

1 ***T. Addition of Supervisory CPE***
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3 **Policy**

- 4 1. Accredited center must submit complete application at least 45 days before
5 the first unit of Supervisory CPE will commence and may apply at any time
6 during the review cycle.
7 2. Candidacy centers may add Supervisory CPE during the candidacy cycle.
8 3. Does not require a site visit, but regional accreditation committee may require
9 one based on its review of the proposal.
10 4. No accreditation fee is required. Expenses for a site visit may apply.
11 5. An accredited center may begin programs once it has received a letter of
12 provisional approval from the regional accreditation committee chair. The
13 regional accreditation committee chair sends a copy of the letter of provisional
14 approval to the Commission Chair.
15 6. Provisional approval is subject to review by the regional accreditation
16 committee.
17 7. Final action is by the Commission. Commission actions include one of the
18 following:
19 • approve the addition of Supervisory CPE or
20 • deny the request and provide the basis for denial, citing ACPE Standards.

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22 **Steps**
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- 24 1. Notify regional accreditation committee chair of the intent to add Supervisory
25 CPE using the Accreditation Review Request and Face Sheet (Appendix 3) (so
26 that a reviewer can be identified, either Regional Committee Chair or Chair
27 Representative)
28 2. Submit required materials to regional accreditation committee chair (or chair
29 representative) at least 45 days before the unit is to commence (checklist p XX
30 and appendix 5
31 3. Materials will be reviewed within thirty days of their receipt by the reviewer:
32 • If materials are satisfactory, a letter of provisional accreditation will be
33 issued by the regional chair.
34 • If inadequacies are found, a letter outlining the inadequacies will be
35 issued.
36 i. The letter can issue provisional status with a timeline regarding
37 submission of the corrections.
38 ii. The letter can deny provisional status and outline the inadequacies
39 (Training cannot begin until provisional status is granted).
40 4. The application for the Addition of Supervisory CPE and a presenter's report
41 (from the reviewer) will be reviewed at the next scheduled meeting of the regional
42 accreditation committee for committee action.
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44 5. The regional accreditation chair will bring the recommendation of the regional
45 accreditation committee (either recommending that Supervisory CPE be added
46 or not added) to the Accreditation Commission.

Addition of Supervisory CPE Checklist

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Accredited Member _____

(Complete and date each step; attach this checklist to your materials and send to the regional accreditation committee chair or a designated representative)

- _____ 1. Accreditation Review Request (Appendix 1) to add Supervisory CPE with copy to regional director
- _____ 2. Required materials (two copies) sent to regional accreditation chair:
A proposal, in lieu of a self study including:
 - _____ Request to add supervisory CPE (Review Request and Face Sheet, Appendix 1)
 - _____ Rationale for this new program
 - _____ Congruence of proposal with mission and 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
 - _____ 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
 - _____ clear delineation of the administrative and 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.
3. _____ CPE Supervisory Student Handbook or pertinent Sections of the Master Student Handbook containing:
 - _____ Index – cross referencing where evidence of compliance with ACPE standards can be found in the student handbook and other submitted materials
 - _____ Detailed curriculum that demonstrates progression toward certification and a syllabus for at least the first unit of Supervisory CPE
 - _____ Demonstration of compliance with ACPE standards) including materials specific to clinical/educational placements, if any (include clinical/educational site specific materials, e.g., administration, orientation, other particulars

91 **L. Adding a Satellite Program**

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93 **Policy**

- 94 1. An Accredited Member authorizes and oversees CPE programs at the satellite
95 through a contract that:
- 96 • establishes the Accredited Member center as responsible for oversight of all
97 program activities, student registration, fees, certificates, and quality of
98 education at the satellite;
 - 99 • specifies that the satellite program receives its authorization and support from
100 its sponsoring institution or agency; the sponsor commits to conduct the CPE
101 program in compliance with ACPE standards under the administration of the
102 Accredited Member center;
 - 103 • clearly identifies the educational and administrative mechanisms by which the
104 Satellite is related to the Accredited Member;
 - 105 • clearly identifies the site where classes are held and the site(s) of clinical
106 placements;
 - 107 • states the beginning and end date of the unit;
 - 108 • clearly outlines the number of hours that constitute the unit;
 - 109 • indicates that a current student handbook is available for each unit;
 - 110 • for those Satellite Programs without a training supervisor on site, specifies the
111 parameters of supervisory involvement of the Accredited Member Center when
112 a Supervisory Candidate or Supervisor in Training is employed/contracted by
113 the Satellite Program;
 - 114 • is signed by the administrative representative from each organization and the
115 participating ACPE supervisor(s).
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- 117 2. Satellite programs must have a current student handbook that meets ACPE
118 Standards.
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- 120 3. Accredited centers must submit complete application materials at least 45 days
121 before the unit will commence and may apply at any time during the review cycle.
122 Accredited centers with previously established satellite centers must submit the
123 contract for the addition of other satellites 14 days before the unit will commence
124 After the materials are received and found in order, Provisional Approval can be
125 granted by the regional accreditation committee chair (or chairs if cross-regional
126 satellite). Provisional approval is subject to review of the regional accreditation
127 committee and final action of the Commission.
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- 129 4. No accreditation fee is required. Expenses for site visit may apply.
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- 131 5. Requires a one person site visit within six months of start of programs if satellite
132 program is to be listed in the ACPE directory.
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- 134 6. Candidacy centers may not apply to add satellites; exception, a freestanding
135 candidacy center functioning wholly or in part as a CPE program contract agency
136 that relies on satellite programs as a base of operations.

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7. Satellite Programs may not establish other Satellite Programs.
8. An annual report is to be filled out for each Satellite Program.
9. A Satellite Program located in another region from the center must receive approval by both regional committees and have a site visit by at least one site visitor who verifies compliance with ACPE standards.

Steps

6. Notify Regional Accreditation Committee Chair of intent (so a reviewer can be identified, either Regional Committee Chair or Chair Representative)
7. Establish a contract.
8. Submit required materials to regional accreditation committee chair (or chair representative) at least 45 days before the unit is to commence (see checklist p XX).
9. Materials will be reviewed within two weeks of the start of the program:
 - If materials are satisfactory, a letter of provisional accreditation will be issued.
 - If inadequacies are found, a letter outlining the inadequacies will be issued.
 - i. The letter can issue provisional status with a timeline for submission of the corrections.
 - ii. The letter can deny provisional status and outline the inadequacies.
10. The chair (or representative that read the materials) will bring a complete copy of the satellite application (including any corrected materials) and presenter's report to the next Regional Meeting for committee action.
11. If Satellite Program is to be listed in ACPE directory,
 - i. site visit must be conducted by one site visitor within six months of start of programs to verify program complies with ACPE standards.
 - ii. the site visitor sends report to the supervisor of the Satellite Program and supervisor of center (if different individuals) and a copy to regional accreditation committee chair.
12. The regional accreditation chair will bring the recommendation of the regional accreditation committee (either that the satellite be added or not be added) to the Accreditation Commission. The Commission will act upon the regional accreditation committee's recommendation and either approve the addition of the satellite or deny the request.

- 183 13. *If Satellite Program is to be listed in ACPE directory (following site visit)
184 submit to ACPE:
185 i. *Accreditation Review Request* (Appendix 3).
186 ii. Copy of regional accreditation committee's recommendation and
187 file of material (to include: site visit report verifying compliance
188 with ACPE standards; Satellite Program agreement/contract and
189 satellite specific student handbook; copy of Clinical Placement
190 Handbook(s) and Agreements (if any); Copy of the Regional
191 Reviewers Presenter's Report; Copy of Regional Committee's
192 Action).
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194 14. Regional Accreditation Chair must report Provisional Approval to the Regional
195 Director at the time provisional status is granted.
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Adding a Satellite Program Checklist

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Accredited Member _____

Satellite Center _____

(Complete and date each step; attach this checklist to your materials and send to the regional **accreditation** committee chair.)

Satellite Program is to be listed in ACPE directory ____ **Yes*** ____ **No**

Complete and date each step; attach this checklist to your materials and send to the regional **accreditation** committee chair or a designated representative:

____ 1. Written request (Accreditation Review Request and Face Sheet, Appendix 1) to add a satellite

____ 2. Copy of Satellite Program agreement/contract signed by administrative officers of the center and Satellite Program's sponsoring institution/agency.

____ specifies the satellite program receives its authorization and support from its sponsoring institution or agency; sponsor commits to conduct the CPE program in compliance with ACPE standards under the administration of the Accredited Member center;

____ clearly identifies the educational and administrative mechanism by which the Satellite is related to the Accredited Member;

____ clearly identifies the site where classes are held and the site(s) of clinical placements;

____ states the beginning and end date of the unit;

____ clearly outlines the number of hours that constitute the unit;

____ indicates that a current student handbook is available for each unit;

____ Includes delineation of Supervisory Involvement of Training Supervisor if Satellite employs/contracts with a Supervisory Candidate or Supervisory in Training

____ all needed signatures present

____ 3. History of CPE at Satellite Center.

____ 4. Satellite Specific Student handbook demonstrating compliance with ACPE standards, including materials specific to Satellite Program center (administration, curriculum, staff, orientation schedule, other particulars), and material specific to clinical placements, if any (clinical site specific materials, e.g., administration, orientation, other particulars).

____ 5. Satellite is to be listed in ACPE Directory

____ Site visit scheduled for _____

***If Satellite Program is to be listed in ACPE directory (following site visit) submit to ACPE:**

____ 1. *Accreditation Review Request and Face Sheet* (Appendix 1).

249 _____ 2. Copy of regional accreditation committee's recommendation and file of material
250 (to include: site visit report verifying compliance with ACPE standards, Satellite Program
251 agreement/contract and satellite specific student handbook, Clinical Placement
252 Handbook(s) and Agreements (if any), Copy of the Regional Reviewers Presenter's
253 Report, Copy of Committee Action).
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An ACPE Accredited Training Center

