of the document(s) included on the CDs.*

## **Other Responses – Submission Checklist:**

The CD submission must include the following:

- A cover letter identifying the title of the submission. Please also include a point of contact for the electronic submission.
- A copy of the Commission letter (.pdf).
- The school's response.
- Signed Certification Statement attesting to the accuracy of the data contained in the response
- Ensure the submission is formatted into one Portable Document Format (.pdf) file.
- Documentation to support the school's response, including any exhibits, with electronic bookmarks to indicate the location of the documentation.

*Submit one CD that is clearly labeled with the school name, address, ACCSCT school number and the title of the document(s) included on the CDs.*