



## **2019 Requirements for Preparing Electronic Accreditation Applications**

The NACEP Accreditation Commission accepts only electronic applications submitted via its secure, password-protected document upload site. Instructions for using the upload site will be provided separately to applicants. This document provides a standardized structure to help applicants organize materials and reviewers access applications

Applicants are encouraged to have someone not familiar with the program review the application to confirm organization and clarity. Are acronyms explained? Are state laws or institutional policies clearly outlined for an external audience? Are documents where you say they will be? Have all pieces of required evidence been provided?

For each applicant NACEP will create a folder on an online file sharing service with the following directory structure:

- Program Description
- Curriculum Standards
  - Standard C1
  - Standard C2
  - Paired Syllabi
  - Standard C3
- Faculty Standards
  - Standard F1
  - Standard F2
  - Standard F3
  - Standard F4
- Student Standards
  - Standard S1
  - Standard S2
  - Standard S3
  - Student S4
- Assessment Standards
  - Paired Assessments
  - Standard A1
- Partnership Standards
  - Standard P1
  - Standard P2
- Evaluation Standards
  - Standard E1
  - Standard E2
- **NACEP Statement of Equivalency**

Programs are encouraged to organize applications first on their own computers, following the same format, for ease of uploading to the file sharing site.

Be considerate of reviewers' time by organizing files in a manner that allows them to easily and quickly find the referenced evidence. For example, do not create additional sub-folders within the folders. Time

reviewers spend searching through excessive sub-folders and lengthy documents is time they are not spending reviewing the substance of your application.

### **Technical Requirements**

1. The **only** acceptable file formats are PDF, DOC(X), XLS(X), PPT(X), or HTML. All other files should be converted to these formats.
2. File names must be less than **40 characters** in length and contain the relevant standard (e.g., S1) and a succinct description of the document (e.g., S1\_Registrar\_Letter.pdf).
3. For compatibility for differing systems, file names should **only** include letters, numbers, regular dashes "-", or underlines "\_". File names **should not** include spaces, colons, slashes, parentheses, punctuation marks, or symbols. Periods "." should only be used once, prior to a file type designation (e.g., ".PDF" or ".DOCX").
4. All required evidence must be uploaded to the file storage site. Links to websites should be for illustrative purposes only. For information on a website to be considered evidence a copy (HTML, PDF) should be included with the files you upload to the application site.
5. Maximum file size is **15 MB**. Scanned documents should be in PDF format and should balance resolution (e.g. legibility) with file size, generally less than 1 MB per page.
6. Pages in a document should not need to be rotated by a reader who views it on screen.
7. Any links in documents should work. Links to other documents must open in a new browser or application window (e.g. Word or Acrobat) and should be tested to make sure they work on other computers after being uploaded/downloaded from the upload site. Do not include documents stored within documents.
8. Longer documents should have a table of contents, bookmarks, or an index and a note explaining how to navigate the file.

### **Organizational Requirements**

1. Applicants need to utilize the provided NACEP coversheets for each standard and the program description, provided on the Accreditation Forms and Resources section of the NACEP website. The Acrobat version of the coversheets allow users to save drafts and include basic formatting (bold, italic, underlines, indents, bullets, etc.). If advanced formatting is necessary for a description, applicants may create their own version in Word or include a separate Word document.
2. Coversheets for each standard should reference all documents submitted as evidence for that standard. When required evidence calls for a description, the description can be a part of a coversheet or in a separate document.
3. Be judicious in including additional evidence. Respect reviewers' time by not including extremely long documents, lengthy email chains, or appendices.

4. Utilize the discipline/course list approved by the Accreditation Commission after you submitted your Intent Form. Use this list consistently for:
  - a. the Program Description – provide a copy of the list and include the number of disciplines and courses in the cover sheet,
  - b. the five standards that require evidence from each discipline (C2, C3, F2, F3, A1), and
  - c. the NACEP Statement of Equivalency.

Each file name must consistently identify the discipline (e.g., C2\_Biology\_Letter.pdf).

5. For paired documents such as syllabi and assessments, each file name must include the discipline and identify the document as either CEP or campus. For example, a program that offers CEP courses in five different disciplines would have a Paired Syllabi sub-folder containing 10 files:

Art_A109_CEP.pdf	Art_A109_Campus.pdf
Business_B104_CEP.pdf	Business_B104_Campus.pdf
English_W131_CEP.pdf	English_W131_Campus.pdf
History_H105_CEP.pdf	History_H105_Campus.pdf
Journalism_J120_CEP.pdf	Journalism_J120_Campus.pdf

6. Do not include duplicate copies of NACEP Statements of Equivalency. Include a single copy for each discipline in the "NACEP Statement of Equivalency" folder, within the main Application folder.
7. If you have a document that contains evidence for multiple standards (e.g. a faculty handbook), you should include a single copy in the folder for the first standard in which it is referenced. For other standards that reference the same document, the coversheet should clearly direct the review team to the location of the document and the page referenced. Alternatively, include an excerpt of the document in the second folder, with only the relevant page(s) included.
8. For Standard C1, if a PDF of the entire campus course catalog is included for Required Evidence 1, provide bookmarks, highlights, and/or page numbers for each CEP course offered. If the college course catalog is provided online, for the specific courses offered for concurrent enrollment provide:
  - a. a document with screen shots of the description of each course, or
  - b. a document or webpage with hyperlinks directly to the description of each course.