ACPE ACCREDITATION COMMISSION

REGIONAL **REVIEWER REPORT TO ADD A COMPONENT SITE**

**Submission date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Region**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Component site location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Component site supervisor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**System center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisors at accredited system center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Types of programs: CPE Level I /Level II \_\_\_\_\_ Supervisory CPE \_\_\_\_\_**

**Evaluation of Materials:**

1. Material Submitted

\_\_\_\_ 1.1. Accreditation Review Request and Face ([*2016 Accreditation Manual* Appendix 3](https://acpeincatl-my.sharepoint.com/personal/marc_acpe_edu/Documents/2016%20Appendices%20for%20Website/Accreditation%20Links/APPENDIX%203.pdf)),

\_\_\_\_\_ 1.2. Materials (three copies) prepared for submission to Regional Accreditation Chair

\_\_\_\_\_\_ 1.3. Statement of good financial standing from ACPE;

\_\_\_\_\_\_ 1.4. Statement of good financial standing from region;

\_\_\_\_\_\_ 1.5. Revised administrative plan demonstrating:

\_\_\_\_\_\_a. Linkage between component site and central administrative authority; and

\_\_\_\_\_\_b. Organization of component to offer programs in compliance with ACPE

Standards;

\_\_\_\_\_\_ 1.6. Site-specific student handbook; and

\_\_\_\_\_\_ 1.7. [Appendix 5, Part I, *2016 Accreditation Manual*](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) indicating where in the student handbook(s) required standards are addressed.

\_\_\_\_\_ 1.8. Materials (three copies) submitted to Regional Accreditation Chair at least forty- five days (postmarked) prior to the start of any program at the component site.

2. Summarize Request for Addition of a Component Site

3. Evaluate:

\_\_\_\_\_ 3.1. a revised administrative plan, demonstrating linkage of component to central administrative authority and organization of component site to offer programs in compliance with ACPE Standards;

\_\_\_\_\_ 3.2. site-specific student handbook; and,

\_\_\_\_\_ 3.3. [*2016 Accreditation Manual* 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)

4. Evaluate if the student handbook is in compliance.

5. Identify requests for additional information from accredited member center, if any, and describe accredited member center’s response to request for additional information.

6. Include additional critique and/or recommendations.

7. Indicate regional committee recommendation:

a) Grant addition of component site with or without recommendations or notations, or

b) Deny request for to add a component site.

**Reviewers:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_