

acaie

Accreditation Commission for Audiology Education

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Computerized Accreditation Program

# ACAIE Accreditation Platform

## USER GUIDE

### FOR AUD PROGRAMS IN DEVELOPING STATUS

ACAIE  
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## I. Introduction

This manual was compiled to assist program directors in organizing information and data to be entered into ACAE's online application for Developing Status. Web page screen shots are included to illustrate the experience. All program data entry is within the platform's Submission Portal as the application for Developing Status is considered to be a Submission.

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 forms 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, 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.

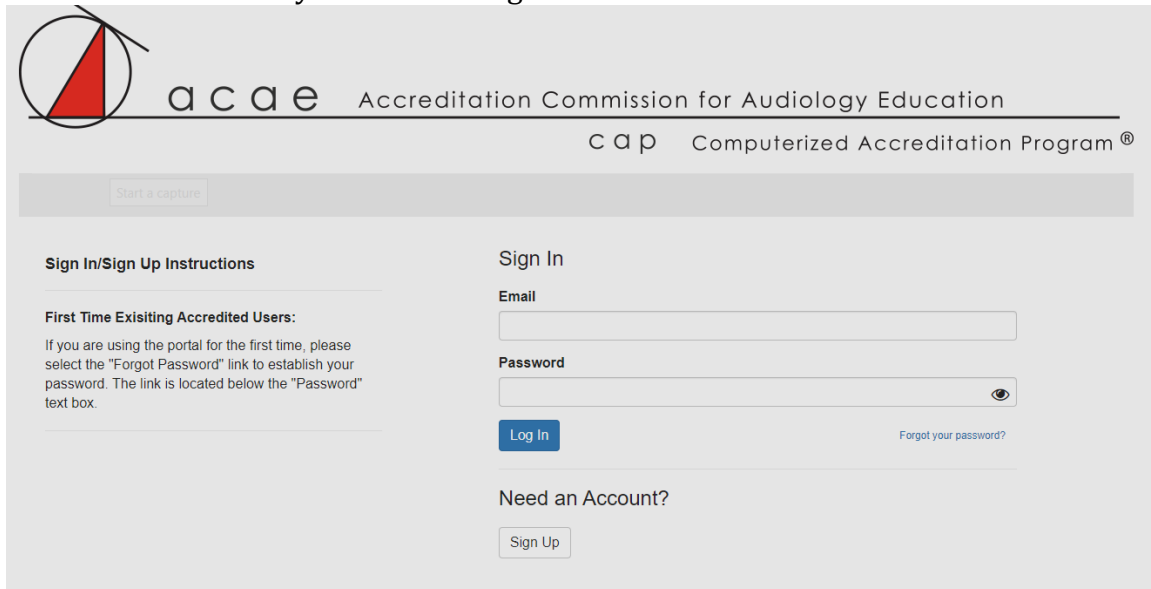
The ACAE Board will review each update report at its next scheduled meeting and provide the program with a response. A Progress Statement, either noting the program's satisfactory progress toward its accreditation application or raising questions/concerns based on data in the update report, will be sent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

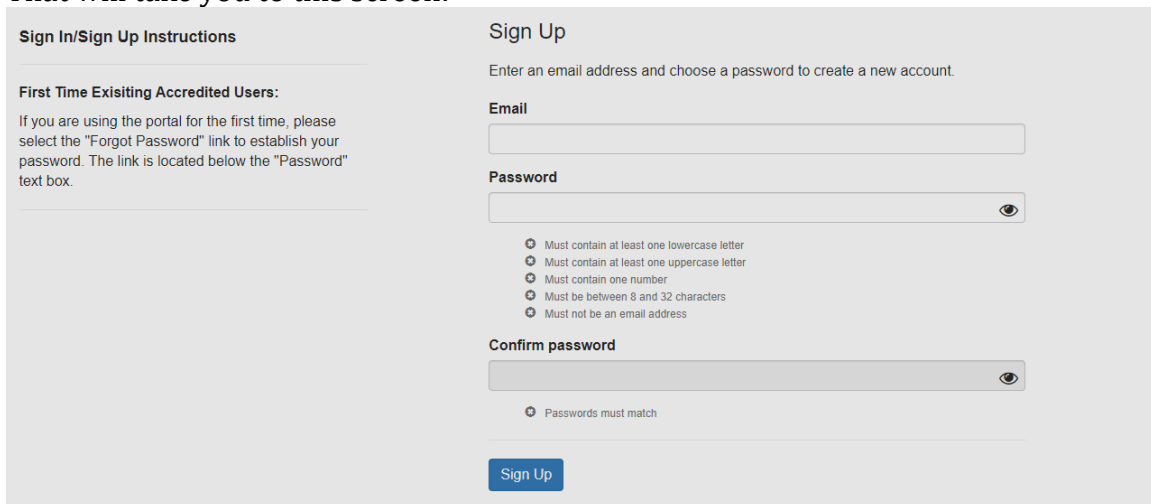
To begin the DS School Profile, click on the link to the ACAE Accreditation Platform Submission Portal in your email and get this screen:



The screenshot shows the ACAE Accreditation Platform Sign In/Sign Up screen. At the top, there is a logo for ACAE (Accreditation Commission for Audiology Education) and CAP (Computerized Accreditation Program®). Below the logo, there is a "Start a capture" button. The main content area is divided into two columns. The left column is titled "Sign In/Sign Up Instructions" and contains a section for "First Time Existing Accredited Users" with instructions on how to use the portal for the first time. The right column is titled "Sign In" and contains fields for "Email" and "Password", a "Log In" button, and a "Forgot your password?" link. Below the "Sign In" section, there is a "Need an Account?" section with a "Sign Up" button.

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

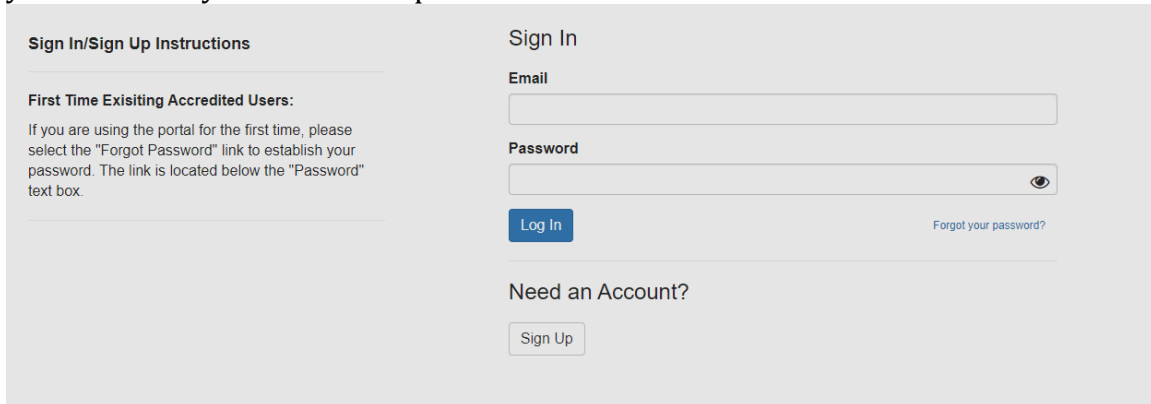
That will take you to this screen:



The screenshot shows the ACAE Accreditation Platform Sign Up screen. The left column is titled "Sign In/Sign Up Instructions" and contains the same "First Time Existing Accredited Users" section as the previous screen. The right column is titled "Sign Up" and contains instructions to "Enter an email address and choose a password to create a new account." Below this, there are fields for "Email" and "Password". The "Password" field has a list of requirements: "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", and "Must not be an email address". Below the "Password" field, there is a "Confirm password" field. A "Sign Up" button is at the bottom of the right column.

As the Program Director, you will be the primary platform user for your program. Fill in your email and create your password. Select the blue Sign Up button when all is filled in.

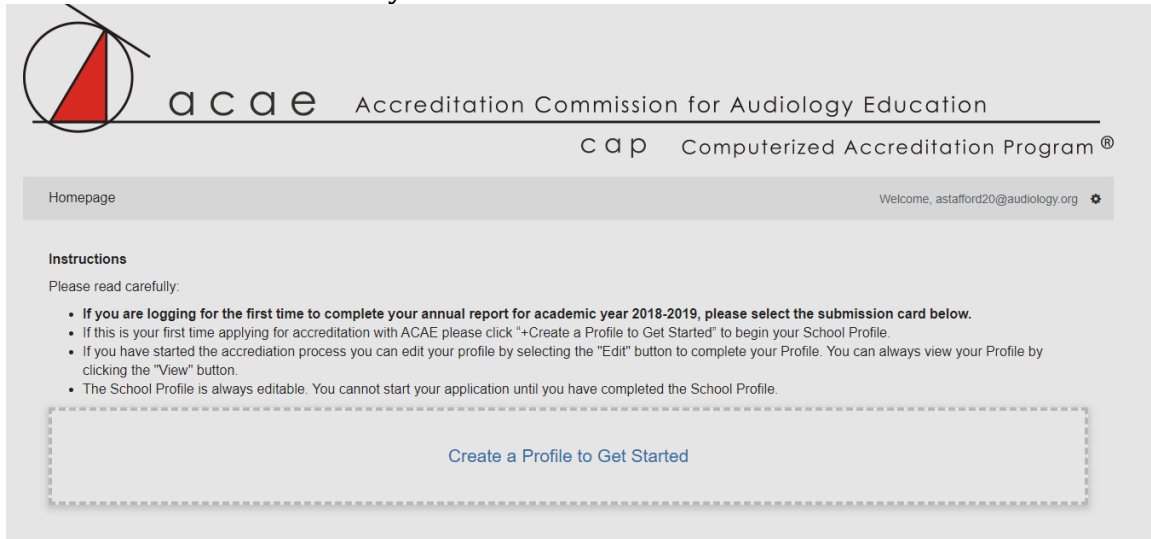
All future access to the Submission Portal will start with this initial screen where you will enter your email and password:



The image shows a web interface for signing in or signing up. On the left, under 'Sign In/Sign Up Instructions', there is a section for 'First Time Existing Accredited Users' with instructions on how to use the 'Forgot Password' link. On the right, under 'Sign In', there are input fields for 'Email' and 'Password' (with a toggle for visibility), a 'Log In' button, and a 'Forgot your password?' link. Below the sign-in section, there is a 'Need an Account?' section with a 'Sign Up' button.

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.

To begin the DS School Profile, once you have logged into the ACAE Accreditation Platform Submission Portal you will see this screen:



The image shows the homepage of the ACAe Accreditation Commission for Audiology Education. The header includes the ACAe logo and the text 'ACAe Accreditation Commission for Audiology Education' and 'CAP Computerized Accreditation Program®'. Below the header, there is a navigation bar with 'Homepage' and a welcome message 'Welcome, astafford20@audiology.org'. The main content area is titled 'Instructions' and contains a list of instructions for users. At the bottom, there is a large button labeled 'Create a Profile to Get Started'.

**Instructions**  
Please read carefully:

- If you are logging for the first time to complete your annual report for academic year 2018-2019, please select the submission card below.
- If this is your first time applying for accreditation with ACAE please click "+Create a Profile to Get Started" to begin your School Profile.
- If you have started the accreditation process you can edit your profile by selecting the "Edit" button to complete your Profile. You can always view your Profile by clicking the "View" button.
- The School Profile is always editable. You cannot start your application until you have completed the School Profile.

[Create a Profile to Get Started](#)

This opening screen will always provide access to whatever is currently in your Submittal Portal to work on.

See screen shot of the DS School Profile form:

The screenshot shows a web interface for a 'DS School Profile' form. At the top, there is a navigation bar with 'Homepage > Profile' and a 'Draft' status indicator. A welcome message 'Welcome, astafford20@audiology.org' is visible. The main heading is 'Profile' with a dropdown arrow. To the right are 'Save Draft' and 'Create Profile' buttons. Below this is a section titled 'Institution Information' with three text input fields: 'Institution Name \*', 'Street Address (line 1) \*', and 'Street Address (line 2)'. Above the first field, there is a 'Saving & Editing' note and a 'Submitting' note. Below the first field, there is an 'Important' note.

**Saving & Editing** - If you need to save your work and complete the School Profile at another time, please select the transparent **Save Draft** button at the top or bottom of the page.

**Submitting** - If you have completed all required fields of the School Profile and are ready to submit it, select the blue **Create Profile** button.

**Important** - For any User Roles that include email addresses, that person will receive an email to invite them to access the platform and view/edit any part of the Self-Study.

**Institution Information**

Institution Name \*

Street Address (line 1) \*

Street Address (line 2)

The Program Director will be able to revise the School Profile at any time as this form is not locked when you select Create Profile. But you must complete the form before you have access to begin the Application.

## Institution Information

### **Information you will need for the Institution:**

- Name of institution
- Address
- Institution URL, email
- Regional accreditation
- Carnegie Classification
- Size of Institution
  - Headcount of all full- and part-time students

## Program Information

### **Information you will need for the Program:**

- Program name
- Department name
- School name
- Address
- Program URL

## AuD Program Director

### **Information you will need for each role:**

- Official title

- Name
- Highest degree (dropdown)
- Phone, fax
- Email

After your DS School Profile is complete and you have selected **Create Profile**, you will get this next screen. You will see that your Profile is marked Complete and you have a button to Edit should that be required at any time. You select **Get Started** to begin your Application for Developing Status.

Homepage Start a capture Welcome, astafford20@audiology.org

**Instructions**

Please read carefully:

- If you are logging for the first time to complete your annual report for academic year 2018-2019, please select the submission card below.
- If this is your first time applying for accreditation with ACAE please click "+Create a Profile to Get Started" to begin your School Profile.
- If you have started the accreditation process you can edit your profile by selecting the "Edit" button to complete your Profile. You can always view your Profile by clicking the "View" button.
- The School Profile is always editable. You cannot start your application until you have completed the School Profile.

Profile Complete Edit

To begin your application, click "+Get Started" on the Submission Card below. This will bring you to the application.

When you return to this Homepage, you can see the status of your application because the Submission Card will have a colored status bar at the bottom.

- If the status bar is gray in color, your application is in a review status, and no action needs to be taken at the moment.
- If the status bar is blue, that means that there is an action/step that you need to take. A form needs to be filled out, etc.
- If the status bar is red, that means that there is an error and you should reach out to an administrator of this program.

+  
Get Started



Upon returning to the platform after beginning the application, you will see this screen, and as long as you have a blue bar, will be able to keep working toward completion:

**Instructions**

Please read carefully:

- If you are logging for the first time to complete your annual report for academic year 2018-2019, please select the submission card below.
- If this is your first time applying for accreditation with ACAE please click "+Create a Profile to Get Started" to begin your School Profile.
- If you have started the accreditation process you can edit your profile by selecting the "Edit" button to complete your Profile. You can always view your Profile by clicking the "View" button.
- The School Profile is always editable. You cannot start your application until you have completed the School Profile.

Profile

Complete


Edit

To begin your application, click "+Get Started" on the Submission Card below. This will bring you to the application.

When you return to this Homepage, you can see the status of your application because the Submission Card will have a colored status bar at the bottom.

- If the status bar is gray in color, your application is in a review status, and no action needs to be taken at the moment.
- If the status bar is blue, that means that there is an action/step that you need to take. A form needs to be filled out, etc.
- If the status bar is red, that means that there is an error and you should reach out to an administrator of this program.

**DO NOT ADD ANOTHER**



New Institution

Created on 08/04/2020

Primary Application

Please note: The **+ Add Another** option is a function of the platform and cannot be deactivated. You will not need to Add Another application until you apply for full Accreditation, so until then, DO NOT ADD ANOTHER record.

### III. DS Application Form

When you open the application, you will get this screen that shows only the DS Application Form to be completed:

The screenshot shows the ACCAE (Accreditation Commission for Audiology Education) CAP (Computerized Accreditation Program) interface. The header includes the ACCAE logo and the text 'Accreditation Commission for Audiology Education' and 'CAP Computerized Accreditation Program®'. The breadcrumb trail is 'Homepage > Another New Institution'. The user is logged in as 'Welcome, astafford20@audiology.org'. The page title is 'Another New Institution'. On the right, there is a dropdown menu for 'Order by' set to 'Newest to Oldest'. The main content area has a box titled 'Application' with a 'Submit' button. Below this, there is a box titled 'DS Application Form' with an 'Open' button. The text in the 'Application' box states: 'When you have completed every section of the application, the "Submit" button to the right will become green and clickable. Your submission is not fully submitted until you click the green "Submit" button.' The text in the 'DS Application Form' box states: 'The button will update to reflect how you can interact with this step.'

You will always be able to see the status of the form with any instructions for next steps. Once the entire application form is complete and submitted, you will not be able to make any further edits.

Opening screen shot of the application form with instructions for saving your work:

The screenshot shows the 'DS Application Form' page. The breadcrumb trail is 'Homepage > Another New Institution > DS Application Form' with a 'Draft' status indicator. The user is logged in as 'Welcome, astafford20@audiology.org'. The page title is 'DS Application Form'. On the right, there are buttons for 'Save Draft', 'Mark Complete', and 'Close'. The main content area has instructions: 'Please complete all required fields. You can save as a draft and return later to complete by clicking "Save Draft" at the bottom of the page. When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.' Below the instructions, there is a section titled 'Developing Status Application' with sub-sections: 'Saving & Editing - If you need to save your work and complete the form at another time, please select the transparent Save Draft button at the bottom of the page.', 'Submitting - If you have completed the Application form and are ready to submit it, select the blue Mark Complete button.', and 'Important - When you select the blue Mark Complete button, you will not be able to edit the Application form any further.' Below this, there is a section titled 'Institutional and Regional Accreditor Approvals' with a question: 'Has the AuD program received institutional approval? \*' and a radio button for 'Yes'.

**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 group 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.

#### IV. DS Program Update Report

**General Instructions:**

All required data fields are indicated. The form is primarily a series of questions that require narrative answers in text boxes.

Program Update: After filling in your name and the period covered by the update, you will be asked to update the ACAE on your program's progress in these areas:

- Faculty Recruitment
- Student Recruitment
- Facilities
- Equipment
- Clinical Instructors/Sites
- Plans for the next two semesters
- Are there any other developments to report?

#### V. Conclusion

This concludes the Developing Status Program 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](mailto:astafford@audiology.org).