**Part I Review**

The Part I Review is a quick check to ensure that all of the items that are required to be in the Accreditation Portfolio have been uploaded. This part of the review process is not an assessment of a center’s materials.

The Accreditation Portfolio Checklist is a comprehensive list of the items that are identified as required to be in the portfolio for each standard in the manual see [ACPE Standards and Portfolio Expectations](https://www.manula.com/manuals/acpe/acpe-manuals/2016/en/topic/acpe-accredited-program-standards) for more information.

The checklist requires the reviewer to check either YES if the item is included in the portfolio or NO if there is nothing in the portfolio for that item. The checklist also provides a space for notes, should the reviewer notice that something is misfiled, mislabeled, or appears incomplete.

If any items are missing, the reviewer (or National Site Team Chair (NSTC) if the review is in preparation for a site visit), will contact the center to inquire about the missing items.

**Part II Review**

In years 3 and 6 of the new cycle, reviewers will do a comprehensive review of the center’s accreditation portfolio. The Part II Review assumes a successful completion of the Part I Review, so the assessment now looks at the content/quality of the materials. In years 1, 2, 4, and 5, the Part II Review will be a limited focus review of the portfolio, as determined in advance by the Accreditation Commission.

The Part II Review will utilize the Accreditation Portfolio Summary Sheets, which are organized by standard. For each standard, the required items are listed, along with three check boxes for the reviewer:

1. **Needs Additional Information**: When this box is checked, it indicates that the center has submitted materials for this item, but it is unclear if they are meeting the standard. The reviewer will provide written comments for any items in this category to give the center guidance as to what is needed. This will be done at the bottom of the summary page. If an item is checked as ‘Needs Additional Information,’ the center will have 14 days to provide the requested revision/additional information. The Commission expects that this also will be an opportunity for dialogue between the center and the reviewer.
2. **Accomplished**: When this box is checked, it indicates that the center’s materials demonstrate compliance for this item and the standard. While the reviewer may add notes for the center as suggestions, it is important to remember that each item is assessed based on the center’s story and data, not based on the way the review team thinks it should be done. ***PLEASE NOTE:*** ***This is the minimum level of achievement that a center must reach in order to remain in good standing with their accreditation.***
3. **Exemplary**: When this box is checked, it indicates that the center’s materials not only meet compliance for this item and the standard, but that the materials/presentation demonstrate best practice, are worthy of commendation, and may be shared (with permission) with other centers. The reviewer may add notes to the center, but no action is required from the center for this.

When the Part II Review is complete, the NSTC/reviewers will have developed a more comprehensive understanding of the center’s story. This knowledge will serve as the basis for additional conversation, updating of materials as needed, and as appropriate, the on-site review. Any items that do not demonstrate compliance will be documented with a [Letter of Non-Compliance](https://www.manula.com/manuals/acpe/acpe-manuals/2016/en/topic/compliance-with-standards).

Center Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date(s) of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer Name(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Standard 1: Educational Environment**

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| --- | --- | --- |
| **Item** | **Reviewer Compliance Assessment** | **Notes** |
| 1. Individualized Learning Plans | [ ]  Yes [ ]  No |  |
| 2. Clinical Site Descriptions and Agreements | [ ]  Yes [ ]  No |  |
| 3. Evidence of Student Engagement | [ ]  Yes [ ]  No |  |
| 4. Measuring Student Achievement | [ ]  Yes [ ]  No |  |
| 5. Biographical Information | [ ]  Yes [ ]  No |  |
| 6. Video Conferencing (if applicable) | [ ]  Yes [ ]  No |  |

**Standard 2: Curriculum**

|  |  |  |
| --- | --- | --- |
| **Item** | **Reviewer Compliance Assessment** | **Notes** |
| 1. Written Curriculum | [ ]  Yes [ ]  No |  |
| 2. Presentation of Curricular Features | [ ]  Yes [ ]  No |  |
| 3. Curriculum Crosswalk | [ ]  Yes [ ]  No |  |
| 4. Written Plan for Curricular Review | [ ]  Yes [ ]  No |  |
| 5. Presentation of the Impact of Revisions | [ ]  Yes [ ]  No |  |

**Standard 3: Educational Resources**

|  |  |  |
| --- | --- | --- |
| **Item** | **Reviewer Compliance Assessment** | **Notes** |
| 1. Student Support Services/Academic Resources Description and Impact | [ ]  Yes [ ]  No |  |
| 2. Unique Components of the Center as a Learning Environment | [ ]  Yes [ ]  No |  |
| 3. Educator Workload and Peer Group Size Analysis | [ ]  Yes [ ]  No |  |
| 4. Faculty Engagement in Professional Development | [ ]  Yes [ ]  No |  |

**Standard 4 – Management of CPE Programs**

|  |  |  |
| --- | --- | --- |
| **Item** | **Reviewer Compliance Assessment** | **Notes** |
| 1. Student Handbook | [ ]  Yes [ ]  No |  |
| 2. Locally Filed Complaints and Resolution | [ ]  Yes [ ]  No |  |
| 3. Publications, Provision of Information | [ ]  Yes [ ]  No |  |
| 4. Policy Review and Analysis of Changes | [ ]  Yes [ ]  No |  |

Center Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date(s) of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewer Name(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Standard 5 – Infrastructure and Financial Resources**

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| **Item** | **Reviewer Compliance Assessment** | **Notes** |
| 1. Financial Plan/Budget | [ ]  Yes [ ]  No |  |
| 2. Stakeholder Engagement in Program Assessment | [ ]  Yes [ ]  No |  |
| 3. Alignment with Sponsoring Institution/Agency | [ ]  Yes [ ]  No |  |
| 4. Organizational Chart | [ ]  Yes [ ]  No |  |
| 5. Student Enrollment and Completion  | [ ]  Yes [ ]  No |  |

**Standard 6 – Continuous Improvement**

|  |  |  |
| --- | --- | --- |
| **Item** | **Reviewer Compliance Assessment** | **Notes** |
| 1. Plan and Procedure for Program and Operations Assessment with Analysis | [ ]  Yes [ ]  No |  |
| 2. Summary of Changes | [ ]  Yes [ ]  No |  |
| 3. Educator/Faculty Hiring and Evaluation Processes | [ ]  Yes [ ]  No |  |

**Standard 7 – Ethical Integrity and Cultural Responsiveness**

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| --- | --- | --- |
| **Item** | **Reviewer Compliance Assessment** | **Notes** |
| 1. Professional Development opportunities for staff | [ ]  Yes [ ]  No |  |
| 2. Development Initiatives for Students | [ ]  Yes [ ]  No |  |
| 3. Feedback from PAG and other Stakeholders | [ ]  Yes [ ]  No |  |
| 4. Non-Discrimination Polices | [ ]  Yes [ ]  No |  |
| 5. Demonstration of the Development and Integration of Inter-Cultural Competence | [ ]  Yes [ ]  No |  |
| 6. Examples of Culturally Responsive Student Support Services | [ ]  Yes [ ]  No |  |
| 7. Presentation on How Center Ensures Awareness of Complaint Procedures and Code of Ethics | [ ]  Yes [ ]  No |  |
| 8. Presentation on How Center Creates a Relational Learning Environment | [ ]  Yes [ ]  No |  |

**Standard 1:** A center has an educational plan that engages its students in a process model of education and clinical method of learning, ensuring an educational environment and clinical population that present appropriate learning opportunities, sites, and placements for student engagement and spiritual care.

***Indicators: Assess each of the following items.***

1. **Utilization of the process model of education and the clinical method of learning**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

1. **Utilization of clinical placements**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary [ ]  Not Applicable

1. **Engagement of students in the learning process and the use of individualized learning plans**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

1. **Process of evaluation for measuring student learning in relation to ACPE Objectives and Outcomes for CPE Level I/Level II or Competencies for Certified Educator CPE**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

1. **Utilization of video conferencing as a modality and how it serves to fulfill educational goals (If applicable)**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary [ ]  Not Applicable

***An explanatory comment is required for any items above that are rated as “Needs Additional Information.”***

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| **Item Letter** | **Reviewer Feedback/Notes** |
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**Standard 2:** A center has an articulated curriculum for its educational programs and demonstrates a continuous process for improvement of its curriculum.

***Indicators: Rate each of the following.***

1. **Articulation of the knowledge, skills, attitudes, and values that it expects students to gain in their program.**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

1. **Evidence of alignment with ACPE Objectives and Outcomes or Competencies (If applicable)**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

1. **Defined process for continuous review, assessment, and updates (action-reflection-action)**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

1. **Engagement of its stakeholders in the review process**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

1. **Utilization of the 400 hours required for a unit or the 240 hours required for a half unit of CPE.**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

***An explanatory comment is required for any items above that are rated as “Needs Additional Information.”***

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| **Item Letter** | **Reviewer Feedback/Notes** |
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**Standard 3:** A center provides the framework and resources necessary to support and facilitate student learning.

 ***Indicators: Rate each of the following.***

1. **Student Support Services and how students are made aware of them**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

1. **Utilization of its context as a learning environment**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

1. **Academic Resources and how they are utilized by students**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

1. **Determination of educator workload and peer group size**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

1. **Professional development plan for its faculty**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

1. **Fulfillment of the policies related to changes in centers**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

***An explanatory comment is required for any items above that are rated as “Needs Additional Information.”***

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**Standard 4:** A center demonstrates consistent and fair management of its programs for all students.

 ***Indicators: Rate each of the following.***

1. **Defined process for continuous review of policies and procedures**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

1. **Alignment of the center’s policies and procedures with ACPE Policies and Procedures**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

1. **Process and mechanisms for communicating policies, curriculum, and program expectations to students and to the general public, including its accredited status. All statements in advertising, catalogs, publications, recruiting, and academic calendars shall be accurate at the time of publication. Publications that advertise a center’s programs shall include the type(s) and level(s) of education offered and the ACPE telephone number and website address.**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

***An explanatory comment is required for any items above that are rated as “Needs Additional Information.”***

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| **Item Letter** | **Reviewer Feedback/Notes** |
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**Standard 5:** A center demonstrates financial resources, effective leadership, collaborative relationships with stakeholders, and the structures and processes necessary to meet program goals during the period of its accreditation and employs a planning process which allows for sustainability and continuing vitality.

***Indicators: Rate each of the following.***

1. **Utilization of a financial/budget planning process.**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

1. **Alignment of center goals with its sponsoring institution’s/agency’s goals**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

1. **Utilization of advisers (i.e. Professional Advisory Group or other named interdisciplinary and representative members from the center’s institution/agency, community and stakeholders)**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

1. **Faculty, staff, and student function/participation in light of the service needs of the institution/agency and within any department or managerial subsection thereof**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

1. **Student enrollment data since the center’s previous accreditation (six years)**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

***An explanatory comment is required for any items above that are rated as “Needs Additional Information.”***

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**Standard 6:** A center demonstrates how it addresses continuous improvement of its operations and program management.

***Indicators: Rate each of the following.***

1. **Plan for assessment of its operations and overall program that includes accountability for compliance with all ACPE Standards, Policies, and Procedures.**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

1. **Utilization of a systematic and evidence-based plan/process at regular intervals to assess students’ experience of the learning environment from application to completion**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

1. **Process for implementing improvements based upon assessment results**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

1. **How the center chooses and assesses Certified Educators, faculty and candidates**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

1. **Maintenance of their accreditation portfolio**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

1. **Attention to accreditation requirements and the timely submission of all required forms**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

***An explanatory comment is required for any items above that are rated as “Needs Additional Information.”***

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**Standard 7:** A center upholds ACPE Values and evidences ethical conduct and responsibility.

***Indicators: Rate each of the following.***

1. **Embodiment of ACPE values in the management of its educational program and conduct of its business.**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

1. **Policies and practices designed to promote both awareness and understanding of the diversity of race, ethnicity, religious/spiritual tradition, sexual orientation, gender identity, gender expression, age, disability, and culture that are part of the fabric of ACPE**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

1. **Alignment and consistency with ACPE values and center policies and practices**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

1. **Ensuring adherence to the ACPE Code of Professional Ethics for its educators and for its students where appropriate**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

1. **Learning environment**

[ ]  Needs Additional Information [ ]  Accomplished [ ]  Exemplary

***An explanatory comment is required for any items above that are rated as “Needs Additional Information.”***

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