**ACPE Accreditation Commission**

**Five Year Review Postponement Report – Part I**

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| --- |
| Submission Date:  |
| Accredited Center: |
| Center ID#: | ACPE Region: |
| Address: |
| Supervisor (s): |
| Supervisor Telephone: | Email: |
| Sponsoring Institution/Agency: |
| Administrator to whom program reports: |
|   | Name: | Title: |
|   | Telephone: | Email: |
| Regional Reviewer: |
| Regional Chair: |
|  |
| **Accreditation Requirements:** |
| 🗹 | Regional Accreditation Review | 🞎 | National Commission Reviewer | 🗹 | Commission Action Required |
| **Time Requirements:** the Regional Accreditation Chair or designee will review the center’s student handbook and submit a written report to the Commission due at the next scheduled meeting of the Commission. If deficiencies are noted, the regional accreditation committee will schedule a limited site review**Reports:** Reviewers’ Report Part I due within 14-days of the last day of the visit (postmarked) Center’s Response due within 30 days of Reviewer’s Report Part I (postmarked) |
| **Copy:** | 🞎 | Commission Chair | 🞎 | Center Administrator | 🞎 | ACPE National Office |
| 🗹 | Regional Accreditation Chair | 🞎 | Accreditation Manager | 🞎 | Regional Director |
|  |

 Checklist: Materials submitted

* 1.1. Accreditation Review Request and Face Sheet
* 1.2. Statement from ACPE that the center is in good standing (including notice that the postponement fee was received.
* 1.3. Statement from the Region that the center is in good standing
* 1.4. Student Handbook
* 1.5. Appendix 5, [Part I](https://acpeincatl-my.sharepoint.com/personal/marc_acpe_edu/Documents/2016%20Appendices%20for%20Website/Accreditation%20Links/APPENDIX%205-Center%20%26%20Reviewer%20Checklist-Part%20I%20Assessment.pdf) and [Part II](https://acpeincatl-my.sharepoint.com/personal/marc_acpe_edu/Documents/2016%20Appendices%20for%20Website/Accreditation%20Links/Accreditation%20APPENDIX%205-Part%20II%20Assessment%20of%20CPE%20Program%20Infrastructure%20and%20Educational%20Implementation.pdf) *2016 Accreditation Ma*nual received

Identify circumstance that led to the Center’s request for postponement. Describe how the center is moving to address those concerns. List related standards issues, if any, that need to be addressed and seek additional information from the center.

Assess the Student Handbook’s compliance with ACPE Standards. List standards issues from the handbook that need to be addressed by the center in its response to this preliminary report.