

# *ACPE*

**Accreditation Commission**

## **Policy and Procedure Manual**

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# Accreditation Commission Policy and Procedure Manual

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# ACCREDITATION COMMISSION POLICY AND PROCEDURE MANUAL

## **Part One: Introduction**

### **Mission of the Association for Clinical Pastoral Education, Inc. (ACPE)**

The Association for Clinical Pastoral Education, Inc. (ACPE) is a professional association committed to advancing experience-based theological education for seminarians, clergy and laypersons of diverse cultures, ethnic groups and faith traditions. ACPE establishes standards, certifies supervisors and accredits centers to provide programs of clinical pastoral education (CPE) in varied settings. ACPE approved programs promote the integration of personal history, faith tradition and the behavioral sciences in the practice of spiritual care.

### **Purpose of Accreditation**

The Accreditation Commission establishes procedures and guidelines, detailed in the ACPE Accreditation Manual, for granting and maintaining the accreditation of an ACPE center and its programs. The Accreditation Commission has authority to take action on all accreditation matters, including granting, deferring, denying, suspending, or withdrawing accreditation for any center, subject to the ACPE appeal process.

Through its accreditation process, ACPE seeks to:

- assure quality in clinical pastoral education (CPE).
- assure students of consistency in educational programs.
- recognize achievement in creative programming.
- promote fairness in conduct and evaluation of educational programs.
- integrate unique clinical/educational resources.
- facilitate planning and evaluation.

### **Purpose of Accreditation Policy and Procedure Manual**

The Accreditation Commission under governance of ACPE has established the following accreditation policies, procedures and appendices (accreditation reporting formats) to foster quality and consistency in the ACPE clinical pastoral education programs. This policy and procedure manual outlines the authority and function of the Accreditation Commission, composition of the Commission, qualification and credentials of the persons involved in accreditation evaluation and working meetings per year. In addition and most importantly, the Accreditation Commission is tasked along with the ACPE Standards Commission to develop clear and effective accreditation process definitions, policies and procedures and reporting requirements to eliminate procedural confusion and increase timely compliance with ACPE CPE accreditation. Please refer to the ACPE *2010 Definition of Terms* for definitions of all terms used in this document.

## **Part Two: Accreditation Commission**

### **Authority**

The Accreditation Commission (hereafter the “Commission”) is established under the governance of the Association for Clinical Pastoral Education, Inc (ACPE) as the agency responsible for establishing policies and procedures for work prior to and including accreditation of CPE centers and programs.

- The Accreditation Commission has authority to take action on all accreditation matters, including granting, suspending or withdrawing accreditation for any center or program, subject to the appeal process of ACPE. The Commission establishes procedures and guidelines governing accreditation processes for accredited centers (ACPE Standard 300).
- Changes in accreditation policy, procedures and criteria are subject to review and approval of the ACPE Board of Representative.
- The Commission participates in review of ACPE standards to ensure they are adequate to evaluate the quality and relevance of education provided in ACPE accredited centers and relevant to the educational needs of students.
- The Accreditation Manual interprets, but does not supersede, ACPE standards.
- The U.S. Department of Education, Office of Post-Secondary Education, recognizes ACPE as a national accrediting body making ACPE accredited centers eligible to participate in these Federal programs:
  - International Exchange Visitors Program.
  - Veterans Educational (tuition) Benefits.

### **Function**

ACPE has established policies governing the function of the Accreditation Commission and ACPE accreditation processes. These include:

- setting minimum qualifications for those involved in accreditation reviews, processes and decisions.
- making available the credentials/resumes of persons involved in accreditation reviews and decisions.
- avoiding bias and conflict in accreditation decisions.
- implementing processes for orienting and training persons involved in accreditation reviews and decisions.
- defining the role of regional accreditation committees.

### **Composition**

The Accreditation Commission is comprised of a maximum of 14 voting members:

- Commission chair nominated by the Commission and confirmed by the Board. The chair serves one three year term and may not serve two consecutive terms;
- Nine regional representatives recommended to the Representation and Nomination Committee (RANC) by each region;
- Two at-large members nominated by the Commission and subject to Board approval; and,
- Two public members nominated by the Commission and subject to Board approval.

Commission members may serve two three-year terms. In the event a member completes a term for another member, that person is eligible to complete two full terms of office. The RANC nominates Commission members, chair and chair-elect to the Board, which appoints these persons. Prior to the beginning of the chair's last year in office, the Commission recommends a chair-elect to the RANC. The chair-elect serves one year prior to becoming chair. The chair-elect has no vote unless that person is also a regional representative or at-large member. The chair votes only in case of a tie.

### **Communication between the Commission, the Regions, and the National Office**

While the Accreditation Commission is responsible for all accreditation issues throughout the organization, it depends on robust communication with the regions and with the national office. Accreditation matters flow back and forth between the Commission, regional accreditation committees, and the national office. In the spirit of collegiality, face-to-face interaction, and clarity, most accreditation matters begin at the regional level. Because centers are located within regions and because regional accreditation committees know regional matters best, center-centric matters should be reported to the regional accreditation committee prior to being moved to the Commission or national level. Of highest importance is that communication be clear and complete in these matters, and that the processes and procedures outlined in the *Accreditation Manual* and in these policies and procedures be followed. The Commission is always interested in hearing feedback on processes, policies, and procedures that do not support center-centric focus.

### **Types of Accreditation and Accredited Member Centers**

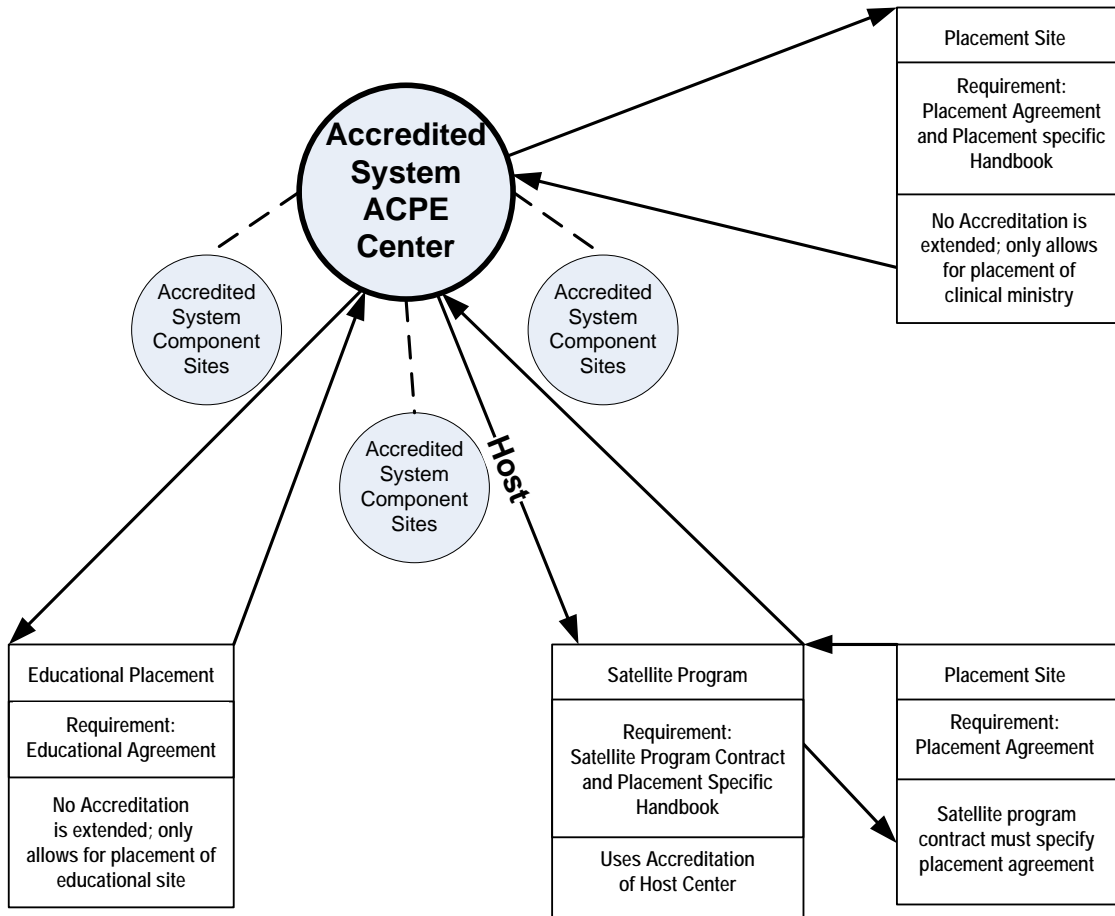
Accreditation by ACPE recognizes and confers accredited member status to three types of centers:

- Multi-Institutional Sponsor (System Center),
- Single Institutional Sponsor (Institutional Center), and
- Freestanding Center.

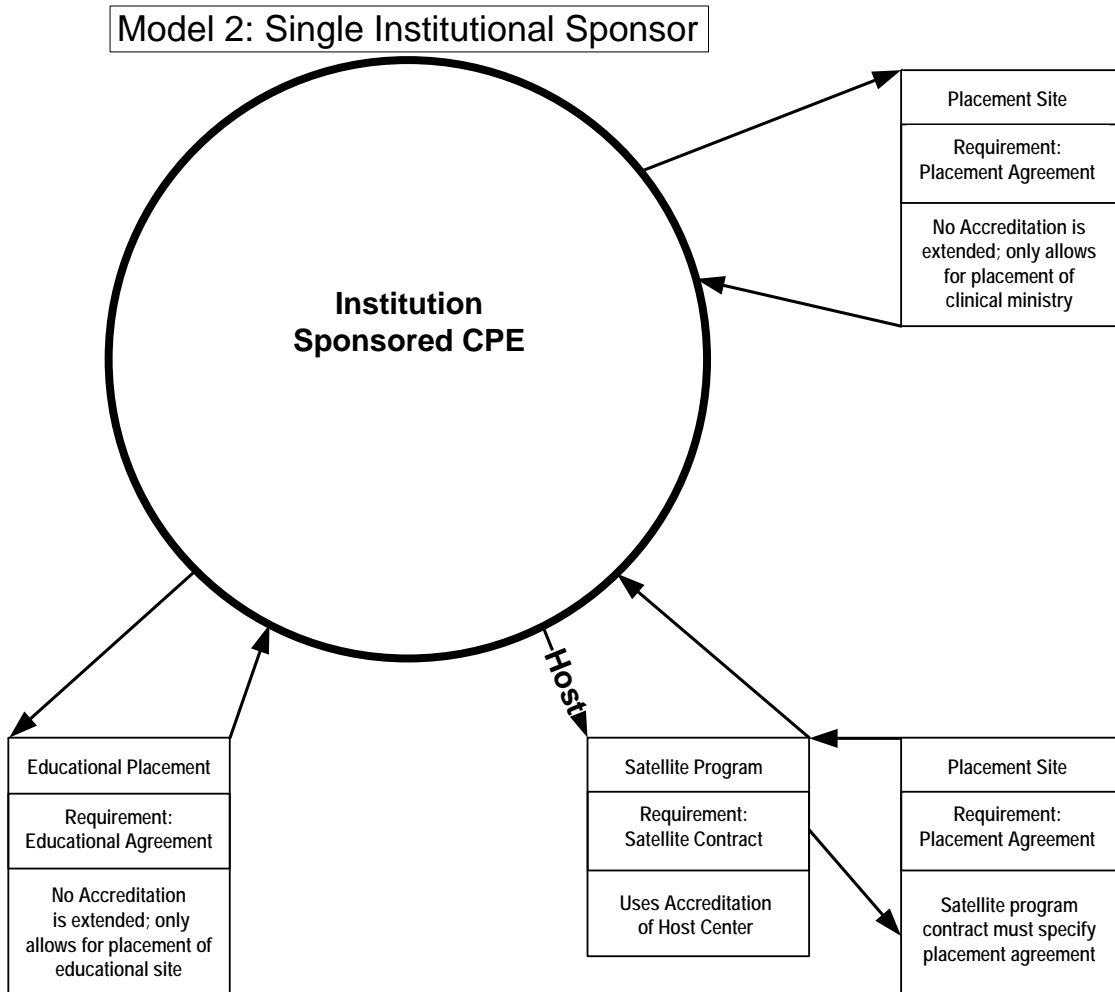
The following models visually represent the appropriate structure for accreditation of member centers.

# Types of Accredited Centers

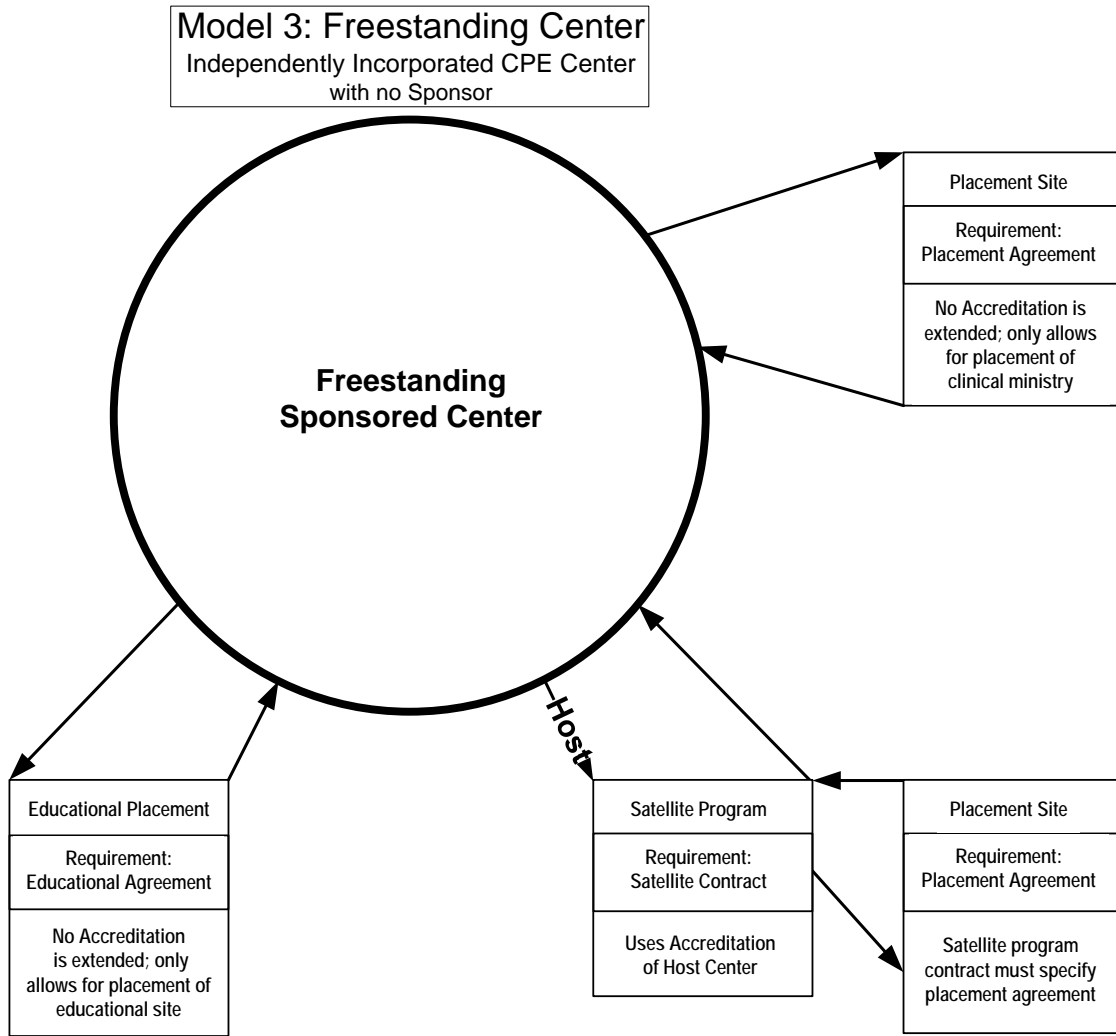
Model 1: Multiple Institutional Sponsor



# Types of Accredited Centers



# Types of Accredited Centers



## **Qualifications and Credentials of Persons Involved in Accreditation Evaluation**

Persons involved with ACPE accreditation work (Commission members, regional accreditation committees and others who participate in accreditation site review) must have sufficient knowledge and expertise to permit competent assessment of programs of clinical pastoral education. They must have one or more of the following qualifications:

- post-baccalaureate theological degree;
- successful completion of two or more units of clinical pastoral education;
- professional practice of ministry for five years or longer;
- post-baccalaureate degree in a field related to education or sociology or appointment to the faculty of a seminary or university;
- recognized certification by the Association of Professional Chaplains or a related cognate group; or
- medical or allied health professional practice.

Additional criteria exist for Public Members, who may not be:

- employed by or associated with agencies or institutions affiliated with ACPE, Inc.;
- in service as an officer or staff member of a cognate ministry or chaplaincy group;
- the spouse, domestic partner, parent, child, or sibling of anyone in active practice in an accredited ACPE member center, or
- an ACPE officer or employee.

## **Requirements and Duties of Persons Involved in Accreditation**

All persons participating in the accreditation process are required to:

- Be familiar with the ACPE Accreditation Manual in general and know the requirements for the specific type of reviews.
- Have working knowledge of ACPE standards and all accreditation review processes and criteria.
- Sign and abide by the non-disclosure agreement (See Appendix 1) when participating in accreditation processes and reviewing or using student records during accreditation review.
- Present themselves in a professional manner, conducting their work with a spirit of collegiality and service.
- Complete an orientation to *Standards of the Association for Clinical Pastoral Education* and the *ACPE Accreditation Manual*, with special focus understanding the following guidelines for fulfilling roles and responsibilities. The Chair of the Commission is responsible for orienting Commissioners. This orientation will take place through several avenues, which may include e-mail correspondence, conference calls, or in-person orientation at Commission meetings.

## **Requirements and Duties of Persons Serving in the Roles of Site Team Members**

More detailed information regarding persons involved in accreditation evaluations can be found in the *Training Manual for the National Site Team Chairs*.

## **Roles and Responsibilities of a Regional Accreditation Committee Chair**

Congratulations on being selected chair of your region's accreditation committee. Your role will involve a variety of responsibilities at the regional and Commission level. The expectations outlined below may not include expectations of your particular region.

### *Proceedings of Regional and National Accreditation Meetings*

- Communicate dates, times, location of bi-annual meetings (Spring and Fall).
- Formulate the working agenda and convene committee meetings.
- Convey and implement financial policy including authorization of expenses.
- Ensure minutes are kept, approved, and disbursed per regional protocol.
- Provide members and the region at large continuing education.
- Instruct site team members about their role and relationship with site team chairs.
- Familiarize committee members with forms and documents for reviews and presentations.
- Educate site team members on criteria to evaluate personal bias versus objectivity.
- Review Code of Conduct for site team members.
- Select, support, and mentor strong site team members.

### *Lead Responsibilities within the Region*

- Master the process and particular paperwork for each type accreditation review.
- Keep a file of trained, qualified, competent, knowledgeable Site Team Members.
- Retain and manage the master set of regional files on centers.
- Report to the region actions and matters of accreditation.
- Provide the region continuing education regarding accreditation.
- Serve as liaison between the region and Commission for questions or concerns.
- Consult with supervisors, centers and potential host centers for new programs.
- Receive notification of supervisory changes per regional entry or exit.
- Discover and monitor vacancies to avert forfeiture of accreditation.
- Take and address postponement requests noting the cycle date is unchanged.
- Accept and handle reports of substantive change in centers or programs and send change form to ACPE Associate Director at ACPE, Inc., 1549 Clairmont Road, Suite 103, Atlanta, Georgia 30033.
- Grant or deny provisional approval.
- Acknowledge center closings with institutions and the Commission.
- Interface with the Commission about a called review or adverse action.
- Manage findings of cross-commission concern about ethics or certification.
- Understand in detail the time cycle for requests to come to the Commission.
- Provide promptly to the Commission Chair all regional actions and/or concerns.
- Consult, provide clarification, and/or hear and process accreditation concerns.
- Monitor compliance that ACPE CPE and CPSP CPE are not offered at the same center in a CPE Center accredited by ACPE, Inc.
- Report commission actions to centers within your region.

### *Joint Responsibilities*

Regional accreditation committee chairs who serve as Commissioners have joint responsibilities between the region and the ACPE Accreditation Commission .

#### Annual Reports

- Receive reports by deadline (January 15) and, if late, recommend notation for Standard 300.1.
- Organize and review reports through committee.
- Allow requests for additional material.
- List all reports for block vote by the Commission at its Spring Meeting.
- Where applicable, recommend notation citing the unsatisfied standard(s) in writing.

#### Ten Year Reviews or Accredited Member requests from Satellite Program or Candidacy Center

- Assist centers in scheduling a Spring or Fall Commission Decision.
- Take the lead in working with National site team chair to select Site Team Members to complete the team and to set a time for the site visit.
- Ask to be copied in communications during the process.
- Mentor centers as needed.

#### Five Year Reviews

- Assign reviewer pairs; one reviewer will serve as lead and be the administrative contact
- Confirm receipt of all documentation by the March 31 deadline.
- You may request to be copied in communications during the process.
- Receive a copy of the reviewers' preliminary report to the center.
- Receive a copy of the center responses due within 30 days.
- Receive a copy of the reviewers' final report suggesting committee action to:
  - receive the report and affirm the center,
  - obtain more information and make recommendations,
  - consult with the center, or
  - request a site visit.
- Submit to Commission a written summary of affirmations for vote on the consent agenda.
- If notations are recommended, cite standards in writing and submit to Commission for review and possible assignment of notations.

#### Request to Add a Satellite Program

- Receive a copy of a completed "Accreditation Review Request and Facesheet" (Appendix 3, *ACPE 2010 Accreditation Manual*).
- Ensure documentation is filed under the Host Center.
- Receive a completed satellite program checklist.
- Receive a written request to add a satellite program.
- Confirm the location of the satellite program: in one ACPE region or cross-regional. If cross-regional, coordinate all activity with that region's accreditation committee chair.
- Confirm the required program agreement is signed properly.

- Confirm student handbook is site-specific and complies with Standards.
- Determine satisfactory supervisory involvement.
- Grant or deny provisional approval and document reasoning.
- Share permission to start CPE with the host center, then host center supervisors.
- Clarify whether the request includes being listed in ACPE directory.
  - Per listing, plan a one-person site visit within six months to confirm compliance.
  - Require and receive a visit report verifying compliance with standards.
  - Obtain a formal recommendation by the regional committee.
  - Submit to ACPE the region's written recommendation and file, which includes:
    - the site visit report,
    - program agreement, and
    - handbook.
  - Ensure the request receives a final decision by the Commission .

#### Request to Add Supervisory CPE

- Receive and file a copy of center's "Accreditation Review Request and Facesheet" (Appendix 3, *ACPE 2010 Accreditation Manual*).
- No site visit is required.
- Receive three copies of all required materials to review for compliance:
  - An "Accreditation Review Request and Facesheet" (Appendix 3, *ACPE 2010 Accreditation Manual*).
  - Written proposal that includes:
    - Reasoning for addition of supervisory CPE,
    - Prospects of supervisory students,
    - Demonstration of sufficient faculty for this level of programming
    - Connection with institutional mission
    - Demonstration of sufficient funding, and
    - A student handbook with curriculum that meets Standards for supervisory CPE.
- Send letter of provisional approval to center and copy Commission Chair and ACPE Associate Director.
- Communicate to accredited member center authorization to begin supervisory CPE.
- Complete regional review, approval, and submittal to the Commission for a final decision.

#### Request to Add a Component Site

- Receive and file a copy of center's "Accreditation Review Request and Facesheet" (Appendix 3, *ACPE 2010 Accreditation Manual*).
- Confirm the location of the component site: in one ACPE region or cross-regional. If cross-regional, coordinate all activity with that region's accreditation committee chair.
- Receive statements from ACPE/region to verify good financial standing.
- Review revised administrative plan, program organization for compliance.
- Confirm student handbook is site specific and complies with Standards.
- Secure a qualified regional site visit chair if an on-site visit is necessary.
- Conduct regional review, vote, suggest add/not add for Commission action.

### Request to Start a Candidacy Center

- Receive a copy of a completed “Accreditation Review Request and Facesheet” (Appendix 3, *ACPE 2010 Accreditation Manual*).
- Receive a completed candidacy center checklist.
- Confirm whether the proposed candidacy center is in your ACPE Region or cross-regional.
- Confirm that the feasibility study is complete.
- Confirm that the student handbook complies with Standards.
- Contact supervisor to begin discussion of assignment of regional site team chair.
- Receive site team report.
- Grant or deny provisional approval of candidacy status and document why.
- Advise the Commission Chair and Associate Director of this decision.
- Share permission to start CPE with the candidacy center.
- Ensure the request receives a final decision by the Commission.

### **Understanding the National Commission’s Review Cycle**

The Accreditation Commission requires reviews at certain times within a cycle, which is within a twelve month period of time. Regional accreditation chairs are involved in these reviews.

- The Commission acts on:
  - Annual Reports at its Spring Meeting,
  - Five Year Reviews at its Fall Meeting,
  - Ten Year Reviews and Requests for Accredited Member Status at each meeting, and,
  - Other business as required at each meeting.
- Other final actions are associated with the date of request and time of visit:
  - A Center in Ten Year Review submits material 30 Days before a visit.
  - A Site Team Chair has 14 days after a visit to provide Site Visit Report—Part I
  - The applicant/center provides the team and Reviewer a written response within 30 days.
  - Within 14 days, the site team provides the Accreditation Commission Chair with all material plus Site Visit Report—Part II Final Recommendations.
  - The Accreditation Commission Chair assigns a national presenter.
  - The national presenter writes and provides a report to the Commission at its next regularly scheduled meeting.

### **Duties as a Commission Member**

All members of the Accreditation Commission have responsibilities related to the successful work of the Commission and ACPE, Inc. Commissioners must:

- Attend all meetings.
- Fulfill responsibilities as assigned, including assignments as national reviewers, for subcommittees, and in regard to complaints.
- Submit 45 days prior to the Commission’s scheduled meeting to the Commission Chair all material, agenda, and decisions for national action, including face sheets and formation of consent agenda items and other agenda items from the region at least thirty (30) days prior to the Commission’s scheduled meeting.

- Prepare national presenter reports for assigned centers and recommend Commission's final action.
- Inform Commissioners about regional accreditation activities and concerns.
- Serve on sub-committees of the Commission as assigned.
- Serve as members of national taskforces or as Commission representatives, as assigned.
- Participate in continuing education events for ACPE leaders.
- Consult across commissions.
- Assist in writing/editing to maintain current manuals .
- Assist in requests to provide continuing education or orientation .
- Share wisdom and learn from emergent curriculum in Commission business .

### **Part Three: Commission Meetings**

The following items detail the structure and operating policies that the Accreditation Commission uses in its meetings, which may occur in person, by telephone, or via other electronic technology.

#### **Frequency**

There shall be at least two working meetings per year, one at the time of the ACPE Annual Conference and another at the time and place of the annual meeting of the Board and commissions. Other meetings may be held, at the discretion of the Accreditation Commission Chair, at other times, either in person, by phone, or by other electronic means.

#### **Agenda**

The Commission chair, in consultation with Commission members and the ACPE Associate Director, sets the agenda. Voting is by simple majority. The chair votes only in the case of a tie.

#### *Commission Review Requirements*

The following requests require reviews at the Commission level:

- Ten Year Review
- Five Year Review if notations are recommended from the regional accreditation committee
- Request for Accredited Member Center status from satellite program or candidacy center
- Addition of Supervisory CPE
- Self-Report of Non-Compliance with Standards, for notation recommendation
- Removal of Notations and Deficiencies

The following requests do not require reviews at the Commission level but must be reported to the Commission for acceptance:

- Addition of Satellite Program
- Program Changes
- Requests for Voluntary Withdrawal of Accreditation
- Requests for Postponement of Review

#### *Consent Agenda*

The Commission uses a consent agenda process to expedite routine, procedural decisions and decisions likely to need no further action by the Commission. The consent agenda is presented by the ACPE Accreditation Commission Chair at the beginning of a Commission meeting. Any items may be removed from the consent agenda by the request of any member, without question. Items not removed from the consent agenda may be adopted by general consent without debate. Removed items may be taken up immediately after the consent agenda or placed later on the agenda at the discretion of the Chair. Examples would include, but not be limited to:

- Approval of minutes;
- Approval of requests not requiring discussion (e.g., requests for withdrawal of accreditation, program changes, etc.);
- Approval of reviews not requiring notations, commendations, deficiencies, or discussion, as determined by the national presenter. This will include reviews of

annual reports, five- and ten year reviews, and new requests for accredited membership;

- Final approval of proposals or reports that the Commission has been dealing with for some time and with whose implications all members are familiar;
- Routine matters such as appointments to committees;
- Reports provided for information only; and,
- Correspondence requiring no action.

All other requests which have notations, commendations, deficiencies, or are in need of discussion will not be included on the consent agenda.

The following process is used in creation and use of the consent agenda:

- The standard review process currently in place will continue to be used: regional accreditation committee chairs will provide a list of centers for review, and those documents requiring review by a national presenter will be assigned for a final recommendation to the Commission. Apart from this list, the regional accreditation committee chairs and the national presenters will supply the ACPE Accreditation Commission Chair with a list of other centers needing action, which could be considered for the consent agenda.
- National presenters will send the Chair the list of those centers to be recommended for the consent agenda two weeks after having received the material.
- The ACPE Accreditation Commission Chair will make reports and other matters for the meeting agenda known in advance and distributed with an electronic agenda package thirty (30) days prior to the beginning of Commission meetings.
- When preparing the meeting agenda, the chair will include for the agenda those declarations of whether or not the matters can be included on the consent agenda as received from the regional accreditation committee chairs and from public and at large members.
- The list of proposed consent agenda items will be e-mailed to all Commission members two (2) weeks prior to the meeting of the Commission.
- The consent agenda and supporting documents will be provided to the commissioners the night before the beginning of the Commission meeting.
- The chair will ensure that the consent agenda adoption is at a time on the agenda to ensure the greatest number of members possible present for its vote.
- At the beginning of the meeting, the chair will poll the Commission to determine if any items will be removed from the consent agenda and discussed individually.
- If a member requests that an item be removed from the consent agenda, it must be removed. Commissioners may request that an item be removed for any reason. Commissioners may wish, for example, to discuss the item, to query the item, or to register a vote against the item.
- Once an item has been removed from the consent agenda, the chair will determine at which time in the meeting the matter will be considered. If the item removed from the consent agenda is a review with need for discussion of a subcommittee, the subcommittee will meet and provide a recommendation to the Commission.
- When no further items are to be removed, the chair or secretary reads the numbers of the remaining consent items. Then the chair states: "If there is no objection, these items will be adopted." After pausing for any objections, the chair states, "As there

are no objections, these items are adopted.” It is not necessary to ask for a show of hands.

- All items removed from the consent agenda will be voted on separately during the course of the Commission meeting.
- When preparing the minutes, the secretary will include the full text of the resolutions, reports or recommendations adopted on the consent agenda.
- If issues emerge later in the Commission meeting about a center which was part of the consent agenda adoption, the Commission may choose to rescind its previous vote, discuss issues, and vote again, according to Robert’s Rules of Order.

### **Meeting Minutes**

The Commission chair submits minutes of meetings to the Board for review and to ACPE for the record. The record of commission accreditation actions are kept as specified in the *2010 Accreditation Manual*, Appendix 7E, “Guide for Policy on ACPE Accreditation Records.” Minutes are available to the ACPE and the Commission within 45 days of the end of the meeting. These minutes are not available to the general membership or to the public.

### **Meeting Protocol**

ACPE makes every effort to establish clear and effective controls to prevent bias conflicts of interest by the Commission members, regional committee members, consultants, administrative staff, and other agency representatives.

#### *Bias and Conflict of Interest*

“Bias” refers to a pre-existing impression or opinion, either positive or negative, about a center, the institution in which it is located, or its staff, which might affect one’s ability to assess accreditation matters objectively. “Conflict of interest” is any circumstance in which a person, close associate or institution might be adversely affected by or benefit from an accreditation decision. CPE center representatives, regional accreditation committee members, Commission members, or the regional committee chair or Commission chair may request a person to withdraw from discussion and vote about a center if the person is judged to hold a bias about the center under review or its staff because:

- the center previously employed or had an association with the person, or
- the person has demonstrated lack of objectivity about the evaluation of the program or center under review.

#### *Withdrawal from the Review Process*

Persons involved in accreditation review or accreditation decisions are expected to withdraw from the review process if they have a conflict of interest or hold a bias about the center under review.

### **Sub-committees**

The Commission may assign a sub-committee(s) of the Commission to conduct the review of accreditation requests and applications. Sub-committees formulate recommendations for action by the Commission. Sub-committees are also assigned for work regarding educational complaints or complaints against the ACPE Accreditation Commission.

### **Review/Revisions of Standards and/or the *Accreditation Manual* and Policies and Procedures**

The Commission will review ACPE Standards and propose necessary changes to the Board every

five years or sooner if interim substantive changes are deemed necessary. The Commission will review and revise the *Accreditation Manual* every five years; it may propose changes earlier within that cycle if interim substantive changes are deemed necessary. Annually, the Commission will review this policy and procedure manual and submit revisions to the Board for approval.

### **Commission Proceedings**

Commission proceedings are published and available to the membership and other parties as required. The national office will publish the accreditation review years for all candidacy and accredited centers in conjunction with an invitation to the public to comment on the center's or program's qualifications for accreditation or candidacy.

- When the commission determines that a center or a candidacy center has released incorrect or misleading information about itself or its programs, the commission will require the center to publicly correct this information within 30 days with respect to the following three areas:
  - The accredited or candidacy status of the program,
  - The contents of reports of site teams, or
  - ACPE's accrediting or pre-accrediting actions with respect to the center or program. If the center does not comply, a notation will be assigned to the center.
- ACPE sends notification of Commission decisions on initial and renewed accreditation of candidacy and accredited centers to the US Secretary of Education ("the Secretary"), the appropriate state licensing or authorizing agencies, the appropriate accrediting agencies, and the public, no later than 30 days from the date of action.
- ACPE sends notification to the Secretary, appropriate state licensing or authorizing agencies, other appropriate accrediting agencies and upon request, the public, when a candidacy or accredited member center voluntarily withdraws from candidacy or accredited member status. This notification will be sent within 30 days of the lapse of the center's accreditation. The center should communicate its decision to withdraw in a letter to the ACPE Executive Director. At the next meeting of the Accreditation Commission, these requests and lapses will be noted in the record.
- ACPE sends notification of Commission adverse actions to deny, suspend or withdraw accredited member status to the Secretary, appropriate state licensing or authorizing agencies, other appropriate accrediting agencies, the center and the public within 30 days of the date of the adverse action.
- ACPE accredits only those institutions that are legally authorized under applicable state law to provide a program of education beyond the secondary level. ACPE does not renew, under the conditions described later in this section, the accreditation or pre-accreditation of a center or program during a period in which the institution:
  - Is the subject of an interim action by a recognized institutional accrediting agency potentially leading to the suspension, revocation, or termination of accreditation or pre-accreditation;
  - Is the subject for an interim action by a state agency potentially leading to the suspension, revocation, or termination of the institution's legal authority to provide post-secondary education
  - Has been notified of a threatened loss of accreditation, and the due process

- procedures required by the action have not been completed; or
  - Has been notified of a threatened suspension, revocation, or termination by the State of the institution's legal authority to provide post-secondary education, and the due process procedures required by the action have not been completed.
- In considering whether to grant initial accreditation or candidacy status to a center, ACPE takes into account actions:
  - By recognized institutional accrediting centers that have denied accreditation or pre-accreditation to the center, placed the center on public probationary status, or revoked the accreditation or pre-accreditation of the center; and
  - By a state agency that has suspended, revoked, or terminated the center's legal authority to provide post-secondary education.
- ACPE does not grant initial or renewed accreditation or candidacy center status to a center or candidacy center, or a program if the agency knows or has reasonable cause to know that the center is the subject of:
  - A pending or final action brought by a State agency to suspend, revoke, withdraw, or terminate the center's legal authority to provide post-secondary education in the State;
  - A decision by a recognized agency to deny accreditation or candidacy center status;
  - A pending or final action brought by a recognized accrediting agency to suspend, revoke, withdraw, or terminate the center's accreditation or pre-accreditation; or
  - Probation or an equivalent status imposed by a recognized agency.

ACPE will only grant accreditation or pre-accreditation in the above four situations of pending or final negative action, if within 30 days of its decision, it provides to the Secretary a thorough and reasonable explanation of why the negative action of another agency did not preclude ACPE from making a positive accrediting decision.

- If ACPE learns that an institution it accredits or pre-accredits, or an institution that offers a program it accredits or pre-accredits, is the subject of an adverse action by another recognized accrediting agency or has been placed on probation or an equivalent status by another recognized agency, ACPE will promptly review its accreditation or pre-accreditation of the institution or program on probation or show cause.
- ACPE will, upon request, share with other appropriate recognized accrediting agencies and recognized state approval agencies information about the accreditation or pre-accreditation status of a center or program and any adverse actions it has taken against an accredited or pre-accredited institution or program.
- ACPE sends a copy of any annual report that is prepared to the Secretary. ACPE sends an annually updated list of its candidacy and accredited centers to the Secretary. ACPE sends notification to the Secretary of any proposed changes to its policies, procedures or accreditation or pre-accreditation standards that might alter the scope of recognition or compliance.

## **Part Four: Operational Policies and Procedures**

The following are operational policies and procedures set by the Accreditation Commission in regard to the processes required for centers to maintain membership or add programs.

### **Annual Reports**

Each Accredited Member Center, Satellite Program, and Candidacy Center must complete and file an Annual Report by January 15 of each year. These reports are managed through regional accreditation committees, and these committees make recommendations to the Accreditation Commission about them at the Spring meeting each year. Regional accreditation committee chairs will follow the procedures listed in the *2010 Accreditation Manual* to assist centers in completing these reports and making recommendations to the Commission annually. Unless the regional accreditation committee recommends a specific action about a specific center, the annual reports from each region will become part of the consent agenda at the Spring Commission meeting.

**Processes for Adding Programs, Placements, and Inactive Membership Status.** Regional accreditation committee chairs will follow the procedures listed in the *2010 Accreditation Manual* to assist centers in the following processes:

- Adding a Satellite Program
- Adding Supervisory CPE
- Adding Component Sites
- Starting a Candidacy Center
- Changes in Centers/Programs
- Adding an Educational Placement Site
- Request for Inactive Status, and
- Request for Reactivation of Membership Status

**Process for Attending to Centers' Self-Reports of Standards Non-Compliance.** Centers may self-report non-compliance with Standards to bring themselves into compliance outside regular review cycles.

- Centers should report non-compliance with specific Standards that have not been met to the regional accreditation committee chair.
- Such self-reporting must be accompanied by a plan of compliance. The reporting center is required to create this action plan when the non-compliance is self-reported.
- The plan of compliance must include:
  - A description of the non-compliance,
  - A demonstration of how the Center has brought itself or is bringing itself into compliance,
  - A demonstration of how the plan is working with a timeline, and
  - A plan to prevent recurrence of non-compliance.
- The self-report of non-compliance and the accompanying plan of compliance are reported through the regional accreditation committee, with its recommendations, to the Commission.

- If the center self-reports non-compliance and does not have an accompanying plan of compliance, a notation is given and the Commission will follow its process of requiring specific actions on the part of the center by either March 1 or September 1.
- The regional chair has flexibility to agree to the center's self-reporting of non-compliance and an accompanying plan of action or to recommend a notation, depending upon the history of the center and regional concerns. The regional chair may consult with the regional accreditation committee in making this decision.
- If the regional chair recommends a notation, the process moves through to the Commission as a recommendation from the regional accreditation committee.
- The Commission will assign a notation(s), and if the plan of compliance demonstrates sufficient corrective action, the notation may be removed at the same meeting.

### **Preparation for Five Year Reviews**

Five year reviews are conducted at the regional level and then forwarded to the Commission for a vote. Only if the regional accreditation committee has recommended notations does the Commission assign a national reviewer to present five year review with notations to the Commission for its vote. All other five year reviews are accepted on the virtue of the regional recommendation that the centers' accreditation be continued without notation. Commendations are not given for five year reviews. All initial requests for candidacy centers and satellite programs that want to be listed are done at the regional level. Please see Appendix 18: Process Map of Timeline to Accreditation.

### **Preparation for a Site Visit**

The regional accreditation committee chair serves an important function in the process of a site visit. The regional chair assists in two particular ways: coordination of the formation of a site team and a site visit date with the National site team chair, and support of the Center with consultation and mentoring to bring about a successful site visit.

#### *Support of Site Team Formation and a Site Visit Date*

Regional chairs work with National site team chairs to form site teams that will best support the centers being reviewed. Because of the importance of forming teams that will be unique to the centers' needs, regional chairs should become aware of regional members' abilities and competency in using the tools and methods of ACPE CPE, such as the action/reflection model. In consultation with National site team chairs, regional chairs suggest persons they believe will be capable of hearing the unique stories and narratives of Centers being reviewed, as well as those who will be competent to judge how Centers are meeting ACPE Standards. As well, the regional chair works with the National site team chair and the Center to determine a date for the site visit. In short, regional chairs should be prepared to:

- Suggest members of the region to serve as site team members;
- Instruct appointed members in their role and relationship with national site team chairs;
- Support and mentor strong site team members through on-going regional training, education, and feedback;
- Provide consultation and mentoring to centers being reviewed;
- Work with the center, chair, and supervisor(s) to locate a date for the site visit; and,
- Stay in touch with centers in regard to accreditation matters.

## **Preparation for Ten Year Reviews or Accredited Member Center Requests**

Regional chairs serve importantly during the process of ten year reviews or accredited member center requests. When regional chairs engage in early stages of these review processes, Centers achieve better outcomes in review processes. Regional chairs:

- Assist centers and national site team chairs to schedule reviews for Commission action
- Select site team members to complete the team in collaboration with the national site team chair assigned by the Commission chair.
- Request copies of communications during the process for regional center files.
- Provide mentoring and/or consultation to the center as it moves through its review.

Ten year reviews and requests for accredited center membership from satellite programs or candidacy centers are attended to by national site team chairs and regional accreditation committee chairs. Please refer to the training manual for the national site team chairs.

The Commission chair assigns the reviewer and advises the regional accreditation chair of that assignment. The regional accreditation chair and the national site team chair work together to form the site team, which includes two members from the region. The regional accreditation chair negotiates with the center and the national site team chair about dates. The work of the regional accreditation chair or designee is complete at this point, except to provide coaching and mentoring for the center as it prepares for its review. The material from the review comes directly from the national site team chair to a national presenter for all ten year reviews, satellite program to accredited member reviews, or a candidacy center to accredited member reviews. Please see Appendix 18: Process Map of Timeline to Accreditation.

## **Timely Reporting Requirements**

All accredited member centers are required to report about their work in a timely manner, according to Standard 300.1: “All ACPE centers shall maintain compliance with ACPE Standards, reports, procedures, and fees as detailed in the ACPE Accreditation Manual.”

### *Student Evaluations*

In accordance with Standard 308.8.1, student evaluations are due to students within 45 calendar days of the close of the unit. In rare, unusual circumstances, this deadline may be extended through the supervisor negotiating with the student and receiving approval from the regional accreditation chair. The supervisor’s evaluation will document this process, and such extensions must be reported on the next annual report.

### *Student Unit Reports*

In addition, all accredited member centers are responsible for submitting student unit reports to ACPE within 45 days of the end of each unit. Reports are filed electronically through the members-only section of the ACPE website ([www.acpe.edu](http://www.acpe.edu)). Mailed or faxed reports are not accepted. Copies are forwarded automatically to the regional director. If unit reports are not received within 45 days following the end of each unit of CPE Level I/II and Supervisory CPE, the center will be given a notation for Standard 300.1. Each region has within its own policies and procedures processes for communication between regional directors and regional

accreditation committees regarding late student units. Retroactive credit for student units is not allowed.

#### *Response to Notations, Requests, or Reviews*

All accredited member centers, satellite programs, and candidacy centers must respond in a timely manner to any notations, requests, or reviews required by the Accreditation Commission as outlined in Standard 300.1. When in non-compliance with Standard 300.1, the center will be given the following notation:

Assign a notation for Standard 300.1 because of a late response. The Center is required to send an Interim Annual Report to the Accreditation Commission by (March 1 or September 1). The Center will use the annual report form for the report. The report will include information about the work of the center since January 1. The Center must include with the interim annual report its plan of action to come into compliance with Standard 300.1.

#### **Listing or Advertising in the ACPE Directory**

Listings in the ACPE Directory are determined by the accreditation status of centers and satellite programs and by the status of supervisors in good standing.

#### *Accredited Member Centers*

All accredited member centers are listed, and the names of the Associate and ACPE Supervisors associated with them are included in that listing. Supervisory Education Students and Supervisory Candidates may not be listed in the directory of accredited centers.

#### *Satellite Programs*

A satellite program may be listed after having had a site visit, and after it has been approved as a satellite program by the Accreditation Commission. Regional accreditation chairs attend to these site visits and make recommendations to the Commission about listings.

#### *Candidacy Centers*

Candidacy centers or centers in the process of reviews to become accredited members with no recommended deficiencies or notations may be listed upon recommendation of the regional accreditation chair after a successful site visit and after the regional accreditation committee has recommended it for accredited member status. Candidacy center are not required to be listed, so a regional accreditation committee chair may provide provisional permission to operate without action by the regional committee. The listing of these provisionally approved candidacy centers would be followed with this disclaimer: "Pending Final Approval by the Accreditation Commission." The permission to list provisionally would also allow the candidacy center to advertise appropriately in other venues, though the disclaimer must appear in all communication (e.g., brochures, advertisements, student handbooks, etc.). After the Accreditation Commission vote, the disclaimer will be removed. If the candidacy center is not granted accreditation by the Accreditation Commission, the listing will be removed until the it has final approval by the Accreditation Commission.

### *Component Sites*

Component Sites may be listed upon recommendation of the regional accreditation chair after a successful site visit and after the regional accreditation committee has recommended it as a component site.

### *Updates to the Directory*

Updates to the directory should be sent to the ACPE Associate Director, and staff will enter these into the accreditation record of the center and refer them to the webmaster for updating of the web page. No provisional listings will be accepted unless the regional chair of accreditation authorizes the national office to do so and provides the appropriate personnel with the information.

### **Student Record: Confidentiality and Privacy Language**

Student records are confidential files maintained by a CPE center that may contain admissions material, reports, evaluations, individual contract for learning, and other material related to a student's CPE experience. In addition, CPE centers must maintain privacy of these records. Please see the *ACPE 2010 Accreditation Manual*, Appendix 7B "Guide for Student Records."

### **Complaint Processes**

Complaints may be filed by students, members of ACPE, or the general public. Please see the *ACPE 2010 Accreditation Manual*, Appendix 10, "Policies for Complaints Against the ACPE Accreditation Commission and Complaints Alleging Violations of ACPE Educational Standards in Educational Programs." Please also refer to the *2010 Processing Complaints of Ethics Code Violations in ACPE*. The work of the Commission chair and its members in response to these complaints is outlined in the *Accreditation Complaint Manual*, which is available only to Accreditation Commission members.

### **Called Reviews**

Commissioners will be called upon to chair called reviews of centers found substantially out of compliance with ACPE Standards. The process of a called review will follow that described in the *2010 Accreditation Manual*. The Commissioner serving as chair will use the national presenter's report (see Appendix 15) with appropriate accommodations (e.g., there will not be a self-study) and including the reasons given by the Accreditation Commission as to the purpose of the called review. The Commissioner serving as chair will also complete a "Report of Commission Work" (see Appendix 17) prior to presentation to the Commission.

### **Vacancies and Performance Issues of Regional Accreditation Committee Chairs**

The Commission is comprised of persons who are elected from regions, and it has adopted the following processes in relation to those who become members of the Commission.

#### *Vacancies*

When a vacancy occurs on the Commission, the position will be filled as soon as possible. In regard to vacancies of public or at-large members, the position will be filled within 60 days. The Commission Chair, in consultation with the Associate Director of ACPE, Inc., will propose names to the Commission for its consideration. The Commissioners will vote, either in person or by use of technology, for or against the candidate. The newly elected member will begin participation at

the next scheduled meeting. If a regional accreditation chair resigns, the position must be filled within 60 days, either by a new regional chair or by an interim regional chair, according to the process within the particular region. During the vacancy, the Commission Chair will forward all material about business of that region to the regional director or his or her designee for response.

### *Performance Issues*

The Accreditation Commission recognizes that each region has unique ways in which to choose its leaders, among which are the regional accreditation committee chairs. However, because the work of the Accreditation Commission requires active, on-going, high-level participation from the regional accreditation committee chairs, who are considered Commissioners, persons filling these roles have concomitant responsibilities to function at a level of responsibility toward the Accreditation Commission. If a regional accreditation committee chair does not respond adequately to accreditation requests from the region, the Accreditation Commission Chair and the Executive or Associate Director of ACPE may intervene with the regional director to assure that the accreditation needs of that region's Accredited Member Centers are met. As well, a complaint may be filed against the Commission using the complaint processes described earlier in this section regarding the actions of the regional accreditation committee chair.

### **Appeal Process**

- During appeals of adverse accreditation decisions, if an appeal panel hearing is convened, an appellant may employ counsel to advise them or to make any presentation the appellant is permitted to make on its own during the appeal. Within 30 days of the decision, the appeal panel chair gives written notification of the panel's decision to the appellant with the basis for the result
- The Appeal pool will be composed of five members from each ACPE region, public members named by the ACPE Executive Director and others at the discretion of the ACPE Executive or Associate Director; appeal consultant and appeal panel are selected from this pool.
- Three member appeal panels will include at least one public member.

### **Adverse Action**

Before an adverse action decision is finalized, the center may seek review of new financial information if all the following conditions are met:

- i. the financial information was unavailable to the center until after the decision subject to appeal was made.
- ii. the financial information is significant and bears materially on the financial deficiencies identified by the Commission. The Accreditation Commission determines the significance and materiality.
- iii. the only remaining deficiency cited by the Commission in support of a final adverse action decision is the center's failure to meet the ACPE standard pertaining to finances.

A center may seek review of new financial information as described only once and any determination made by the Commission does not provide a basis for an appeal.

**APPENDIX 1**

**ACPE ACCREDITATION COMMISSION  
ACPE NON-DISCLOSURE AGREEMENT FOR INFORMATION  
FROM STUDENT RECORDS \***

I understand that as a member of the ACPE Accreditation process, I may have access to information from confidential student records. I will not retain copies of those records or information, nor will I disclose or use any information I might obtain from them in any process other than the one in which I am currently authorized to participate.

\_\_\_\_\_  
Signature of ACPE Member  
or Commission Public Member

\_\_\_\_\_  
Date

## **APPENDIX 2**

### **ACPE ACCREDITATION COMMISSION TRAINING OF NATIONAL SITE TEAM CHAIRS AND SITE TEAM MEMBERS**

Please refer to the *Training Manual for National site team chairs* for specifics about site visits. The manual can be found on the Accreditation page at [www.acpe.edu](http://www.acpe.edu).

## APPENDIX 3

### ACPE ACCREDITATION COMMISSION COMMENDATIONS FOR CENTERS

A commendation is an honor and acknowledgment of excellence given to a center as recognition of superiority in an aspect of its operation or accreditation materials during the ten year review. A commendation is part of the Commission's final action, when appropriate, designating a certain portion of a center's documentation, operations, or program design and execution as exceptional (See *2010 Definition of Terms*, p. 4).

When a site team believes a center's work is worthy of a commendation(s), the site team will create a separate document from the Site Team Report Parts I and II, describing clearly the exceptionality of the work. No information about proposed commendations is shared with the center at this point. The site team will provide this document to the national presenter along with the Site Visit Report—Part I, the center response, Site Visit Report—Part II, and center materials, with a copy to the regional accreditation committee chair.

If the national presenter concurs with the proposed commendation, the presenter may recommend the proposed commendations to the Commission. If the national presenter does not agree with the proposed commendation, the presenter does not move the commendation through the Commission's process.

At the time of the center's review by the Commission, the national presenter will make recommendations about any proposed commendation(s) in the final review. The Commission will vote on the commendation(s) as a part of its regular business.

After the Commission's final vote, any commendation(s) will be communicated to the center and published in the ACPE newsletter.

When the center of a current member of the Commission receives proposed commendation(s), the matter will be handled in the same manner as any other business of a center of a current Commission member. The member will abstain from discussion or vote on such issues.

**APPENDIX 4**

**ACPE ACCREDITATION COMMISSION**

**PROPOSED CHANGES IN CENTERS AND PROGRAMS:  
REPORT OF REGIONAL ACTIONS**

**Note: attach Changes in Centers and Programs Form and associated documentation submitted by the center.**

**Submission Date:** \_\_\_\_\_  
**Accredited Member:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Supervisors:** \_\_\_\_\_  
**Region:** \_\_\_\_\_

**PROVISIONAL ACTION BY THE REGION:** (Regional accreditation chair communicates change to ACPE within 30 days.)

Date of action \_\_\_\_\_

Provisional action(s):

---

**REGIONAL COMMITTEE DISCUSSION, ACTION/RECOMMENDATIONS:** (Regional accreditation chair will present change to Commission for action at its next meeting)

Date of action: \_\_\_\_\_

Discussion/Action(s)/Recommendation(s):

---

**ACCREDITATION COMMISSION DISCUSSION, ACTION AND VOTE:** (Regional chair will complete this form and provide it, along with all documentation, to the national office)

Date of action \_\_\_\_\_

Discussion, action(s), vote:

**APPENDIX 5**

**ACPE ACCREDITATION COMMISSION  
REGIONAL REVIEWER REPORT TO ADD A SATELLITE PROGRAM**

**Submission Date:** \_\_\_\_\_ **Region:** \_\_\_\_\_

**Satellite Program Center:** \_\_\_\_\_

**Satellite Program Supervisors:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Accredited Member Host Center:** \_\_\_\_\_

**Supervisors at Accredited Member Host Center:** \_\_\_\_\_

**Types of programs:** \_\_\_\_\_ **CPE Level I /Level II** \_\_\_\_\_ **Supervisory CPE** \_\_\_\_\_

**Evaluation of Materials:**

1. Material Submitted
  - \_\_\_\_\_ Written request to add a Satellite Program
  - \_\_\_\_\_ “Accreditation Review Request and Face Sheet” (*2010 Accreditation Manual*, Appendix 3)
  - \_\_\_\_\_ Copy of Satellite Program agreement/contract
    - \_\_\_\_\_ Delineates educational and administrative mechanisms of relationship
    - \_\_\_\_\_ Includes delineation of Supervisory Involvement of Training Supervisor if Satellite Program employs/contracts a Supervisory Candidate or SES
    - \_\_\_\_\_ All needed signatures present
  - \_\_\_\_\_ History of CPE at Satellite Program site
  - \_\_\_\_\_ Satellite Program Specific Student Handbook
  - \_\_\_\_\_ Specific Handbooks of Clinical/Educational Placements (include copies of agreements)
  - \_\_\_\_\_ If to be listed in ACPE Directory:
    - \_\_\_\_\_ Site Visit scheduled for \_\_\_\_\_
    - \_\_\_\_\_ “Accreditation Review Request and Face Sheet” (*2010 Accreditation Manual*, Appendix 3)
    - \_\_\_\_\_ Copy of Regional Accreditation Committee’s recommendation and file of material (to include: site visit report verifying compliance with ACPE Standards, Satellite Program agreement/contract, and satellite program specific student handbook(s), copy of Clinical Placement Handbook Materials and Agreements (if any clinical placement sites), Copy of the Regional Reviewer Report)
2. Summarize Request for Addition of a Satellite Program
3. Date Provisional Status given: \_\_\_\_\_
4. Evaluate if Satellite Program agreement or contract is in compliance.
5. Evaluate if the Student Handbook is in compliance.
6. Identify requests for additional information from Accredited Member Center, if any, and describe Accredited Member Center’s response to request for additional information.
8. Additional critique and/or recommendations.
9. Regional Committee recommendation:
  - a) Grant addition of Satellite Program with or without recommendations or notations.
  - b) Deny request to add a Satellite Program.

**Reviewers:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPENDIX 6**

**ACPE ACCREDITATION COMMISSION  
REGIONAL REVIEWER REPORT TO ADD SUPERVISORY CPE**

**Submission Date:** \_\_\_\_\_ **Region:** \_\_\_\_\_  
**Accredited Member:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Supervisors:** \_\_\_\_\_

**Evaluation of Materials:**

1. Check List: Material Submitted
  - \_\_\_\_\_ Copy of Provisional Letter
  - \_\_\_\_\_ “Accreditation Review Request and Face Sheet” (2010 Accreditation Manual, Appendix 3)
  - \_\_\_\_\_ Written request to add supervisory CPE
  - \_\_\_\_\_ Rationale for this new program
  - \_\_\_\_\_ Congruence of proposal with mission/goals of the Accredited Member Center
  - \_\_\_\_\_ Summary of Accreditation History of CPE at Accredited Member Center
  - \_\_\_\_\_ Survey of prospective student enrollment
  - \_\_\_\_\_ Provision for additional faculty, financial and support resources
  - \_\_\_\_\_ Complete CPE Supervisory Student Handbook/Sections of master Student Handbook
    - \_\_\_\_\_ Compliance of Student Handbook and other materials with ACPE standards
    - \_\_\_\_\_ Detailed curriculum in compliance with Standards and Certification Manual
    - \_\_\_\_\_ Specific Manual(s) for any Clinical Placement(s)/Educational Placement(s)
      - \_\_\_\_\_ copy of Clinical Placement Agreements
      - \_\_\_\_\_ copy of Educational Placement Agreements
    - \_\_\_\_\_ Copy of Supervisory Student agreement(s)/contract template(s)
      - \_\_\_\_\_ delineation of Supervisory Involvement of Training Supervisor
      - \_\_\_\_\_ delineation of administrative/educational mechanisms by which the Supervisory Education Student is related to the Accredited Center and the Training Supervisor(s)
      - \_\_\_\_\_ information about benefits, stipend, responsibilities, etc.
2. Summarize Request for Addition of Supervisory CPE
3. Evaluate Supervisory Program contract(s) for compliance
4. Evaluate the Supervisory Handbook or Section in the Master Handbook for compliance.
5. Evaluate the Supervisor CPE Curriculum for compliance
6. Identify requests for additional information from center.
7. Describe Center’s response to request for additional information.
8. Include additional critique and/or recommendations.
9. Provide regional committee recommendation:
  - a) Add Supervisory CPE with or without recommendations or notations, or
  - b) Deny request to add Supervisory CPE.

**Reviewer(s):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPENDIX 7**

**ACPE ACCREDITATION COMMISSION  
REGIONAL REVIEWER REPORT TO ADD A COMPONENT SITE**

**Submission date:** \_\_\_\_\_ **Region:** \_\_\_\_\_

**Component site location:** \_\_\_\_\_

**Component site supervisor(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**System center:** \_\_\_\_\_

**Supervisors at accredited system center:** \_\_\_\_\_

**Types of programs:** CPE Level I /Level II \_\_\_\_\_ **Supervisory CPE** \_\_\_\_\_

**Evaluation of Materials:**

1. Material Submitted
  - \_\_\_\_\_ “Accreditation Review Request and Face Sheet” (2010 Accreditation Manual, Appendix 3), with copy to regional accreditation chair and regional director with request to add a component site
  - \_\_\_\_\_ Materials (three copies) prepared for submission to regional accreditation chair:
    - \_\_\_\_\_ Statement of good financial standing from ACPE;
    - \_\_\_\_\_ Statement of good financial standing from region;
    - \_\_\_\_\_ Revised administrative plan demonstrating:
      - \_\_\_\_\_ Linkage between component site and central administrative authority; and
      - \_\_\_\_\_ Organization of component to offer programs in compliance with ACPE Standards;
    - \_\_\_\_\_ Site-specific student handbook; and
    - \_\_\_\_\_ Appendix 5, Part I (p. 66ff) indicating where in the student handbook(s) required standards are addressed.
  - \_\_\_\_\_ Materials (three copies) submitted to regional accreditation chair at least forty-five days (postmarked) prior to the start of any program at the component site.
2. Summarize Request for Addition of a Component Site
3. Evaluate:
  - \_\_\_\_\_ a revised administrative plan, demonstrating linkage of component to central administrative authority and organization of component site to offer programs in compliance with ACPE Standards;
  - \_\_\_\_\_ site-specific student handbook; and
  - \_\_\_\_\_ Appendix 5, Part I (p. 66ff)
4. Evaluate if the student handbook is in compliance.
5. Identify requests for additional information from accredited member center, if any, and describe accredited member center’s response to request for additional information.
6. Include additional critique and/or recommendations.
7. Indicate regional committee recommendation:
  - a) Grant addition of component site with or without recommendations or notations, or
  - b) Deny request for to add a component site.

**Reviewers:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPENDIX 8**

**ACPE ACCREDITATION COMMISSION  
REGIONAL REVIEWER REPORT TO ADD A CANDIDACY CENTER**

**Submission date:** \_\_\_\_\_ **Region:** \_\_\_\_\_

**Component site to be accredited:** \_\_\_\_\_

**Component site supervisors:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Accredited member system center:** \_\_\_\_\_

**Supervisors at accredited member system center:** \_\_\_\_\_

**Types of programs:** \_\_\_\_\_ **CPE Level I /Level II** \_\_\_\_\_ **Supervisory CPE** \_\_\_\_\_

**Evaluation of Materials:**

1. Material Submitted
  - \_\_\_\_\_ “Accreditation Review Request and Face Sheet” (2010 Accreditation Manual, Appendix 3)
  - \_\_\_\_\_ Feasibility study and other required materials completed:
    - \_\_\_\_\_ Accreditation Review Request and Face Sheet (Appendix 3, p. 64);
    - \_\_\_\_\_ Center Disclosure Information form (Appendix 4, p. 65);
    - \_\_\_\_\_ Statement of good financial standing from ACPE;
    - \_\_\_\_\_ Statement of good financial standing from region;
    - \_\_\_\_\_ List of professional advisory group members (name and title);
    - \_\_\_\_\_ Student handbook (primary document for assessing compliance with many ACPE standards; material does not need to be duplicated in feasibility study document);
    - \_\_\_\_\_ Appendix 5, Part I (p. 66ff) indicating where in the student handbook(s) required standards are addressed; and
    - \_\_\_\_\_ Feasibility study includes:
      - \_\_\_\_\_ Description of feasibility study process and methodology
      - \_\_\_\_\_ Description of professional advisory group’s involvement
      - \_\_\_\_\_ Documentation of how center plans to comply with ACPE standards (do not repeat material in student handbook)
      - \_\_\_\_\_ Report of changes proposed as result of feasibility study
      - \_\_\_\_\_ Assessment of potential to comply with standards (strengths/limitations)
      - \_\_\_\_\_ Description of center’s future plans.
  - \_\_\_\_\_ Copy of all required materials sent to each member of the regional site visit team at least 30 days (postmarked) prior to site visit. \_\_\_\_\_
2. Summarize request for addition of a component site
3. Date provisional status given: \_\_\_\_\_
4. Evaluate if the student handbook is in compliance.
5. Identify requests for additional information from accredited member system center, if any, and describe accredited member system center’s response to request.
6. Additional critique and/or recommendations.
7. Regional committee recommendation:
  - a. Grant candidacy status;
  - b. Specify areas of deficiency and require the center to report on corrective actions within a specified time, not to exceed one year; or
  - c. Deny candidacy status.

**Reviewers:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPENDIX 9**

**ACPE ACCREDITATION COMMISSION  
REGIONAL REVIEWER REPORT FOR THE FIVE YEAR REVIEW**

**Part I—Preliminary Report**

**Center:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Supervisors:** \_\_\_\_\_

**Region:** \_\_\_\_\_

**Types of programs:** \_\_\_\_\_ CPE (Level I /Level II)      \_\_\_\_\_ Supervisory CPE

**Evaluation of Materials:**

1. Assure face sheet and checklist are included.
2. Review and summarize annual reports, including Accreditation Committee and Commission Actions.
3. Review and summarize other requested material required by Five Year Review Checklist (*Accreditation Manual* Part Two, II. O, p. 40).
4. Evaluate compliance of the student handbook (*2010 Accreditation Manual* Appendix 5, Part I).
5. Identify requests for additional information and recommendations for the center.

**Regional Reviewers:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPENDIX 10**

**ACPE ACCREDITATION COMMISSION  
REGIONAL REVIEWER REPORT FOR THE FIVE YEAR REVIEW**

**Part II—Final Report**

**Center:** \_\_\_\_\_

1. Describe and evaluate center's response to the Reviewers' Report, Part I.
2. Evaluate if the student handbook is in compliance. (*2010 Accreditation Manual* Appendix 5, Part I)
3. Recommend Regional Committee action:
  - a) Continued Accredited Membership with or without recommendations or notations, or
  - b) Request consultation and/or site visit at the center's expense.

**Regional Reviewers:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPENDIX 11**

**ACPE ACCREDITATION COMMISSION  
REGIONAL REVIEWER REPORT**

**New Candidacy Center, Addition of Supervisory CPE, Satellite Program Listing Site Visit**

**Center:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Supervisor(s):** \_\_\_\_\_

**Accreditation Request:** \_\_\_\_\_

**Reviewer:** \_\_\_\_\_

**Checklist**

Indicate materials present and fees paid:

- Check List:     Material Submitted and Fees Paid (refer also to checklist for specific accreditation review process in the *2010 Accreditation Manual*)
- \_\_\_\_\_ “Accreditation Review Request and Face Sheet” (*2010 Accreditation Manual*, Appendix 3)
  - \_\_\_\_\_ Statement from ACPE that center is in good financial standing
  - \_\_\_\_\_ Statement from region that center is in good financial standing
  - \_\_\_\_\_ Center’s self study/feasibility document
  - \_\_\_\_\_ Appendix 5, Part I (*2010 Accreditation Manual*)
  - \_\_\_\_\_ Site team recommendation(s)
  - \_\_\_\_\_ Commendation(s), if any

**Review**

1. Identify and critique the center’s self study/feasibility document.
2. Evaluate the site team’s visit.
3. Review the site team’s evaluation of the center’s response.
  - a. Record the site team’s vote.
  - b. Record the site team’s recommendations, including verbatim Standard citation(s).
4. Review the site team’s recommendations for commendation(s), if any.
5. Record your recommendations to the regional accreditation committee:
  - a. Concurrence with site team’s response.
  - b. Concurrence with site team’s response with exceptions and/or additions, including recommended Standard deficiencies or notations.
  - c. Disagreement with site team’s report and/or response including recommended Standard(s) deficiency(ies) or notation(s) or
  - d. Concurrence (or not) with site team’s recommendations for commendation(s).
6. Additional critique and/or recommendations.

**Reviewer signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPENDIX 12**

**ACPE ACCREDITATION COMMISSION  
REGIONAL ACCREDITATION COMMITTEE CHAIR CHECKLIST  
For Ten Year and New Accredited Member Center Reviews**

**Center:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail** \_\_\_\_\_

Check and date each item as it is completed

\_\_\_\_\_ Receive copy “Accreditation Review Request and Face Sheet” (*2010 Accreditation Manual, Appendix 3*)

\_\_\_\_\_ Advised of name of National site team chair by Chair, Accreditation Commission.

\_\_\_\_\_ Set site visit date in collaboration with national site team chair.

\_\_\_\_\_ Set site visit date.

\_\_\_\_\_ Began discussion with national site team chair.

\_\_\_\_\_ Completed team formation.

\_\_\_\_\_ Received accreditation review materials from center.

\_\_\_\_\_ Received Site Visit Team Report Part I from national site team chair.

\_\_\_\_\_ Received response by Center to site visit team report.

\_\_\_\_\_ Received Site Visit Team Report—Part II and site team recommendation(s).

APPENDIX 13

ACPE ACCREDITATION COMMISSION  
SITE VISIT REPORT—PART I

Center: \_\_\_\_\_ Date(s) of visit: \_\_\_\_\_

Center address: \_\_\_\_\_

Center supervisor(s): \_\_\_\_\_

Site team chair: \_\_\_\_\_

Team members: \_\_\_\_\_

1. Check List: Material Submitted and Fees Paid (refer also to checklist for specific accreditation review process in the *2010 Accreditation Manual*)  
\_\_\_ *2010*“Accreditation Review Request and Face Sheet” (*2010 Accreditation Manual*, Appendix 3)  
\_\_\_ Statement from ACPE that center is in good financial standing  
\_\_\_ Statement from region that center is in good financial standing  
\_\_\_ Self Study/Feasibility Document  
\_\_\_ Annual Reports (up to 4 years)  
\_\_\_ Action Reports from Prior Reviews  
\_\_\_ Student Handbook  
\_\_\_ Center Disclosure Information (Appendix 4, *2010 Accreditation Manual*)  
\_\_\_ Appendix 5, Part I (*2010 Accreditation Manual*)
2. Describe the site team’s pre-visit orientation to its role and responsibilities and actions taken to familiarize the team with ACPE standards and accreditation procedures.
3. Briefly summarize the history and current description of the center, including the pastoral care program/department.
4. Briefly summarize the center’s prior accreditation history. What deficiencies and/or notations were assigned? What concerns were identified? How were concerns, deficiencies, and notations addressed?
5. Assess the center’s self study/feasibility study process and the resulting document.
6. Describe each component of the site visit.
7. List strengths and limitations of the center and programs. Include:
  - a) an assessment of the center’s financial viability to offer programs of CPE as reflected in financial audit statements;
  - b) a description and assessment of center’s measurement of students’ achievement after completing CPE (Level I/Level II) and Supervisory CPE.
8. Summarize the standards issues needing to be addressed by the center in its response to the site team preliminary report.

*Within 14 days from site visit, complete Part I and send it to the Center. Copy the regional accreditation chair and the Accreditation Commission Chair.*

## APPENDIX 14

### ACPE ACCREDITATION COMMISSION SITE VISIT REPORT—PART II FINAL RECOMMENDATIONS

CENTER: \_\_\_\_\_ DATES OF VISIT: \_\_\_\_\_

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#### **Complete this section after receiving the Center response to Site Visit Report—Part I.**

1. Comment on the Center's written response to the site team visit and Site Visit Report—Part I. Assess the center's compliance or feasibility for compliance (candidacy) with ACPE Standards. Include *Accreditation Manual*, Appendix 5 Part I and make additional comments if necessary to document points of non-compliance.
2. Summarize specific issues for discussion by the Accreditation Commission.
3. Prepare a separate document, listing any commendations (See Appendix 3, *Commendations for Centers*) that may be appropriate for the center. Describe the portion of the center's documentation, operations, or program design and execution found to be exemplary. Specific Standards must be cited for commendations.
4. Note that the site visit team finds no areas of noncompliance or describe areas of noncompliance or deficiency(ies), citing the specific standard(s) involved.
5. Record the site visit team's vote on its recommendation for action.

*Combine Site Visit Report Part I, the Center Response, Site Visit Report Part II, all Center materials and correspondence, and any recommendations for commendation(s) and submit to the Accreditation Commission Chair, for assignment to a National Presenter. Send a copy of the Site Visit Report, Part II, to the Center and the regional chair of accreditation.*

**NOTE: Any recommendations for commendation(s) are shared only with the national presenter and the Accreditation Commission Chair. They are not to be made available to the Center.**

**APPENDIX 15**

**NATIONAL PRESENTER REPORT  
Ten Year or New Accredited Member Review**

**Center:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Supervisor(s):** \_\_\_\_\_  
**Accreditation request** \_\_\_\_\_  
**Reviewer:** \_\_\_\_\_

**Checklist:**

Indicate materials present and fees paid:

- \_\_\_\_\_ Material Submitted and Fees Paid (refer also to checklist for specific accreditation review process in the *2010 Accreditation Manual*)
- \_\_\_\_\_ “Accreditation Review Request and Face Sheet” (*2010 Accreditation Manual*, Appendix 3)
- \_\_\_\_\_ Statement from ACPE that center is in good financial standing
- \_\_\_\_\_ Statement from region that center is in good financial standing
- \_\_\_\_\_ Center’s self study/feasibility document
- \_\_\_\_\_ Appendix 5 Part I—Assessment of Student Handbook(s) & Curriculum(ae)
- \_\_\_\_\_ Appendix 5 Part II—Assessment of CPE Program Infrastructure and Educational Implementation
- \_\_\_\_\_ Site Visit Report Part I and Part II
- \_\_\_\_\_ Center’s response to site visit report
- \_\_\_\_\_ Site team recommendation(s)
- \_\_\_\_\_ Commendation(s), if any (See Appendix 3 for more information and requirements)

**Review:**

1. Identify and critique the center’s self study/feasibility document.
2. Evaluate the site team’s visit.
3. Evaluate the site team’s report.
4. Critique the center’s response to the site team’s report
5. Review the site team’s evaluation of the center’s response.
6. Record the site team’s vote.
7. Record the site team’s findings, including standards’ noncompliance or deficiencies.
8. Review the site team’s recommendations for commendation(s), if any.
9. Record your recommendations on the Report of Commission Work
  - a. Concurrence or Disagreement with site team’s response.
  - b. Concurrence or disagreement with site team’s recommendations for commendation(s).
10. Additional critique and/or recommendations.

**Presenter signature:** \_\_\_\_\_

**APPENDIX 16**

**ACPE ACCREDITATION COMMISSION  
PRESENTER'S REPORT FOR REMOVAL OF NOTATIONS**

**Date:** \_\_\_\_\_

**Center:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**CPE supervisors(s):** \_\_\_\_\_

**Chief Executive Officer:** \_\_\_\_\_

**Person to whom CPE supervisor(s) report and title:** \_\_\_\_\_

**Presenter:** \_\_\_\_\_

1. Describe the notation(s) being addressed as reported to the Center by the Accreditation Commission.
2. Summarize Center's response to the notation(s).
3. Specify recommendations to the Accreditation Commission.

**Presenter signature:** \_\_\_\_\_

Copies of the report will also be sent to the center and placed in the center's permanent accreditation file in the ACPE office.



## **APPENDIX 18**

### **ACPE ACCREDITATION COMMISSION PROCESS MAP OF TIMELINE TO ACCREDITATION**

Please see the following pages for information about the timelines of accreditation reviews for Reviews for Requests for Accredited Member Status and the Ten Year Review.

### Accreditation Process Map for Requests for Accredited Member Status (New Centers)

**How to use this table:** Read across for the responsibilities of each party. Actions to be completed concurrently are located on the same row; actions to be completed subsequently follow row by row. “Chair” is chair of Commission or Committee in column.

National Office	Accreditation Commission	Accredited Center	Regional Accreditation Committee	Site Visit Team
		<ul style="list-style-type: none"> <li>❖ Send request to Commission Chair</li> <li>❖ Copy to Regional Acc. Chair; National Office</li> </ul>		
<ul style="list-style-type: none"> <li>❖ Receive requests &amp; send information to Center supervisor,</li> <li>❖ Copy to Committee Chair</li> </ul>	Acknowledge receipt of request to Center and Committee Chair			
		<ul style="list-style-type: none"> <li>❖ May accept assistance from regional mentor</li> <li>❖ Consults from Committee at Center expense</li> </ul>	<ul style="list-style-type: none"> <li>❖ Chair identifies mentor, if necessary</li> <li>❖ Notifies Center Supervisor</li> <li>❖ Copies Commission Chair</li> </ul>	
	Chair chooses Site Team Chair from national pool	Make revisions and return to Site Team Chair	Works with Site Team Chair to form team (two members from Center region); determine date	Works with Committee Chair to form team
				Site Team Chair reviews Center documents. <ul style="list-style-type: none"> <li>❖ If sufficient, schedule site visit</li> <li>❖ If insufficient, return to center for further work</li> </ul>
		Make revisions and return to Site Team Chair		Repeat above as needed until documents are sufficient
		Work with Site Team Chair for visit agenda	Provide support as requested, needed	Work with Center: Discusses timeframe with Center for visit components, determines agenda
				At site visit, Chair gives: <ul style="list-style-type: none"> <li>❖ Verbal report on key findings</li> </ul>
				Within 14 days, written report to Center
		Within 30 days, responds to Site Team Report—Part I		
				<ul style="list-style-type: none"> <li>❖ Reviews Site Team Report—Part I</li> <li>❖ Completes Site Team Report—Part II</li> <li>❖ Sends material to Commission Chair in 14 days</li> </ul>
	Within 30 days, Commission Chair forwards to National Presenter	Within 30 days of center response, evaluates process, site visit chair/members to Commission Chair		Chair, Site Team, ensures Center returns of feedback tool to the Commission within 30 days of receipt of Report—Part II.
	Within 60 days, National Presenter: <ul style="list-style-type: none"> <li>❖ Completes Report for Centers</li> <li>❖ Sends to Commission &amp; Committee Chairs</li> <li>❖ Eligible Centers for consent agenda</li> </ul>			
	Commission Chair creates consent agenda			
	Commission phone vote on consent agenda			
Within 7 days of Commission actions, sends Action Report to: <ul style="list-style-type: none"> <li>❖ Center</li> <li>❖ Regional Committee Chair</li> <li>❖ National Center file</li> <li>❖ Board of Reps</li> </ul>				
Within 14 days of decisions: <ul style="list-style-type: none"> <li>❖ Notify agencies per Accreditation Manual</li> <li>❖ Update listings in directories</li> </ul>	<ul style="list-style-type: none"> <li>❖ Chair supplies feedback from Center to Regional Chair &amp; Site Team Chair</li> <li>❖ Creates regular agenda for Spring, Fall meetings (repeat above step)</li> </ul>		Respond to Center regarding any feedback	Respond to Center regarding any feedback

## Accreditation Process Map for Continued Accredited Membership (Ten Year Review)

**How to use this table:** Read across for the responsibilities of each party. Actions to be completed concurrently are located on the same row; actions to be completed subsequently follow row by row. "Chair" is chair of Commission or Committee in column.

National Office	Accreditation Commission	Accredited Center	Regional Accreditation Committee	Site Team
<ul style="list-style-type: none"> <li>❖ Send reminders to Supervisor;</li> <li>❖ Copy Commission/Committee Chairs; notify agencies as needed</li> </ul>		<ul style="list-style-type: none"> <li>❖ Send request to the Commission Chair</li> <li>❖ Copy to Committee Chair; National Office</li> </ul>		
	Acknowledge request to Center, Committee Chair	Continue preparatory work for documents	<ul style="list-style-type: none"> <li>❖ Chair identifies mentor, if necessary</li> <li>❖ Notifies Center Supervisor</li> <li>❖ Copy Commission Chair</li> </ul>	
	Chair chooses Site Team Chair from national pool	<ul style="list-style-type: none"> <li>❖ May accept assistance from regional mentor</li> <li>❖ Consults from Committee at Center expense</li> </ul>	Regional Chair/Site Team Chair choose team (two from Center region) ; determine date	Works with Committee Chair to form team
		<ul style="list-style-type: none"> <li>❖ Make revisions to documents per consultation</li> <li>❖ Send to Site Team Chair</li> </ul>		
				Site Team Chair reviews Center documents: <ul style="list-style-type: none"> <li>❖ If sufficient, schedule site visit</li> <li>❖ If insufficient, return to Center for further work</li> </ul>
		Make revisions and return to Site Team Chair		Repeat above as needed until documents are sufficient
		Work with Site Team Chair: visit components, agenda	Provide support as needed	Work with Center: visit components, agenda
				At site visit, Site Team Chair gives: <ul style="list-style-type: none"> <li>❖ Verbally reports key findings</li> </ul>
				Within 14 days, Site Team written report to Center
		Within 30 days, responds to Site Team Report—Part I		
				<ul style="list-style-type: none"> <li>❖ Reviews Site Team Report—Part I</li> <li>❖ Completes Site Team Report—Part II</li> <li>❖ Sends material to Commission Chair in 14 days</li> </ul>
	Within 30 days, Commission forwards to National Presenter	Within 30 days of center response, evaluates process, site visit chair/members to Commission Chair		Chair, Site Team, ensures Center returns feedback to Commission w/in 30 days of Report—Part II.
	Within 60 days, National Presenter: <ul style="list-style-type: none"> <li>❖ Completes Report for Centers</li> <li>❖ Sends to Commission &amp; Committee Chairs</li> <li>❖ Eligible Centers for consent agenda</li> </ul>			
	Commission Chair creates consent agenda			
	Commission phone vote on consent agenda			
Within 7 days of Commission actions, sends Action Report to: <ul style="list-style-type: none"> <li>❖ Center</li> <li>❖ Regional Committee Chair</li> <li>❖ National Center file</li> <li>❖ Board of Reps</li> </ul>				
Within 14 days of decisions: <ul style="list-style-type: none"> <li>❖ Notify agencies per Accreditation Manual</li> <li>❖ Update listings in directories</li> </ul>	<ul style="list-style-type: none"> <li>❖ Commission Chair supplies feedback from Center to Committee Chair &amp; Site Team Chair</li> <li>❖ Creates regular agenda for Spring, Fall meetings (repeat above step)</li> </ul>		Respond to Center regarding any feedback	Respond to Center regarding any feedback