



Guidelines for Submitting an Electronic Accreditation Application - 2012

NACEP will only accept electronic applications in 2012. The intent of these guidelines is to facilitate the compilation and review of NACEP applications. It should provide a standardized structure to help applicants organize their materials and to help reviewers access applications. Applicants are not required to follow these guidelines, they are recommendations not requirements. However, be advised that the guidelines have been crafted to help applicants organize and present their materials in a positive fashion.

A secure, password-protected document upload site will be created for each applicant on an online file sharing service. The system will include the following directory structure:

- Program Description
- Curriculum Standards
 - Standard C1
 - Standard C2
 - Standard C3
- Faculty Standards
 - Standard F1
 - Standard F2
 - Standard F3
 - Standard F4
- Student Standards
 - Standard S1
 - Standard S2
 - Standard S3
- Assessment Standards
 - Standard A1
 - Standard A2
 - Standard A3
- Evaluation Standards
 - Standard E1
 - Standard E2
 - Standard E3
 - Standard E4
- Evidence for multiple standards

Programs are encouraged to organize their applications locally following the same format for ease of uploading.

Recommendations for Preparing Electronic Accreditation Applications

1. When required evidence calls for a description, the description can be a part of a coversheet or in a separate document.
2. Do not include duplicate copies of evidence if requested for multiple standards. Coversheets should instead provide clear references to the location of the files.
3. Any links in coversheets open in a new browser or Acrobat window. Do not include documents stored within documents.
4. Acceptable file formats are PDF, DOC(X), XLS(X), PPT(X), or HTML.
5. File names should contain the relevant standard (e.g., C2 Letter).
6. Maximum file size is 15 MB. Scanned documents should be provided in PDF format and should balance resolution with file size, generally less than 1MB per page.
7. Pages in a document are legible without having to be rotated by the reader.
8. For paired documents such as syllabi and assessments, each file name should include the discipline and identify the document as either CEP or campus. For example, a program that offers CEP courses in five different disciplines would have an A1 syllabus folder containing 10 files:

Art A109 CEP

Art A109 Campus

Biology L104 CEP

Biology L104 Campus

English W131 CEP

English W131 Campus

History H105 CEP

History H105 Campus

Political Science Y103 CEP

Political Science Y103 Campus

9. For Standard C1, if a PDF of the entire campus course catalog is included for Required Evidence 1, provide a catalog page number for each course offered through the CEP. If a link to the college course catalog is included, include direct links to the specific courses for each course offered through the CEP.
10. Applications should use a consistent list of disciplines for Program Description and standards requiring evidence from all disciplines (C2, C3, F3, A1, A2, A3) including the NACEP Assessment Standard form signed by faculty.

We strongly encourage applicants to have someone who is not familiar with the program review the application so they can comment on the organization and clarity.