Building an Exemplary Accreditation Application and Navigating the Peer Review Process
Peer Review Process

- **Purpose of accreditation**: program improvement & quality assurance
- **Evaluative**, yet collegial, assessment of evidence
- Burden of proof is on you
- Each CEP uses **unique language** & operates in **unique** institutional and state policy **contexts**
- Accreditation Guide is a **resource** used by you and by reviewers
- There are **many ways** to meet a standard
- Standards are reviewed both **individually** and **holistically**
<table>
<thead>
<tr>
<th>Step</th>
<th>Timeline</th>
</tr>
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<tbody>
<tr>
<td><strong>Self Study</strong></td>
<td>1-2 years prior to submitting an application</td>
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<tr>
<td><strong>Pre-application</strong></td>
<td>Filed November – January</td>
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<tr>
<td><strong>Prepare &amp; Submit Application</strong></td>
<td>January – July</td>
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<td></td>
<td>Deadline on or around August 1</td>
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<tr>
<td><strong>Initial Review by Peer Review Team</strong></td>
<td>September-October</td>
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<tr>
<td><strong>Interview/Site Visit</strong></td>
<td>At NACEP National Conference/20-21 cycle</td>
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<tr>
<td><strong>Applicant Response &amp; Additional Review</strong></td>
<td>November – February</td>
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<tr>
<td><strong>Report of Findings to Applicant</strong></td>
<td>March</td>
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<tr>
<td><strong>By May 1</strong></td>
<td>Accreditation Commission Vote</td>
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</tbody>
</table>
The Pre-application packet must be submitted online and includes questions about:

Institutional characteristics
Program size
A list of courses offered for concurrent enrollment, organized by discipline
Questions to gauge your readiness to apply
Contact information
Completed Coversheets for the following standards: F2, F3, S3, S4, A1, C3, P1, P2, E2
Compiling an Application
Critical Factors for Success

Make sure that your application:

- Includes only and all *concurrent enrollment* as defined by NACEP: college credit-bearing courses taught by high school teachers to high school students (see Definition, p.6; Scope, p.7)

- Demonstrates that you have implemented all policies and practices described in the Standards during the school year immediately preceding the application

- Provides clear, well-organized documentation so that reviewers can verify that the practices are in place

If your CEP is operated across a multi-campus college system, please review that section of the Accreditation Guide and consult with us.
Compiling an Application, continued…

- Organize electronic files for online submission, following NACEP’s electronic application requirements
- Use coversheets to explain how your evidence demonstrates your practice
- Be consistent in naming and courses across coversheets, supporting documents, brochures, and webpages
- Have faculty describe their practices in their Statement of Equivalency
Electronic Application Requirements

Paired Syllabi

- Agriculture AGB330 Campus.pdf
- Agriculture AGB330 CEP.pdf
- Biology BIO165 Campus.pdf
- Biology BIO165 CEP.pdf
- Business ACC115 Campus.pdf
- Business ACC115 CEP.pdf
- Education ECE133 Campus.pdf
- Education ECE133 CEP.pdf
- English ENG105 Campus.pdf
- English ENG105 CEP.pdf
- Math MAT156 Campus.pdf
- Math MAT156 CEP.pdf
- Nursing HSC110 Campus.pdf
- Nursing HSC110 CEP.pdf
- Social Science POL111 Campus.pdf
- Social Science POL111 CEP.pdf
- World Languages FRN203 Campus.pdf
- World Languages FRN203 CEP.pdf

- HCCC 107
- MATH 210
- NURS 107
- SOC
- 2451_001.pdf
- 2451_007.pdf
- 2452_001.pdf
- 2452_007.pdf
- 2453_001.pdf
- 2453_007.pdf
- CEP - Corrections Final.docx
- CEP - HCC Final.docx
- CEP - MV Calc Final Exam.docx
- CEP - NURS FINAL EXAM.doc
- NCC final exam.pdf
- NCC - NURS Final.docx
- Police and Community FINAL - 2012.docx
- Police and Community Outline FA 2012....
Program Description

Program Context
• Basic statistics
• Size and scope
• History and place within college
• Relevant policies and laws
• Mixed courses
• Geography
• Student eligibility
• Payment
• Discipline list – only NACEP-defined CE courses and only for NACEP application
### List of Disciplines

**Concurrent Enrollment Courses Offered by Discipline**

**School Year 2014-15**

<table>
<thead>
<tr>
<th>College or Division</th>
<th>Department (if applicable)</th>
<th>Discipline</th>
<th>Course #</th>
<th>Course Title</th>
<th>Faculty Liaison</th>
<th># of CE Teachers</th>
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<tbody>
<tr>
<td>Liberal Arts</td>
<td>English</td>
<td>1</td>
<td>English</td>
<td>ENG 101</td>
<td>Rhetoric and Composition I</td>
<td>D. Stilwell</td>
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<tr>
<td>Liberal Arts</td>
<td>English</td>
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<td>English</td>
<td>ENG 103</td>
<td>Fundamentals of Creative Writing</td>
<td>M. Graham</td>
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<tr>
<td>Liberal Arts</td>
<td>English</td>
<td>1</td>
<td>English</td>
<td>ENG 105</td>
<td>Introduction to Literature</td>
<td>J. Galbus</td>
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<tr>
<td>Liberal Arts</td>
<td>French</td>
<td>2</td>
<td>World Languages</td>
<td>FREN 203</td>
<td>Intermediate French I</td>
<td>J. Jensen</td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>French</td>
<td>2</td>
<td>World Languages</td>
<td>FREN 204</td>
<td>Intermediate French II</td>
<td>J. Jensen</td>
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<tr>
<td>Liberal Arts</td>
<td>Spanish</td>
<td>3</td>
<td>World Languages</td>
<td>SPAN 203</td>
<td>Intermediate Spanish I</td>
<td>D. Hitchcock</td>
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<tr>
<td>Liberal Arts</td>
<td>Spanish</td>
<td>3</td>
<td>World Languages</td>
<td>SPAN 204</td>
<td>Intermediate Spanish II</td>
<td>D. Hitchcock</td>
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<tr>
<td>Nursing &amp; Health Professions</td>
<td>Health Professions</td>
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<td>Health Professions</td>
<td>HP 115</td>
<td>Medical Terminology for Health Professions</td>
<td>E. Elkins</td>
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<td>Nursing &amp; Health Professions</td>
<td>Health Professions</td>
<td>3</td>
<td>Health Professions</td>
<td>HP 211</td>
<td>The Healthcare Delivery System</td>
<td>E. Elkins</td>
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<td>Science, Engineering &amp; Educat Biology</td>
<td>Biology</td>
<td>4</td>
<td>Biology</td>
<td>BIOL 105</td>
<td>Biology of Human Concern</td>
<td>B. Kalvelage</td>
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<tr>
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<td>Biology</td>
<td>BIOL 133</td>
<td>Biological Concept</td>
<td>H. Maurice</td>
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<tr>
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<td>Biology</td>
<td>BIOL 210</td>
<td>Environmental Conservation</td>
<td>B. Summers</td>
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<td>Chemistry</td>
<td>5</td>
<td>Chemistry</td>
<td>CHEM 107</td>
<td>Elements in Everyday Chemistry</td>
<td>J. Seyler</td>
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<td>Principles of Chemistry</td>
<td>J. Seyler</td>
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<td>Chemistry</td>
<td>CHEM 261</td>
<td>General Chemistry I</td>
<td>J. Seyler</td>
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<tr>
<td>Science, Engineering &amp; Educat Physics &amp; Earth Sciences</td>
<td>Physics &amp; Earth Sciences</td>
<td>6</td>
<td>Physics &amp; Earth Sciences</td>
<td>GEOL 112</td>
<td>Earth System Science</td>
<td>J. Durbin</td>
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<td>Science, Engineering &amp; Educat Physics &amp; Earth Sciences</td>
<td>Physics &amp; Earth Sciences</td>
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<td>GEOL 161</td>
<td>Physical Geology</td>
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<tr>
<td>Science, Engineering &amp; Educat Physics &amp; Earth Sciences</td>
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<td>Physics &amp; Earth Sciences</td>
<td>PHYS 101</td>
<td>Introduction to the Physical Sciences</td>
<td>K. Purcell &amp; K. Scheller</td>
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