ACPE Publishes New Manuals Online
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The ACPE 2016 Manuals will be officially published on September 15, 2015. The Manuals will be put into practice on January 1, 2016. This publication will replace any previous edition of the Manuals and will be the authoritative text for our association. Please note that we have attempted to identify all items that have changed since the previous version of the manuals was issued in February 2015 are underlined.

A special thank you to the Jerry Williamson and the Manual Writing Committee for their many hours of work and dedication to the process. The publication of manuals is a tremendous task and we appreciate you very much! The members of the Manual Writing Committee are: Renita Mercado-Heinzl (Chair and Certification), Mari Chollet (Accreditation), Cristina Stevens (Professional Ethics), and David Rumbold (Standards).

If you are in the midst of an Accreditation Review or will be meeting a Certification committee PRIOR to January 1, 2016, you will continue to use the 2010 Manual with Interim Revisions in February 2015.

If your Accreditation Review or your Certification committee appearance will take place AFTER January 1, 2016, you must consult the new Manuals for anything that will impact your process.

Accessing the Manuals
The ACPE 2016 Manuals is now an online document that can be accessed by navigating to the RESOURCES tab on the ACPE website. As the Manuals are hosted on a third party platform, you can bookmark the web address for the Manuals once you click on the link from the website.

Using the Manuals
Publishing the Manuals online gives us wonderful new features:

- **Searchable Text:** You can now type in a word and all of the instances of that word will be given to you on a list and you can click on the entry to go directly to that topic.

- **Links:** The Manual is designed to link to all sections which will allow you to click to go to another section or on a link that has been inserted to read more about what is being referenced.
• **Fillable Appendices**: Each appendix has been converted to a fillable PDF which will allow users to fill it in online, save it to your computer and then email it, upload it to LiveText (our new Accreditation Software) or print it for other use. You can also print it as a blank document and fill it in by hand.

• **Link to Online Forms**: In addition, there are a few appendices that are fillable forms that upon completion and clicking submit, the form will be sent to the appropriate person in the National Office. These forms have a blue background and have a submit button at the bottom.

• **Printable Pages**: If you need a hard copy of a page, you can click on the printer icon located at the top right of each page to print that page.

**Using Sections of the Manual or Specific Text in Your Center’s Handbook**

• **Copy and Paste**: You can highlight text, right-click and copy text to insert directly in to your manual.

• **Link to the Manual**: You can hyperlink sections of your handbook directly to the Manual. When you are on the page that you want to link to, you will see the web address in the navigation bar. Just copy and paste this link into your handbook as a hyperlink and your students will be able to click to access the material.

**Reminder: Update the National Office Address in Your Student Handbooks**
The national office has been in its new building just over a year now. Please ensure your center’s materials are current. The new address is One West Court Square, Suite 325, Decatur, GA 30030.

**What if I Find a Missing or Broken Link? What if I see a mistake?**
As we all know and realize, the publication of a new version of Manuals is a tremendous task. No matter how much the pages have been read, reviewed and edited, it is almost certain that there will be mistakes that were missed, links that do not work or words/sections that should have been underlined because they represent changes in practice. Please join us in the completion process by letting us know when you find a problem, mistake or link issue by emailing our Program Manager, Marc Medwed at marc@acpe.edu. We will work diligently to make corrections.

Questions or Feedback on the new software that we are using for the Manuals? Let us know! Email marc@acpe.edu.