

acaie

Accreditation Commission for Audiology Education

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Computerized Accreditation Program

ACAIE Accreditation Platform

REVIEWER USER GUIDE FOR AUD PROGRAMS SEEKING DEVELOPING STATUS

ACAIE
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I. Introduction

This manual was compiled to assist review teams in using ACAE's online accreditation platform to complete their reviews of programs seeking Developing Status. Web page screen shots are included to illustrate the experience. All program data entry is within the platform's Review Portal with complete access to the DS Application form that was submitted by the program under review.

We welcome any additional comments regarding this manual or the online accreditation platform.

Developing Status Application Process

The primary work of the Developing Status application is the program's preparation and completion of its DS Application Form. The Application is reviewed by a team of two trained reviewers through an online Pre-Fact-Finding Visit Review followed by a one-day in-person Fact Finding Visit by the review team. Following the initial review phase, the program will be able to review the visitors' online review form responses and add comments and additional information. All completed forms in the online platform may be downloaded as PDFs by the program for record keeping outside the platform.

Application Overview

After the online Expression of Interest has been completed and the application fee has been paid, the Program Director will complete the DS School Profile and begin working on the DS Application Form. When the form is completed, it will be Submitted by the Program Director who is the primary platform user for each AuD program. No changes or additions can be made to the DS Application Form after it is submitted as complete.

Pre-Fact-Finding Visit Overview

When the application is submitted by the Program Director, it will be moved into the Review Portal where the fact-finding review team will begin an online evaluation of the application. They will make initial assessments about the program's design and plans for implementation and may include suggestions, comments, and questions they plan to ask in the Fact-Finding Visit.

When the Pre-Fact-Finding Visit Review is completed and submitted by the review team chair, it will be moved back into the Submission Portal and can be accessed by the AuD Program Director for review. If the program has further information to add prior to the on-site fact-finding visit, it can be noted in the Pre-Fact-Finding Review Response form, where additional documentation can also be uploaded.

Fact-Finding Visit Overview

When the program has completed the Pre-Fact-Finding Review Response, the application is moved back into the Review Portal for the fact-finding team to begin work on the Fact-Finding Visit Review and Report. The report and recommendation about Developing Status will be completed following the on-site fact-finding visit.

Developing Status Application Final Steps

When the Fact-Finding Visit Review and Report is submitted by the fact-finding team, it will be moved back into the Submission Portal and the entire application with the review team's report and recommendation will be evaluated by ACAE's Board at its next meeting. If the program is granted Developing Status, it will be noted as Developing Status Year 0 in the Submission Portal.

Developing Status Update Report Overview

The program will be asked to complete a series of update reports to the ACAE once Developing Status has been established. Depending on when the status was granted, there may be up to three update reports (in August, January and July) prior to enrollment of the first student class. Once the first class is enrolled, there will be two required update reports each academic year (in January and July) through January of the third academic year of enrollments.

The ACAE Board will review each update report at its next scheduled meeting and provide the program with a response. A Progress Statement, either noting the program's satisfactory progress toward its accreditation application or raising questions/concerns based on data in the update report, will be sent to the Program Director.

Accreditation Application Process

After the January update report is submitted in the third academic year of student enrollment, the program should begin preparing for its application for ACAE Accreditation. After another online Expression of Interest webform has been completed and the Accreditation application fee has been paid, the Program Director will be provided another User Guide and will begin that online application process.

II. Pre-Fact-Finding Visit Review

A. Getting Started

As a site reviewer assigned to a review a program's accreditation application, you will receive an email from **Web Portal App** with a link to sign into the ACAE platform for the first time. The link will take you to this screen:

The screenshot shows a web interface for signing in or signing up. On the left, under the heading "Sign In/Sign Up Instructions", there are two sections: "For New Users:" and "For Returning Users:". The "For New Users:" section explains that an email address will be verified and a confirmation email will be sent. It also states that upon confirmation, the user will be taken to the "Sign Up" screen to create an account. The "For Returning Users:" section explains that the user should enter their email address and password to verify their account. At the bottom of the instructions, it says "If you have any questions or concerns, please contact your administrator. Thank you!". On the right, under the heading "Welcome!", there is a message: "To get this process started, new and returning users please enter your email address below." Below this message is an "Email" input field. A blue "Continue" button is located below the input field. To the right of the button, there is a link that says "Already have a confirmation code?". At the bottom of the right section, there is a logo for "wizehive".

As a first-time user, you will Sign Up under Need an Account?

This screenshot is similar to the one above, but it shows the "Email" input field filled with the text "britt.duenyas+2@wizehive.com". The "Continue" button is still visible below the input field, and the "Already have a confirmation code?" link is still present to the right. The "Sign In/Sign Up Instructions" section on the left remains the same.

You will then get a notice that a confirmation email has been sent to you:

Sign In/Sign Up Instructions

For New Users:

Please enter your email address and we will verify if you are in our system. If your email is part of our system, a confirmation will be sent to that address. *If your email is not in our system or you do not receive a confirmation email, please contact your administrator.*

Upon confirmation of your email, you will be taken to the **Sign Up** screen where you can choose a password to create an account. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:

Please enter your email address to the right, and we will verify if you are in our system. When found, you can enter your password and then gain access to the portal.

If you have any questions or concerns, please contact your administrator. Thank you!

Welcome!

To get this process started, new and returning users please enter your email address below.

Email

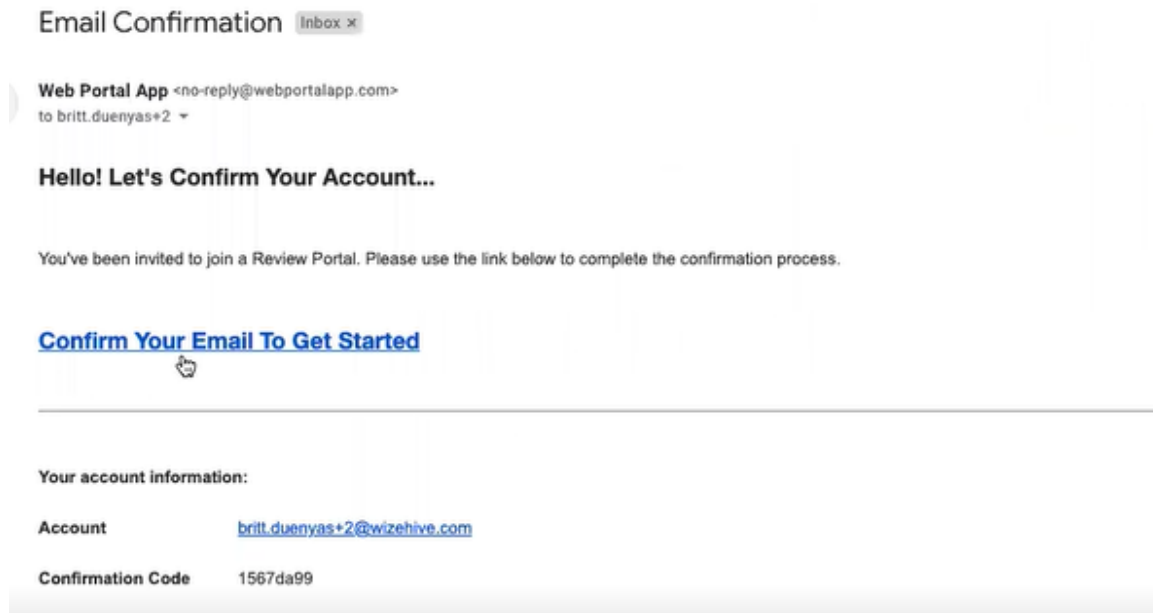
britt.duenyas+2@wizehive.com

You will receive a confirmation email shortly with a confirmation code which will allow you to choose a password, create an account and log in. Please check and confirm or [Resend Email](#).

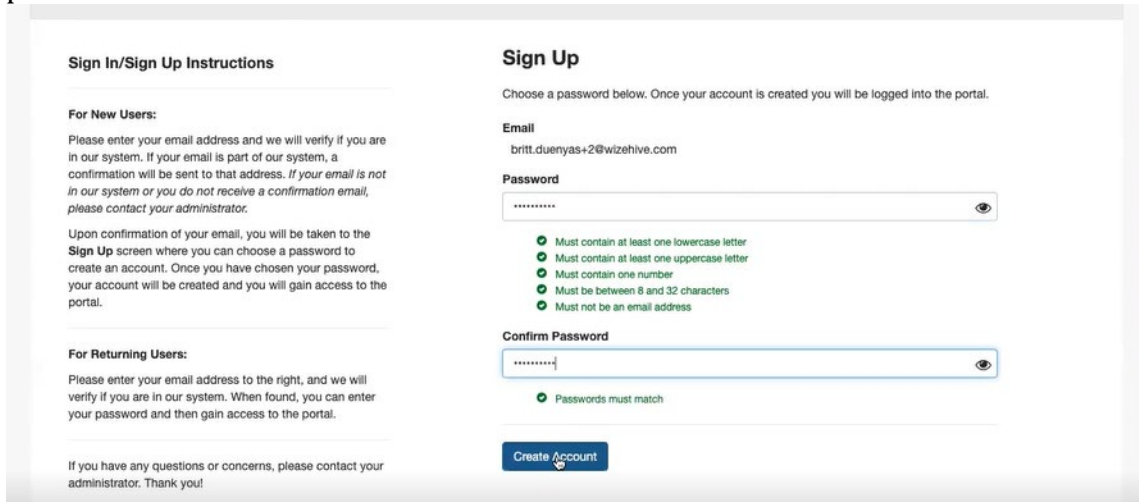
[Continue](#)

[Already have a confirmation code?](#)

Open that email (check your spam folder if you don't see it) and select the Confirm link to continue:



That will take you to this screen where you will create a password, confirm the password and then select **Create Account**:



The screenshot shows a 'Sign Up' page with two main sections. On the left, 'Sign In/Sign Up Instructions' provides guidance for new and returning users. On the right, the 'Sign Up' section includes a text box for 'Email' (pre-filled with 'britt.duenyas+2@wizehive.com'), a 'Password' field with a strength indicator showing five green checkmarks, and a 'Confirm Password' field. A 'Create Account' button is at the bottom right.

Sign In/Sign Up Instructions

For New Users:

Please enter your email address and we will verify if you are in our system. If your email is part of our system, a confirmation will be sent to that address. *If your email is not in our system or you do not receive a confirmation email, please contact your administrator.*

Upon confirmation of your email, you will be taken to the **Sign Up** screen where you can choose a password to create an account. Once you have chosen your password, your account will be created and you will gain access to the portal.

For Returning Users:

Please enter your email address to the right, and we will verify if you are in our system. When found, you can enter your password and then gain access to the portal.

If you have any questions or concerns, please contact your administrator. Thank you!

Sign Up

Choose a password below. Once your account is created you will be logged into the portal.

Email

britt.duenyas+2@wizehive.com

Password

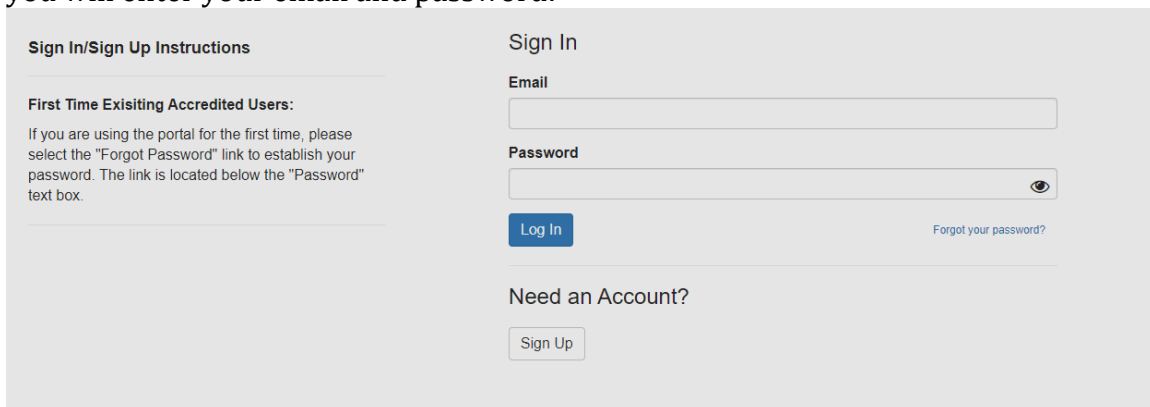
- Must contain at least one lowercase letter
- Must contain at least one uppercase letter
- Must contain one number
- Must be between 8 and 32 characters
- Must not be an email address

Confirm Password

Passwords must match

Create Account

All future access to the Review Portal will bring you to a screen similar to this where you will enter your email and password:



The screenshot shows a 'Sign In' page. On the left, 'Sign In/Sign Up Instructions' includes a section for 'First Time Existing Accredited Users'. On the right, the 'Sign In' section has 'Email' and 'Password' input fields, a 'Log In' button, and a 'Forgot your password?' link. Below this is a 'Need an Account?' section with a 'Sign Up' button.

Sign In/Sign Up Instructions

First Time Existing Accredited Users:

If you are using the portal for the first time, please select the "Forgot Password" link to establish your password. The link is located below the "Password" text box.

Sign In

Email

Password

Log In [Forgot your password?](#)

Need an Account?

Sign Up

If you forget your password, you can select that option to get a reset password sent to your email. You will then be able to log in and change your password to one of your choice.

B. Begin Your Review

Once you have logged into the ACAE Accreditation Platform Review Portal you will see this screen:

The screenshot shows the home screen of the ACAE Accreditation Platform Review Portal. At the top, it says "1 listing in total" and "Show: All". Below this is a search bar containing "Another New Institution" and a blue "Review" button. At the bottom left, there are navigation controls showing "1 / 1". On the right side, there is a section titled "Instructions:" with the following text:

To review the submission, please click the blue "Review" button.

When reviewing, select the dropdown next to "Viewing Form:" to check for additional information. As well, check for attachments by clicking the "Form Attachments" drop down. You can click on any attachment and it will populate in the center of the screen.

To get back to the application, click "Listings" in blue at the top left.

To complete your review, please click "+Feedback" in the upper right.

You have the option to save your work and continue at a later time by clicking "Save Draft" at the bottom right of your review form. When you log back into the portal, those saved will have an orange "In Progress" button.

When the review is complete, please click "Submit" at the bottom right of your review form.

When you return to the Listings, the button will now be complete and "Done".

Thank you and please reach out to an administrator if you have any questions.

This opening screen will always provide access to whatever program application you have been assigned to review. Select **Review** to continue.

You will get this screen where you will see a list of all reviewers who are assigned to the same program review:

The screenshot shows the reviewer list screen. At the top, it says "Listings > New Institution". Below this is a "Switch to PDF View" button and a blue "+ Feedback" button. On the left, there is a "Select Form:" dropdown menu set to "Pre-Site Visit Review". Below this is a section titled "Viewing: Pre-Site Visit Review" containing a table with the following data:

Reviewer	Text	Date Completed
britt.duenyas@wizehive.com		
britt.duenyas+2@wizehive.com		

On the right side, there is a section titled "Instructions:" with the following text:

To review the submission, please click the blue "Review" button. Please check for additional information by clicking the dropdown next to "Viewing Form:". Please check for attachments by clicking the "Form Attachments" drop down in the upper left. You can click on any attachment and it will populate in the center of the screen. To get back to the application, click the hyperlinked record title in blue next to "Listings". In order to complete your review, please click "+Review" in the upper right. You have the option to save your work and continue at a later time by scrolling to the bottom of the right panel and clicking "Save Draft". When you log back into the portal, those saved will have an orange "In Progress" button. When you are complete, please click "Submit" at the bottom of the right panel. When you return to the Listings, the button will now be complete and "Done".

Thank you and please reach out to an administrator if you have any questions.

You will see the name of the school whose program you are reviewing (New Institution) and can select **Listings** to return to your home page. This page opens by default to the assigned review stage, either Pre-Fact-Finding Visit Review or Fact-Finding Visit Review as shown in the **Select Form** box with drop-down menu.

To start your review, select the eyeball next your name as shown here:

Listings > New Institution Switch to PDF View + Feedback

Select Form: Pre-Site Visit Review < >

Viewing: Pre-Site Visit Review

Reviewer	Text	Date Completed
britt.duenyas@wizehive.com		
britt.duenyas+2@wizehive.com		

Instructions:

To review the submission blue "Review" button. Please additional information by dropdown next to "View" check for attachments by "Form Attachments" drop upper left. You can click < and it will populate in the screen. To get back to the the hyperlinked record title "Listings". In order to continue please click "+Review" in You have the option to save continue at a later time by bottom of the right panel "Draft". When you log back those saved will have an "Progress" button. When you please click "Submit" at the right panel. When you return

Each person on the review team will have a separate form to complete. If at any time you want to see how others on your team are completing their forms, you can open them by selecting the eyeball next to their email.

The Pre-Fact-Finding Visit Review form opens to this screen:

Listings > Another New Institution Switch to PDF View + Feedback

Select Form: Pre-Fact Finding Review < >

Viewing: Pre-Fact Finding Review

Form Attachments Print

Reviewer
Andrew Stafford

Text

Date Completed

Pre-Fact Finding Visit Review

Instructions:

To review the submission, please click the blue "Review" button.

The application form is the only form to review, but please check for attachments by clicking the "Form Attachments" drop down. You can click on any attachment and it will populate in the center of the screen.

To complete your review, please click "+Feedback" in the upper right.

You have the option to save your work and continue at a later time by clicking "Save Draft" at the bottom right of your review form. When you log back into the portal, those saved will have an orange "In Progress" button.

When the review is complete, please click "Submit" at the bottom right of your review form.

When you return to the Listings, the button will now be complete and "Done".

Thank you and please reach out to an administrator if you have any questions.

You will be able to look at the DS Application form submitted by the program by selecting it from the drop-down menu:

The screenshot shows a web interface for 'Another New Institution'. At the top, there's a breadcrumb 'Listings > Another New Institution' and a 'Switch to PDF View' button. Below this is a 'Select Form:' dropdown menu which is open, showing three options: 'DS Application Form' (highlighted in blue), 'Pre-Fact Finding Review', and 'Pre-Fact Find Review Res'. To the right of the dropdown is a blue '+ Feedback' button. Below the dropdown, the main content area is titled 'Another New Institution' and 'Developing Status Application'. It includes instructions: 'Please complete the entire Application form.' and a 'Saving & Editing' section: 'If you need to save your work and complete the form at another time, please'. A 'Form Attachments' dropdown and a 'Print' button are also visible.

When you are ready to start filling in your Pre-Fact-Finding Review form, select the blue **Feedback** button in the upper right.

That will take you to the active form on the right of your screen:

The screenshot shows the same web interface, but now the 'Pre-Fact Finding Visit Review' form is active on the right side. The 'Select Form' dropdown is still open, but the 'DS Application Form' is no longer highlighted. The 'Feedback' button is now the active element. The form on the right is titled 'Pre-Fact Finding Visit Review' and includes sections for 'Institutional and Regional Accreditor Approvals', 'Assessment *' (with a red error message 'This field is required'), and 'Suggestions and Concerns'. The main content area on the left remains the same, with the 'Developing Status Application' title and instructions.

The active form on the right is one long form with a series of questions for each section of the application form. You will need to scroll down the Feedback form on the right as you scroll down the Application form on the left:

The screenshot shows a web interface titled "Viewing: DS Application Form". It is split into two main columns. The left column contains the "Administrative Structure of the AuD Program" section with instructions: "Provide a clear description of the governance of the institution and the program.", "Provide statements of the Doctor of Audiology program's mission, goals and objectives.", "Is the Doctor of Audiology structure applicable for a consortium? If so, describe your organizational plan.", "Provide a summary of the Program Director's qualifications and experience.", and "Upload the program director's curriculum vitae." The right column is titled "Feedback" and contains three text input areas: "Administrative Structure of the AuD Program" (with a placeholder "XX"), "Suggestions and Concerns", and "Questions for Program ahead of Fact-Finding Visit". At the top of the left column are buttons for "Form Attachments" and "Print".

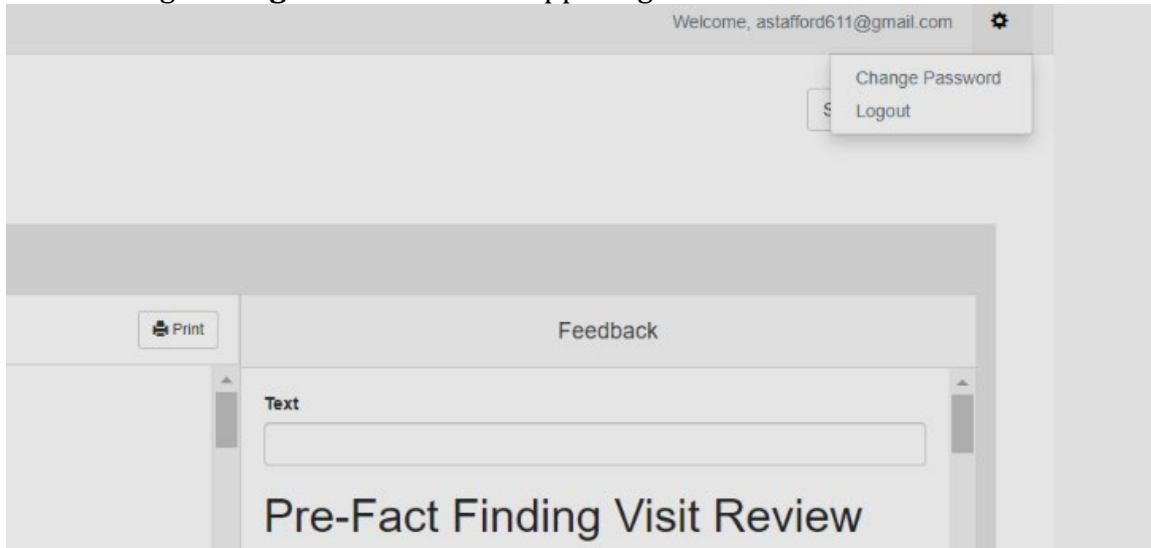
The only required field is the Assessment text box. Optional boxes are included for Suggestions and Concerns and for you to add Questions for the Program ahead of the Fact-Finding Visit.

If supporting documents have been uploaded by the program, the Form Attachments button in the upper left will be active and you can select the document to open from a drop-down menu.

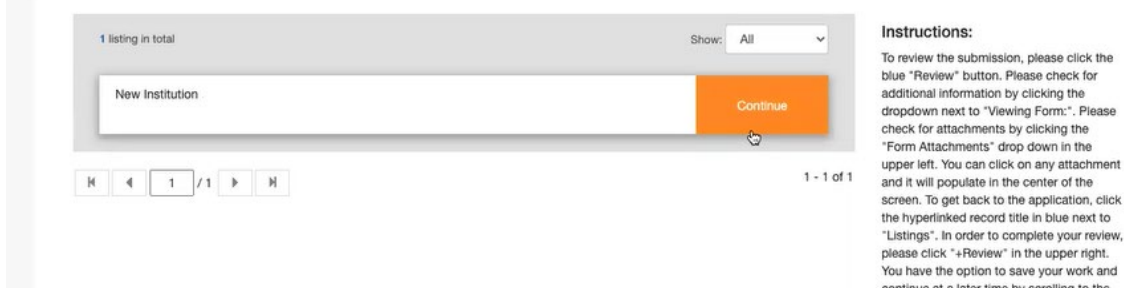
After you enter your work and when you want to save it, you will need to scroll all the way down to the bottom of the form and select the **Save Draft** button:

This screenshot shows the bottom portion of the application form. The left column is titled "Clinical Instructors" and includes instructions: "Clinical Instructors are an integral part of an audiology program at the AuD level. Describe your plan to assemble a sufficient number of qualified clinical instructors to educate the number of students anticipated in the Doctor of Audiology program." and "Upload additional documentation as necessary. Enter a helpful Title and Guide Statement (Description) for each document." The right column contains a text input area for "Questions for Program ahead of Fact-Finding Visit". At the bottom right of the interface are three buttons: "Close", "Save Draft" (highlighted in blue), and "Submit".

When you are ready to log out after a period of working, be sure to **Save Draft** before using the **Logout** button in the upper right of the screen:



Once you have logged out the first time and thereafter when you log in, the initial option that said **Review**, now says **Continue**:



C. Pre-Fact-Finding Visit Review and Fact-Finding Visit Review Form Contents

Information you will need to complete for each Section of the Application Form:

- Assessment (required)
- Suggestions & Comments
- Questions for Program ahead of Fact-Finding Visit

Only the team chair should submit one final completed Review Form. The chair can copy and paste from the other reviewer's form to make sure that all of the required fields have been completed before selecting the **Save** button.

III. Fact-Finding Review

The Fact-Finding Visit Review steps will be the same as those for the Pre-Fact-Finding Visit Review. When you log in, the default form in the **Select Form** box will be the Fact-Finding Visit Review. You can open the Pre-Fact-Finding Visit Review Response from the program by selecting that from the drop-down menu. You will be able to review the program's responses to your assessment, comments, and questions on each section and view any additional documents they uploaded.

You may begin working on your Fact-Finding Visit Review form prior to the actual in-person visit, but only one Fact-Finding Visit Review form will be Saved and submitted by the team chair following the in-person visit.

IV. Fact-Finding Visit Report and Recommendation

The final online form to be completed by the team chair in consultation with the review team is the Fact-Finding Visit Report and Recommendation. Once submitted, it will be shared with the ACAE board to ho will make a decision on Developing Status.

Information you will need to complete for each Section of the Application Form:

- Assessment (required)
- Suggestions & Comments

Information (required) you will need to complete at the bottom of this form:

- Opening Statement – team thanks the program and individuals and provides an overview of the review
- Program Strengths – list and describe any areas that are potential strengths for the program's future compliance with ACAE Standards
- Program Areas of Improvement – list and describe any areas that are of concern for the program's future compliance with ACAE Standards
- Recommendation
 - Developing Status
 - Deny
- Closing Statement – more thanks and summary of strengths and weaknesses

V. DS Application Sections

This is provided so that you as a reviewer know what information is being collected from the program on the DS Application Form.

General Instructions:

All required data fields are indicated. The form is primarily a series of questions that require narrative answers in text boxes. There are a few questions that require file uploads as well as additional file upload opportunities throughout the form. The questions are grouped in categories as noted below.

Institutional and Regional Accreditor Approvals:

- Has the AuD program received institutional approval? (Yes | No)
- Upload a copy of the institutional approval letter.
- Has the AuD program received regional accreditor approval? (Yes | No)
- Upload a copy of the regional accreditor approval letter.
- Will the AuD program seek CAA Candidacy Status concurrently with ACAE Developing Status? (Yes | No)

Administrative Structure of the AuD Program:

- Provide a clear description of the governance of the institution and the program.
- Provide statements of the Doctor of Audiology program's mission, goals and objectives.
- Is the Doctor of Audiology structure applicable for a consortium? If so, describe your organizational plan.
- Provide a summary of the Program Director's qualifications and experience.
- Upload the program director's curriculum vitae.
- If your program has a co-program director, upload the co-program director's curriculum vitae.

Finances:

- How will the program be supported financially?
- Upload the proposed budget.
- Beyond start-up support, what are your expectations for financial support for the program over the next three (3) years?
- If available, what are the expectations for financial support over a longer period, i.e., 4 – 10 years?
- What is the tuition structure of the Doctor of Audiology program?
- Will clinical activities and revenues be used to support the program financially? If so, are these to be developed or are there existing resources?
- If you have additional documentation to upload, do so here.

Facilities:

- Describe the teaching, administrative and clinical facilities where the Doctor of Audiology program will be housed (i.e., classrooms, faculty offices, laboratories, clinical facilities, etc.).
- Describe how these facilities will be adequate for the anticipated number of students to be enrolled in the program.

- Identify and describe any off-campus clinical facilities and primary clinical instructors that will be used by the Doctor of Audiology program and how/when they expect to be utilized.
- Supply several letters of support for the Doctor of Audiology program from directors or other representatives of off-campus clinical facilities.
- Upload letters of support in one single PDF file with cover list.
- If you have additional documentation to upload, do so here.

Equipment:

- Provide information as to how you will obtain, maintain in good working order, and update essential equipment and supplies necessary for educating and training students in the practice of audiology.
- Provide a list and description of clinical equipment/supplies that you will require for the Doctor of Audiology program.
- If you prefer to upload the list of clinical equipment/supplies, do so here.
- Provide a list and description of classroom and teaching equipment/supplies that you will require for the Doctor of Audiology program.
- If you prefer to upload the list of classroom and teaching equipment/supplies, do so here.

Resources:

- What support staff will be available to the Doctor of Audiology program?
- What computer and technical support will be available to the Doctor of Audiology program?
- Describe the information resources that will be available for the students and faculty.
- If you have additional documentation to upload, do so here.

Student Support Services:

- Describe the mentoring, academic advising, financial aid advising, career and placement services that will be available to students.
- Describe how full-time students will be informed of and have access to health services and other programs provided to other students within the institution, i.e., mental health services, learning and writing centers, minority affairs, etc.
- If you have additional documentation to upload, do so here.

Student Records:

- Describe how and where the student records will be kept and maintained.
- If you would like to upload a web link to your institution's records retention policy, do so here.
- If you have additional documentation to upload, do so here.

Student Recruitment:

- Describe the recruitment process you intend to use to attract and support students through the admissions process.
- Describe how the recruitment process will be sensitive to attracting and supporting students from diverse backgrounds.
- If you have additional documentation to upload, do so here.

Student Admissions:

- What is the anticipated number of students who will be enrolled in the program over the first four (4) years?
- What are the criteria, policies and procedures for admission and how will they be documented? Describe, in general terms, the Admissions Committee, including who will serve on it. Summarize the Admissions process, e.g., interviews, evaluate and admit solely on paper, etc.
- Will foreign applicants need transcript evaluation for equivalency? Please state how this could be done/recommend agencies.
- If you have additional documentation to upload, do so here.

Program Planning/Evaluation/Curriculum:

- Provide the sequence of courses for the curriculum and include a brief description of each course that will be offered. Indicate, also, the primary mode of instruction (in-person on campus, online distance) for each course.
- Upload Course Sequence Outline
- Upload Course Descriptions in Sequence
- Describe the clinical experiences offered within the university and at external (off campus) sites that each student is expected to acquire during the course of their Doctor of Audiology program.
- If you prefer to upload the list of clinical experiences, do so here.
- What methods will be used for instruction and evaluation in the program (e.g., classroom, laboratory, clinic, distance/online education) and the extent to which these different methods will be used?
- If you have additional documentation to upload, do so here.

Externship:

- Describe your plans for ensuring that students are adequately prepared for externships.
- Describe your plans for developing and monitoring externships for Doctor of Audiology students, i.e., full year clinical placements.
- If you have additional documentation to upload, do so here.

Faculty:

- How will you assemble a significant number of qualified faculty with knowledge across the breadth of core competencies?
- Describe your plan for hiring and maintaining a sufficient number of qualified faculty to teach in the Doctor of Audiology program.

- Describe the policies that will allow faculty to be given adequate time to pursue activities that maintain and enhance their qualifications and continuing competency (e.g., workload, continuing education, research, as appropriate).
- If you have additional documentation to upload, do so here.

Clinical Instructors:

- Clinical Instructors are an integral part of an audiology program at the AuD level. Describe your plan to assemble a sufficient number of qualified clinical instructors to educate the number of students anticipated in the Doctor of Audiology program.
- If you have additional documentation to upload, do so here.

VI. Conclusion

This concludes the Developing Status Reviewer User Guide for the ACAE Accreditation Platform. We hope we have captured all of the information you will need to complete your application and program update reports and have included screen shots that will help you navigate the site.

If you have questions or suggestions for additions to the User Guide, please contact the Andrew Stafford, Director of Professional Standards and Credentialing at 703-226-1056 or astafford@audiology.org.