



UCNS Accreditation Interface Instructions

Introduction

This document provides instructions for using the Accreditation Interface. Information specific to accredited programs and non-accredited programs, as well as general information, is included and is identified throughout the document. It is important to note that the most recent information on file with UCNS has been entered into the Accreditation Interface for all programs accredited December 1, 2016 and before, therefore, accredited programs **DO NOT** need to request access or to begin with a program information form (PIF).

The information provided in this document is ordered as follows:

1. Background
2. Tips for Existing Programs
3. Section-Specific Requirements
4. Instructions
 - a. Requesting Access – *New Programs Only*
 - b. Completing a Program Change Request
 - c. Logins and Passwords – *Existing Programs Only*
5. Troubleshooting
6. Frequently Asked Questions

Background

To streamline the information submission process and keep program information up-to-date, the UCNS is pleased to introduce the online UCNS Accreditation Interface. The online Accreditation Interface will allow you to keep your program information up-to-date on an ongoing basis without having to replicate submitted information. Once a program is accredited, most information will be carried over from submission-to-submission, resulting in less duplication of effort by program personnel.

To ensure that UCNS has the most current information about its programs, we will be requesting information on an annual basis using an annual reporting system. The annual report is not as comprehensive as a program information form (PIF) or a reaccreditation information form (RIF); however, most of the information requested in the annual report is the same information that is already provided in the PIF and RIF. Submission of the annual report ensures that less time is spent entering reaccreditation information because the Accreditation Interface will be updated on an annual basis instead of only at the time of reaccreditation.

Although the submission method has been changed, the accreditation process remains the same, beginning with a PIF. Once accreditation is achieved, programs will still be required to submit periodic reports. All programs must submit annual reports and RIFs. In between the required reports, programs may also have to submit progress reports and/or program change requests. Another benefit of the Accreditation Interface is that it maintains all program submissions in one secure location. Programs may access their accreditation documents at any time by logging into the Accreditation Interface. If a program chooses, options to reprint program submissions or download and save the documents locally are also available.

Tips for Existing Programs

The UCNS staff has entered the most recent information on file for programs that were accredited as of December 1, 2016. Because some of the applications entered date back to 2011 or 2012, some information requested in the Accreditation Interface was not previously requested. The information may also have been requested in a slightly different way, which resulted in an answer that does not best fit the revised question. For programs completing their first data submission in the Accreditation Interface it is important to:

1. Review all information carried forward and adjust responses as necessary.
 - a. Responses that were previously accepted may no longer be fully applicable due to revisions to the application questions.
 - b. Fields may have been left blank because a question may be new since the program's last submission. The program **must** still provide a response – blank responses are not accepted. If an answer is not applicable, indicate "NA."
 - c. Information was copied and pasted directly from your previous submission and may contain typos. Please review and correct typos, which should now be identified.
 - d. Please check the accuracy of the information that was entered and correct if necessary.
2. Note that some areas of information, e.g., *Fellow Information*, do not carry over from previous submissions and must be updated each year.
3. Complete the submission as accurately and completely as possible.
4. The first annual report submission is a pilot program. While an annual report has not been required in the past, the information requested is largely taken from the accreditation application that you have previously submitted. Adverse accreditation actions will not result from the inaugural reporting period. Instead, UCNS will use the information submitted in the first annual reports to set future thresholds and to determine if the correct information is being requested in the best way to be most beneficial for UCNS and its accredited programs moving forward. Submission of an annual report is required of all accredited programs.
5. Save your work often. The Accreditation Interface offers two save options: "Save" and "Save and Complete." "Save" allows you to enter information and exit the system without completing a section. "Save and Complete" should be used when all information requested has been entered into the section. **There is no auto-save during the entry process.** You must always save before logging out of the system. If you are in the process of completing a long section and your internet connection is interrupted, you will lose your work if you have not saved it.
6. Please be concise when responding to questions requiring a narrative. Most fields are limited to 10,000 characters (including spaces). Some fields, such as the faculty roles, are limited to 25 characters.

Section-Specific Requirements

The following information is provided for your reference while completing a submission in the Accreditation Interface:

ALL PROGRAMS are reminded to **SAVE YOUR WORK OFTEN.**

- The Accreditation Interface offers two save options: “Save” and “Save and Complete.”
 - “Save” allows you to enter information and exit the system without completing a section.
 - “Save and Complete” should be used when a program has completed a section and is ready to proceed to another section.
- **There is no auto-save during the entry process.**
 - You **must** always save before logging out of the system.
 - If you are in the process of completing a long section and your internet connection is interrupted, you will lose your work if you have not saved it.

Please be concise when responding to questions requiring a narrative. Most fields are limited to 10,000 characters (including spaces). Some fields, such as the faculty roles, are limited to 25 characters.

- If you receive an error when trying to save a narrative response, you will need to shorten it.
 - If the error is “Unable to load page,” select the back button and reenter your shortened response.
 - If the error indicates that you have exceeded the number of allowed characters, shorten your response and save again.

The section-specific information included on the following pages is formatted as shown here:

The Section name – and where the information was located in previous paper submissions

The form you are completing

What submissions require this information: e.g., a RIF, program change, etc.

What information will be needed for the program in order to complete the section.

Continuing Application Introduction – located at beginning of RIF

Continuing Application Introduction

Included submissions: RIF, progress report (if applicable)

Programs are asked to:

1. Please provide a narrative statement outlining the following regarding your program:
 - Accomplishments
 - Challenges
 - Relevant Changes
2. Please address any issues from your last accreditation notification letter

Institutional Affiliation – located in Section 2 of PIF/RIF

Sponsoring Institution

Included submissions: PIF, RIF, progress report (if applicable), program change request (if applicable)

Programs are asked to provide the following institution information:

1. Name
2. Address
3. Type of Institution
4. Ownership type
5. If the institution:
 - a. Sponsors a core residency program
 - b. Is ACGME accredited
 - i. Duration of current ACGME accreditation and date of next review
 - c. If the sponsoring institution has an affiliation with a medical school(s)
 - i. If yes, name of the medical school(s)
6. Name and credentials of the ACGME Designated Institution Official

Primary Institution

Included submissions: PIF, RIF, progress report (if applicable), program change request (if applicable)

Programs are asked to provide the following institution information:

1. Whether the primary institution is the same as the sponsoring institution
2. Name
3. Address
4. Name and credentials of the person responsible for oversight of training at the institution



Participating Institution

Included submissions: PIF, RIF, progress report (if applicable), program change request (if applicable)

If a program does not utilize a participating institution for training, no institution should be added and the program should click “Complete Participating Institution” without providing any participating institution information.

If a program has one or more participating institutions, they must select “Add Institution” for a new participating institution or “Edit Institution” to review/edit an existing institution. Programs may also delete an institution that is no longer being used by selecting “Remove Institution.”

Programs are asked to provide the following for participating institutions:

1. Name
2. Address
3. Name and credentials of the person responsible of oversight of training at the institution
4. Distance from the primary institution (in miles)
5. Travel time from the primary institution (in minutes)
6. The type of rotation (elective, required, or both)
7. Year one/two fellow rotation duration
8. Brief educational rationale for the use of this institution

Overseeing Department

Included submissions: PIF, RIF, progress report (if applicable)

If a program does not have a relationship with a core residency program, no department should be added and the program should click “Complete Overseeing Department” without providing any overseeing department information.

If a program has a relationship with one or more core residency programs, they must select “Add Department” for a new residency program or “Edit Department” to review/edit an existing one. Programs may also delete a relationship with a program that is no longer being used by selecting “Remove Department.”

Programs are asked to provide the following for participating institutions:

1. Name
2. Address
3. Specialty
4. Website address
5. Name of program director
6. Date program approved for ACGME accreditation
7. Next accreditation review date

Fellow Information – located in Section 3 of PIF/RIF

Fellow Enrollment

Included submissions: PIF, RIF, progress report (if applicable), program change request (if applicable)

Programs are asked to provide the following:

1. Requested enrollment for years one, two (if applicable), and three (if applicable)
 - a. A number must be provided – this is where the program indicates how many fellows it wishes to enroll in each year of the program. Even if no fellow has been enrolled in the program, the number that is the maximum enrollment per year must be provided.
 - b. If the program is a multi-year program, a number must be provided for each year
2. Currently enrolled fellows for years one, two, and three, as applicable
 - a. If there are no fellows enrolled, leave as “0”
3. Whether the program plans to train non-ACGME or non-RCSPC trained fellows
 - a. If yes, the program must describe what effect enrollment of non-UCNS certifiable physicians will have on faculty resources
4. Fellow information for any fellow currently enrolled in the program, including (if no fellows are enrolled, no information should be entered):
 - a. Fellow name
 - b. Credentials
 - c. ABMS/RCSPC certification
 - d. Medical school
 - e. Prior GME training

Fellow Completion Information

Included submissions: PIF, RIF, progress report (if applicable)

Programs are asked to provide the following:

1. Aggregate data of fellows completing/not completing the program and the reason, over the past five years, including:
 - a. Number of graduates
 - b. Number of withdrawals
 - c. Number of transfers out of the program
 - d. Number of leaves of absences
 - e. Number dismissed
2. Fellow information for all fellows who completed the program, including:
 - a. Name
 - b. Credentials
 - c. Start date
 - d. Actual date of completion
 - e. Practice Position
 - f. ABMS/RCSPC certification
 - g. UCNS certification
3. If no fellows have completed the program in the past five years, no information should be entered

Faculty and Personnel – located in Sections 1 and 4 of PIF/RIF

Program Director Information

Included submissions: PIF, RIF, progress report (if applicable), program change request (if applicable)

Programs are asked to provide the following information about the program director:

1. Name
2. Credentials
3. Address
4. Telephone number
5. Fax Number
6. Email address
7. Date first appointed
8. Primary specialty board certification and most recent certification/recertification date
9. Secondary specialty board certification and most recent certification/recertification date
10. UCNS certification
11. Years/months teaching GME in the subspecialty
12. Is a full-time staff member of the sponsoring or primary institution
13. Has a current license to practice medicine in the state of the sponsoring or primary institution
14. Is based at the primary teaching institution
15. Number of hours per week (in percentages) spent in clinical (patient care), administration (administrative duties), research, and education (instructing fellows and preparing instructional materials)
16. Is also the department chair
 - a. If not, the program is asked to provide the name and credentials for the department chair

Program Director Experience and Qualifications

Included submissions: PIF, RIF, progress report (if applicable), program change request (if applicable)

Programs are asked to provide the following information about the program director:

1. Description of the program director's qualifications in the subspecialty, including her or his appropriate qualifications in clinical, educational, and administrative abilities as well as experience in the field
2. Listing of the program director's educational experience and abilities
 - a. Examples should demonstrate the program director's prior and ongoing experience in teaching, lecturing, or writing on topics related to the subspecialty as well as experience in administration of programs
3. Listing of the program director's CME activities related to the subspecialty
4. Description of the program director's overall responsibilities and activities ensuring that all responsibilities listed in the program requirements are addressed

Faculty Information

Included submissions: PIF, RIF, progress report (if applicable), program change request (if applicable)

Programs are asked to provide the following information for all core and other faculty members.

1. Name
2. Credentials
3. Role in the curriculum
4. UCNS certification status (certified, eligible, or none)
5. Faculty type (Core or Other)

Please note: The program director information is auto-populated from the information submitted in the previous section and may not be edited.

Facilities and Resources – located in Section 5 of PIF/RIF

Facilities and Resources

Included submissions: PIF, RIF, progress report (if applicable)

The program is asked to provide the following information about its facilities and resources:

1. If there is administrative support for the fellowship and program director and fellows
2. If the fellows have space to complete administrative responsibilities
3. If fellows have access to office equipment such as copiers and projectors
4. If the fellows and faculty have access to reference materials such as textbooks, journals, and online databases
5. Description of the facilities used for conferences

Educational Program – See each section below for specifics regarding where information could be found in previous PIF/RIF submissions

Program Construction and Flexible Fellowships – New

Included submissions: PIF, RIF, progress report (if applicable), program change request (if applicable)

The program is asked to provide the following information about the program:

1. The program's duration (in months), including all options from which fellows may choose
2. How many fellows may be enrolled in the fellowship at any given time
3. If all fellows are required to follow the same duration/format
4. If flexible fellowships are offered to fellows
5. If fellows are not required to follow the same format, describe how the program tracks fellow progression through the program

Curriculum – located in Section 6 of PIF/RIF

Included submissions: PIF, RIF, progress report (if applicable)

The program is asked to provide the following information about the program:

1. A brief narrative overview of the training program including a discussion of the program's strengths and challenges
2. Whether the program's goals and objectives have been/will be provided to fellows

Journal Club – located in Section 6 of PIF/RIF

Included submissions: PIF, RIF, progress report (if applicable)

The program is asked to provide the following information about the program:

1. If there is, or will be, a fellowship-specific journal club
 - a. If there is no journal club, describe what substitutes for it
2. Journal club attendance requirements for fellow(s) and faculty, including a description of the frequency of meetings and the organization of the journal club

Program Policies – located in Section 6 of PIF/RIF

Included submissions: PIF, RIF, progress report (if applicable)

The program is asked to provide the following descriptions:

1. The program director's supervision of fellows in each clinical setting
2. How compliance with ACGME duty hours is maintained
3. What policies are in place for responding to impaired fellows
4. How the program monitors fellow stress and provides counseling or support services to fellows

Educational Program – located in Section 6 of PIF/RIF

Included submissions: PIF, RIF, progress report (if applicable)

The program is asked to provide the following descriptions:

1. What teaching responsibilities fellows have
2. What performance criteria/milestones the program uses to determine how fellows are provided with progressive patient-care responsibility
3. Who is involved in the progressive patient-care responsibility decision making (e.g., program director, core faculty, or committee)

Evaluation – located in Section 8 of PIF/RIF

Fellow Evaluation

Included submissions: PIF, RIF, progress report (if applicable)

The program is asked to describe:

1. The methods and frequency of fellow evaluation
2. How and by whom feedback to fellows is provided and what remedial actions are taken in cases of deficiency, including the fellow evaluation records kept by the program



Faculty Evaluation

Included submissions: PIF, RIF, progress report (if applicable)

The program is asked to describe how the program director evaluates faculty, including how often the evaluation occurs and whether written evaluations by fellows are incorporated into the process

Program Evaluation

Included submissions: PIF, RIF, progress report (if applicable)

The program is asked to describe the system by which the program is evaluated and whether written evaluations by fellows are used

Curriculum Development

Included submissions: PIF, RIF, progress report (if applicable)

The program is asked to describe:

1. How written evaluations by fellows are used in the curriculum development process
2. The participation by fellows in the curriculum development and evaluation process
3. The process by which the training program goals and objectives are developed, who participates, and how often they are revised

Curriculum and Goals and Objectives Evaluation

Included submissions: PIF, RIF, progress report (if applicable)

The program is asked to describe:

1. The criteria used in assessing the extent to which goals and objectives are met
2. How often the goals and objectives are reviewed and how they are evaluated
3. How the performance by graduates on certifying examinations is used to evaluate the effectiveness of the program and to modify the goals and objectives

Appendix A – located in Appendix A of PIF/RIF

Appendix A

Included submissions: PIF, RIF, progress report (if applicable), program change request (if applicable)

The program must download the template provided for Appendix A and upload a completed and signed letter for each of the sponsoring, primary, and participating institutions identified in the “Institutional Affiliation” section.

- The sponsoring institution letter must be signed by the sponsoring institution’s ACGME designated institution official
- If the sponsoring and primary institutions are the same institution, only one letter needs to be submitted, but it still must be signed by the ACGME designated institution official

Appendix B – located in Appendix B of PIF/RIF

Appendix B

Included submissions: PIF, RIF, progress report (if applicable), program change request (if applicable)

The program must download the template provided in the Accreditation Interface for Appendix B and upload the completed documents for all faculty members listed in the “Faculty Information” section, beginning with the program director.

- A completed CV must be submitted for all faculty members listed
- The provided template must be used
 - NIH biosketches, complete CVs, or references such as, “See CV,” are not accepted
- All requested information must be provided
 - If something is not applicable, indicate “NA” in the appropriate field
- List non-ABPN certifications, including their dates, under “Other”

Appendix C – located in Section 6 of PIF/RIF

Appendix C

Included submissions: PIF, RIF, progress report (if applicable), program change request (if applicable)

The program must download the template provided for Appendix C and upload the completed Graphic Display of the Curriculum.

- If more than one curriculum option is offered to fellows, e.g., NCC one-year tracks, a clearly labeled graphic display must be submitted for all program options

Appendix D – located in Section 6 of PIF/RIF

Appendix D

Included submissions: PIF, RIF, progress report (if applicable)

The program must download the template provided for Appendix D and upload the completed program Goals and Objectives.

Appendix E – located in Appendix C of PIF/RIF

Appendix E

Included submissions: PIF, RIF, progress report (if applicable), program change request (if applicable)

The program must download the template provided for Appendix E and upload the listing of Formal Didactics.

- Sufficient detail (course titles) should be provided to determine that all required didactic content areas are addressed in the program

Appendix F – located in Section 6 of PIF/RIF

Appendix F

Included submissions: PIF, RIF, progress report (if applicable)

The program must download the template provided for Appendix F and upload the Clinical Components table.

Appendix G – located in Section 6 of PIF/RIF

Appendix G

Included submissions: PIF, RIF, progress report (if applicable)

The program must submit the institution’s policy on duty hours and a copy of the program’s call schedule.

- If there is no call schedule because fellows do not take call during the fellowship, a schedule need not be submitted. In place of the call schedule, programs must upload a document stating that there is no call
- The institution’s ACGME-compliant duty hour policy **must** still be submitted

Appendix H – located in Appendices, D, E, F, and Section 7 of PIF/RIF

Appendix H

Included submissions: PIF, RIF, progress report (if applicable)

The program must download the template provided for Appendix H and upload the Fellow Meeting Attendance, Research Projects, Publications, and Scholarly Activity table.

Appendix I – located in Appendix G of PIF/RIF

Appendix I

Included submissions: PIF, RIF, progress report (if applicable), program change request (if applicable)

The program must upload a sample of the program’s final fellow evaluation, which is used to evaluate fellows completing the program.

- The evaluation must include a statement regarding the fellow’s competency to practice as an independent practitioner in the subspecialty

Appendix J – located in predominantly in Section 6 of PIF/RIF

Appendix J – Autonomic Disorders, Clinical Neuromuscular Pathology, Headache Medicine, Neurocritical Care, Neuroimaging, and Neuro-oncology only

Included submissions: PIF, RIF, progress report (if applicable)

AD, CNMP, HM, NCC, NI, and NO programs must download the template provided for Appendix J and upload the completed subspecialty-specific information requested in the appendix.

- BNNP, GN, and NRR programs will not be prompted to upload this appendix

Signatures

Program Director Signature

Included submissions: PIF, RIF, progress report, program change request

The program is asked to provide:

1. The program director's name and signature
 - a. The signature must be preceded and succeeded by forward slash marks, /Jane Doe/
2. Program coordinator information, if applicable
 - a. Name, phone number, and email address

Upload Signature

Included submissions: PIF, RIF, progress report, program change request (if applicable)

The program must download the signature form and have it signed by the department chair and the sponsoring institution's designated institution official. The signed form must then be scanned and uploaded into the Signature section.

Instructions

Requesting Access

New Programs Only

To apply for accreditation, programs must first request login information. It is recommended that new programs first review the resources available on the UCNS website, such as the FAQs, Glossary, and program requirements specific to the subspecialty for which the program will apply before beginning the request form. Limited definitions are provided in the instructions below. The request form must be completed in its entirety. There is no option to “save and continue.”

1. Visit <http://tools.ucns.org/ai/request/accreditationrequest>
2. Complete all fields in the request form.
 - a. **You will not be able to save your work once you begin completing the form.** It is recommended that before you begin, you gather the following information:
 - i. Primary institution’s name and address and the department chair’s name.
 1. The *primary institution* is the institution where the majority of the program’s instruction will occur.
 - ii. Program Director’s name, address, email, and phone number
 - iii. Sponsoring institution’s name and address and the ACGME Designated Institution Official’s Name
 1. The *sponsoring institution* is the ACGME-accredited institution that has agreed to provide oversight to the program. This institution may or may not be the same as the primary institution.
 - iv. The subspecialty for which the program is seeking accreditation.
 - v. The estimated date when the PIF will be submitted.
3. Click “Request Accreditation” at the bottom of the page.
4. Please allow up to two business days for UCNS to process your request.
5. Once staff has processed the request, an email will be sent to the email address provided for the program director. The email will contain the login information for the program to access the Accreditation Interface.
 - a. Access to the Accreditation Interface is granted to the program, not to an individual person.
 - b. The login information will be the program’s program number and a system-generated password.
 - i. The password may be changed, but the user name may not.

Program Change Requests

Existing Programs Only

UCNS must be notified in advance of any substantive changes. Examples of substantive changes and the materials that must be submitted to UCNS are listed below. Failure to notify UCNS of these changes as they occur may result in a loss of accreditation by administrative withdrawal.

Substantive changes to the program, including, but not limited to, change in the program director, number of fellows trained, program duration, and program institutions, that occur between review cycles must be submitted through the Accreditation Interface for review and approval. Temporary changes, such as an increase in the fellow complement for one year, must also be approved.

To submit a request, login to the Accreditation Interface and select “Program Change” at the top of the page. If the program is currently in the process of an accreditation or reaccreditation review, “Program Change” will not be available and the program should contact UCNS staff for instructions how to proceed.

If “Program Change” is available, select it. A screen asking what the program is requesting to change will appear. The program should select the appropriate item(s) and click “Submit.” The Accreditation Interface will now open and the sections to be completed, including the required appendices will be available. All required information must be provided and all required attachments and signatures must be submitted before a program change may be processed. The provided templates must be used. A listing of what is required for each type of program change request is listed below for your reference. A more detailed listing of what information is required in each section is listed above in “Section-Specific Requirements.”

Program changes are generally completed within six to eight weeks once all materials are received.

Program Change Required Attachments

- Program director:
 - Program director information section
 - Program change notification letter signed by the department chair (Appendix 1)
 - Program director CV (Appendix B)
- Sponsoring institution:
 - Sponsoring institution section
 - Program change notification letter (Attachment 1)
 - Sponsoring institution letter signed by the ACGME-approved designated institution official (Appendix A)
- Primary institution
 - Primary institution section
 - Program change notification letter (Attachment 1)
 - Primary institution letter (Appendix A)

- Discontinuation or addition of rotations to participating sites
 - Participating institution section
 - Program change notification letter (Attachment 1)
 - For addition of site only – participating institution letter (Appendix A)
- Program duration, including implementation of flexible fellowships
 - Program construction and flexible fellowships section
 - Program change notification letter (Attachment 1)
 - Graphic display of the curriculum (Appendix C)
 - Formal didactics (Appendix E)
- Fellow complement/enrollment
 - Fellow enrollment section
 - Faculty information section
 - Program change notification letter (Attachment 1)
 - For addition of new faculty only: Faculty CV (Appendix B)

Logins and Passwords

Existing Programs Only

If you have forgotten your password, or if you would like it changed, contact UCNS staff.

Please remember:

1. User names may not be changed
 - a. Your program is assigned a program number when requesting accreditation and this program number will remain your program's user name
2. Only one login is issued to each program
 - a. Program logins are specific to a program, not to a person

Troubleshooting

1. In the "Faculty Information" tab, which lists the faculty, the program director is always listed as eligible for UCNS certification, regardless of if he or she is actually certified as noted in the "Program Director Information" tab.
2. If a narrative response is entered and programs receive an "Unable to load page" error, please select "back" and shorten the responses provided in the tab until you are able to save your work.
3. Precise dates must be entered for things that require an exact date. Using a format other than MM/DD/YY for these dates will result in a default of the current year.
 - a. If the field is requesting a future date, but you only have a past date to enter, you will receive an error. Please contact UCNS staff if this is an issue.

Frequently Asked Questions

Access

Question: Why can't my program have multiple usernames and passwords?

Answer: Access to the Accreditation Interface is given to the program, not to individual users. The username and password will be provided to the program director. The program director may share the login information with whomever he or she wishes. Passwords may be reset at any time by contacting UCNS staff.

Question: How do I reset my password?

Answer: Passwords are reset by UCNS staff. Contact a staff member to reset your password.

Saved information

Question: What is carried over from previous submissions?

Answer: Most information submitted in a previous submission will carry into the next submission. The primary exceptions to this include: fellow information (because it changes annually) and some institutional and personnel information.

Information Submission

Question: Why can't I submit a program change request?

Answer: If you have any other submission under review, you will be unable to submit a separate program change request. Contact UCNS staff to discuss the best way to proceed with your program change request.

Question: When can I start my program's RIF?

Answer: Programs will be notified approximately four months prior to the due date that the RIF is available.

Question: I've completed my submission – now what?

Answer: Similar to the previous process, program submissions will first be reviewed by UCNS staff for completeness. If information is missing, the program will be contacted and asked to edit its submission through the interface. Once the submission is completed, it will be locked and sent to the Accreditation Council for review.

Question: Is a paper application still available?

Answer: No. All submissions must be submitted using the Accreditation Interface.