Manual Revisions and Updates

By Marc Medwed, ACPE Program Manager

We are in a three phase process for updating ACPE Standards and manuals:

- Interim revisions to the 2010 manuals – on the ACPE website now and in effect through December 31, 2015;
- 2016 manuals – to be published September 2015 and go into effect January 1, 2016;
- Revisions related to work of Certification task forces when work completed, presented to the Board and members, with ample time for review and implementation.

We would like to extend a big thank you to Jerry Williamson for her continued work on our manual revision process. The Interim revisions to the 2010 manuals are now posted on our website. These interim revisions to the 2010 manuals include clarifications of various policies and procedures as well as an update to the Certification Manual highlighting the shift in policy adopted by the Board of Representatives related to becoming an ACPE Supervisor. Please note that substantive changes are highlighted in yellow throughout the text. These manuals will be in effect for the remainder of 2015.

In addition to the highlighted changes, procedures for processing complaints have been reviewed and clarified in the appendices of the Ethics, Accreditation and Certification Manuals and a new complaint form created. These changes are not necessarily highlighted.

We are in the process of finalizing the content for new Manuals that will be published in mid-September 2015 for implementation starting January 1, 2016. The 2016 manuals will be consistent with the policies and procedures in the interim revisions and will include additional clarifications and changes previously sent to the membership for feedback.

If you are in the midst of the Certification process, you will utilize the 2010 Certification Manual with Interim Revisions March 2015 as your guide. The 2016 manuals will not alter the Certification process in any substantive manner. The Certification Reform Task Force work now underway will not be completed until May 2016, where it will be presented to the Board, then to the membership, and ultimately added to a new version of the Manuals, with clear announcements and time built in to learn and understand any process changes that might take place.

For Accreditation, none of the changes will impact centers in the process of reviews for this year. The 2016 manual will include revised forms, including centers’ annual reports and Five and Ten Year reviews and appendices.

As we work to update and review our policies and procedures, please remember that the Manuals on our website reflect the most current and up to date policies, procedures and practices of ACPE and supersede any previous versions of the Manuals, whether electronic or printed.

If you are unsure of a policy or how something is supposed to happen after reading the updated Manuals, please be in touch with us so that we can help you. You can email Marc Medwed, Program Manager with general questions or concerns. You can also be in touch with Sheila Hawk with any Certification process questions or with Kimberly Yates for any Accreditation process questions.
ACPE Manual Revisions and Updates

- Clarification of various policies and procedures
- Update to Certification Manual to reflect the shift in policy adopted by the Board as related to ACPE Supervisor
- Updated Complaints Processes
- Anyone currently in the Certification process utilizes this as their guide.

2010 Manuals with Interim Revisions in March 2015

- Will be published in mid-September for implementation on January 1, 2016.
- Policy/Procedure changes previously sent to the membership for feedback.
- Certification process will not be changed in any substantive way.

2016 Manuals

- Revised forms for Accreditation reviews that will take place in 2016.

Task Force Work

- Certification Reform Task force is set to complete its work by May 2016, to present to the Certification Commission, the Board, then membership, and then publication in a future manual.
- All other task forces are on a similar schedule.