

# **INSTRUCTIONS FOR ELECTRONIC SUBMISSION**

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. These instructions are effective as of September 18, 2007.

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

## **ELECTRONIC SUBMISSION FORMAT REQUIREMENTS:**

***Electronic Submissions may not be transmitted to the Commission via e-mail.***

All electronic documents must be submitted to ACCSCT in a Portable Document Format (.pdf) saved on a Compact Disk (CD) and be prepared using Adobe Acrobat 6.0 Standard (or higher version) software. All documents must include electronic bookmarks in order to navigate a review of the file. Applications for Renewal of Accreditation, Applications for Initial Accreditation ~ Parts I and II, the Self Evaluation Report, Responses to Team Summary reports and other documents should 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. Electronic submissions must be copied onto CDs in accordance with the checklist requirements listed below.

**All CDs must be labeled with the school name, address, ACCSCT school number<sup>1</sup>, and the title of the document(s) provided on the CDs.**

**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.**

**Failure to adhere to these instructions will result in returning the electronic submission to the school.**

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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

# **INSTRUCTIONS FOR ELECTRONIC SUBMISSION**

## **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 for the electronic submission.
- The Application for Renewal of Accreditation must be formatted as one continuous .pdf document with electronic bookmarks
- 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
- Should 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.*

## **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 for the electronic submission.
- The Application for Initial Accreditation, Part I must be formatted as one continuous .pdf document 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
- Should 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 Initial Accreditation, Part I within 6 months of attendance at the Accreditation Workshop.*

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

# **INSTRUCTIONS FOR ELECTRONIC SUBMISSION**

## **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 for the electronic submission.
- The Application for Initial Accreditation, Part II must be formatted as one continuous .pdf document 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
- Should 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 revised Application for Initial Accreditation, Part II and one for the revised SER and exhibits. (SEE Electronic Self-Evaluation Report for Initial Accreditation – Submission Checklist).*

## **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 for the electronic submission.
- The SER must be formatted as one continuous .pdf document
- A bookmarked Table of Contents
- A copy of the revised Application for Renewal of Accreditation or the Application for Initial Accreditation Part II with electronic bookmarks to indicate the location of the attachments to the application
- Signed Certification Statement attesting to the accuracy of the data contained in the SER
- Introduction Statement (optional)
- Self Evaluation Report Question and School Narrative Response with electronic bookmarks to indicate the location of the question and response
- 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.*

*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.*

# **INSTRUCTIONS FOR ELECTRONIC SUBMISSION**

## **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 for the electronic submission.
- The SER must be formatted as one continuous .pdf document
- A bookmarked Table of Contents
- A copy of the Application for Initial Accreditation Part II with electronic bookmarks to indicate the location of the attachments to the application
- Signed Certification Statement attesting to the accuracy of the data contained in the SER
- Introduction Statement (optional)
- Self Evaluation Report Question and School Narrative Response with electronic bookmarks to indicate the location of the question and response
- 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.*

*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 for the electronic submission.
- A bookmarked Table of Contents
- Scanned copy of the Team Summary Report
- Signed Certification Statement attesting to the accuracy of the data contained in the response
- Restatement of the Team Summary Report Concern and school narrative response with electronic bookmarks to indicate the location of the response
- 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.*

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## **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 for the electronic submission.
- A bookmarked Table of Contents
- Scanned copy of the Commission letter
- Signed Certification Statement attesting to the accuracy of the data contained in the response
- Restatement of the Commission concern and school response with electronic bookmarks to indicate the location of the response
- 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.*

## **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 for the electronic submission.
- A bookmarked Table of Contents
- Scanned copy of the Commission letter
- Signed Certification Statement attesting to the accuracy of the data contained in the response
- Restatement of the Commission letter stipulation and school narrative response with electronic bookmarks to indicate the location of the response
- 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.*

## **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
- Scanned copy of the Interim Reporting Enclosure to the Commission Letter
- Signed Certification Statement attesting to the accuracy of the data contained in the response
- Restatement of the reporting requirement and school narrative response with electronic bookmarks to indicate the location of the response
- 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.*

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## **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 a pdf format
- A bookmarked Table of Contents
- 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.*

## **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
- Financial Statement Analysis Form
- Audited or Reviewed Fiscal Year End Financial Statements
- Sustaining Fee Payment

*Submit two CDs, each containing a .pdf copy of the school's financial statement.*

## **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.
- Scanned copy of the completed Application for Appeal of a Commission Decision
- Scanned copy of the Commission letter
- Signed Certification Statement attesting to the accuracy of the data contained in the response
- 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.*