ACPE ACCREDITATION COMMISSION

REGIONAL **REVIEWER REPORT TO ADD A PRE-ACCREDITED CENTER**

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

**Component site to be accredited: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Component site supervisors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Accredited member system center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisors at accredited member 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 Sheet ([Appendix 3](https://acpeincatl-my.sharepoint.com/personal/marc_acpe_edu/Documents/2016%20Appendices%20for%20Website/Accreditation%20Links/APPENDIX%203.pdf))

\_\_\_\_\_ 1.2.Feasibility study and other required materials completed:

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

\_\_\_\_\_ b. *Center Disclosure Information* form ([Appendix 4](https://acpeincatl-my.sharepoint.com/personal/marc_acpe_edu/Documents/2016%20Appendices%20for%20Website/Accreditation%20Links/Accreditation%20APPENDIX%204-Center%20Disclosure%20Information.pdf));

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

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

\_\_\_\_\_ e. List of professional advisory group members (name and title);

\_\_\_\_\_ f. Student handbook (primary document for assessing compliance with many ACPE standards; material does not need to be duplicated in feasibility study document);

\_\_\_\_\_g. [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), indicating where in the student handbook(s) required standards are addressed; and

\_\_\_\_\_h. Feasibility study includes:

\_\_\_\_\_ 1. Description of feasibility study process and methodology

\_\_\_\_\_ 2. Description of professional advisory group’s involvement

\_\_\_\_\_ 3. Documentation of how center plans to comply with ACPE standards (do not repeat material in student handbook)

\_\_\_\_\_4. Report of changes proposed as result of feasibility study

\_\_\_\_\_ 5. Assessment of potential to comply with standards (strengths/limitations)

\_\_\_\_\_ 6. Description of center’s future plans.

\_\_\_\_\_7. Copy of all required materials sent to each member of the regional site visit team at least 30 days (postmarked) prior to site visit.

2. Summarize request to become a Candidate center.

3. Date provisional status given: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Evaluate if the student handbook is in compliance.

5. Additional critique and/or recommendations.

6. Regional committee recommendation:

 6.1. Grant candidate status;

6.2 Specify areas of deficiency and require the center to report on corrective actions within a specified time, not to exceed one year; or

 6.3 Deny candidate status.

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

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