



## UCNS Initial Application Instructions

Please read all instructions before beginning your reaccreditation application.

1. Access the UCNS Accreditation Portal at [https://webportalapp.com/sp/loginconfirmation/ucns\\_accreditation](https://webportalapp.com/sp/loginconfirmation/ucns_accreditation)

**Before completing an application you must create an account and complete a profile form.**

2. Creating a login
  - a. Click "Sign Up"

UNITED COUNCIL FOR NEUROLOGIC SUBSPECIALTIES

**UCNS Accreditation Portal**  
Sign In/Sign Up Instructions

**For New Users:**  
*If you are a new user for an existing program, you must use the existing credentials already assigned to your program. See instructions for "Returning Users" below. Creating a new account WILL NOT link to your existing program account.*

By clicking **Sign Up**, you will be prompted to enter your email address and create a password. Once you have chosen your password, your account will be created and you will gain access to the portal.

Sign In

Email

Password

Log In [Forgot your password?](#)

Need an Account?

Sign Up

3. Enter and Email address and create your password
  - a. Email addresses must be unique. The account must be shared – all users accessing the application must use the same credentials. Because of this it is recommended that programs use the program director's email address. The email address may be changed at any time by contacting UCNS staff.

Sign Up

Enter an email address and choose a password to create a new account.

Email

Password

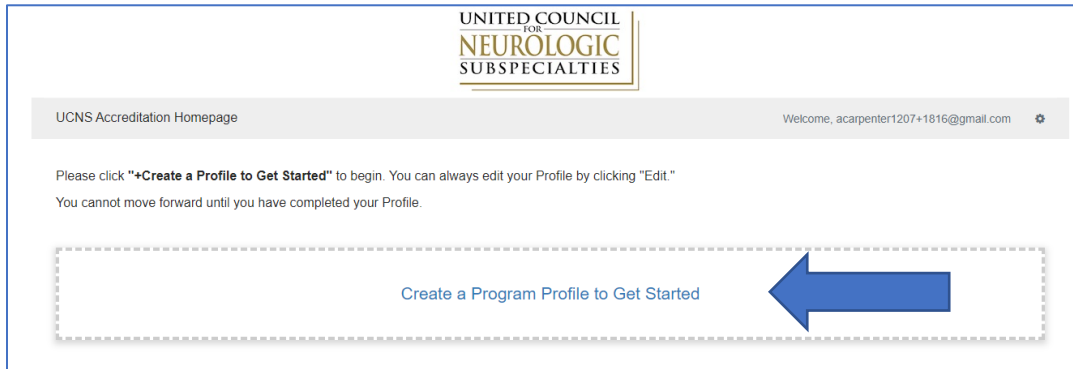
- Must contain at least one lowercase letter
- Must contain at least one uppercase letter
- Must contain one number
- Must be between 8 and 32 characters
- Must not be an email address

Confirm password

- Passwords must match

Sign Up

4. You will next be directed to create a Profile
  - a. Click "Create a Program Profile to Get Started"

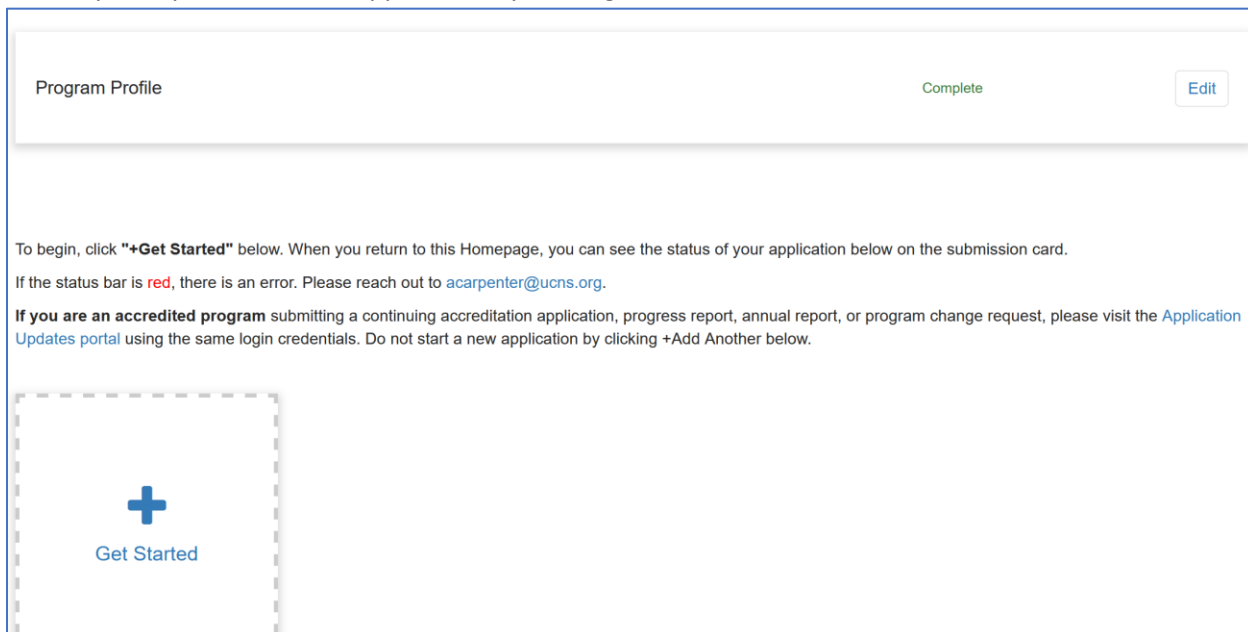


5. Enter the requested information and click "Create Profile"
  - a. All information must be provided in order to create the profile and proceed to the application.
  - b. Required information includes the Primary Contact name and contact information (typically the program director) and, if applicable, the program coordinator's information.

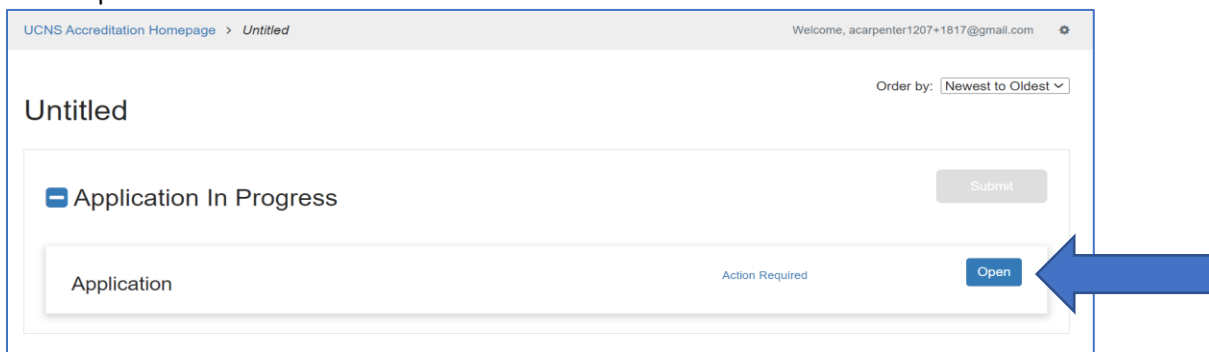
The screenshot shows the 'Program Profile' form. At the top, there is a breadcrumb trail: 'UCNS Accreditation Homepage > Program Profile' followed by a 'Draft' status indicator. The user's name and email are shown in the top right. The main heading is 'Program Profile' with a dropdown arrow. To the right of the heading are 'Save Draft' and 'Create Profile' buttons. A blue arrow points to the 'Create Profile' button. Below the heading, there is a 'Program Number' input field. A note states: 'PLEASE NOTE Information collected in the Program Profile is used for contact information only. It does not carry over to program submissions or the website at this time.' Below this is a 'PRIMARY CONTACT' section with a warning: 'The Primary Contact SHOULD be the program director. The email address must be unique and not used in association with another program. Updating the primary contact DOES NOT constitute a program change. All program director changes MUST be submitted for review and be approved by the Accreditation Council.' The form includes several required fields: 'Primary Contact First Name \*' (Test 1814), 'Primary Contact Last Name \*' (Test 1815), 'Primary Contact Email \*' (acarpenter1207+1815@gmail.com), 'Primary Contact Credentials \*' (Test 1815), and 'Institution/Program Name \*' (Test 1815).

This section of the form is titled 'PROGRAM COORDINATOR' and contains the instruction: 'Please list administrative staff to be copied on program correspondence. Please note that department chairs and designated institution officials do not need to be listed here unless they wish to receive all program correspondence, not just official notification letters.' Below this is a question: 'Does your program have at least one program coordinator who should be copied on program correspondence? \*'. There are two radio button options: 'Yes' and 'No'. The 'No' option is selected. At the bottom right of this section, there are 'Save Draft' and 'Create Profile' buttons. A blue arrow points to the 'Create Profile' button.

6. You may now proceed to the application by clicking the “+Get Started” box



7. Click “Open”



8. Provide all information in the following sections:

- ✓ Sponsoring Institution
- ✓ Primary Institution
- ✓ Participating Institution
- ✓ Fellow Enrollment
- ✓ Fellow Completion
- ✓ Program Director Information
- ✓ Program Director Experiences and Qualifications
- ✓ Faculty Information and Program Personnel
- ✓ Facilities and Resources
- ✓ Program Construction and Flexible Fellowships
- ✓ Graphic Display of the Curriculum
- ✓ Goals and Objectives
- ✓ Formal Didactics
- ✓ Clinical Components
- ✓ Journal Club
- ✓ Program Policies
- ✓ Duty Hour Policy and Call Schedule
- ✓ Educational Program
- ✓ Fellow Scholarly Activity
- ✓ Evaluation
- ✓ Subspecialty Information (*not required of all subspecialties*)
- ✓ Signatures

- **The application will save regularly as you complete it but be sure to click “Save Draft” before leaving the application to avoid losing your work.**
- **If you do not currently have any fellows enrolled, you must still provide information as if you have fellows enrolled, e.g., what policies will be in place when the fellow is enrolled in the program.**

9. All requested uploads must be updated/submitted using the templates provided. Templates are available by clicking the link in the section.
  - a. You may only upload one document per upload section. To upload the document, click “+Select a file.” If you have multiple files, they must be combined into one file (.pdf, .docx). **ZIP FILES ARE NOT COMPATIBLE AND CANNOT BE USED.**
  - b. Please do not submit blank upload documents. If the information is not applicable, e.g., there are no fellows currently enrolled, please submit the required template and mark either “NA” or “No fellows enrolled,” etc.

**Sponsoring Institution Letter**  
 Download the template provided for the [Institution Letter](#) and a signed letter from the sponsoring institution. The sponsoring institution letter must be signed by the sponsoring institution's ACGME designated institution official or CanERA postgraduate dean.

**Sponsoring Institution Letter Upload \***  
 Only one file may be submitted per upload. Please combine multiple files, if needed, to upload.

+ Select a file

10. A Signature Upload must be submitted
  - a. Signatures must be submitted for the following:
    - ✓ Program Director
    - ✓ Department Chair
    - ✓ Designated Institution Official/Postgraduate Dean

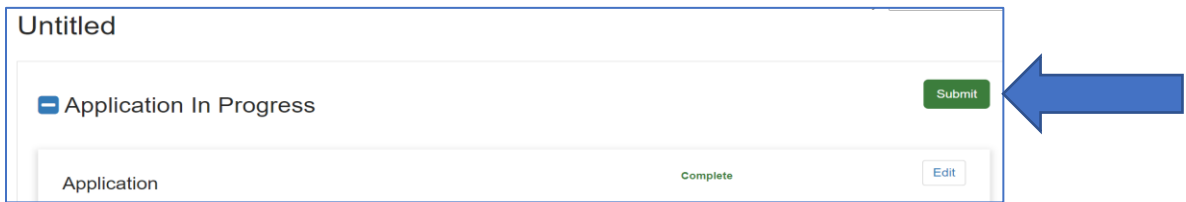
11. When you are ready to submit, enter the “Date” of submission. This date will help you identify previous submissions in the future.

**Date \***

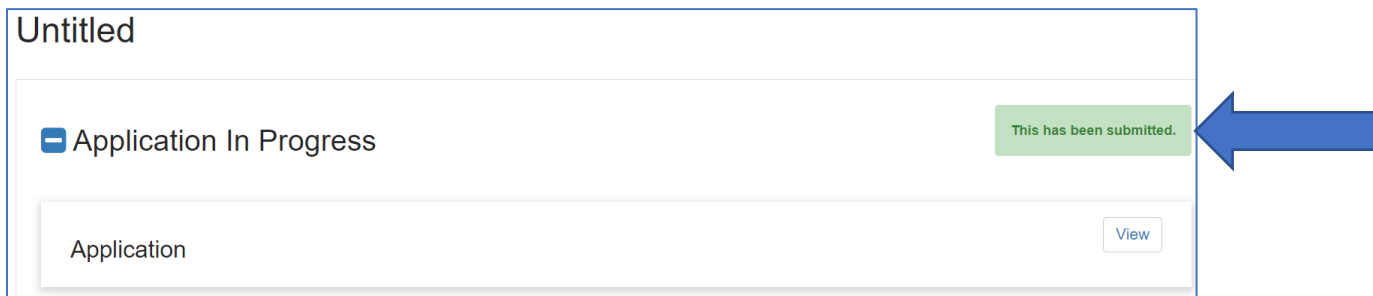
12. You can either click “Save as Draft” or “Mark Complete”

- “Save Draft” will allow you to continue to edit the application.
- “Mark Complete” will allow you to proceed to submitting your application. *Once you have submitted your application you will no longer be able to edit it.*

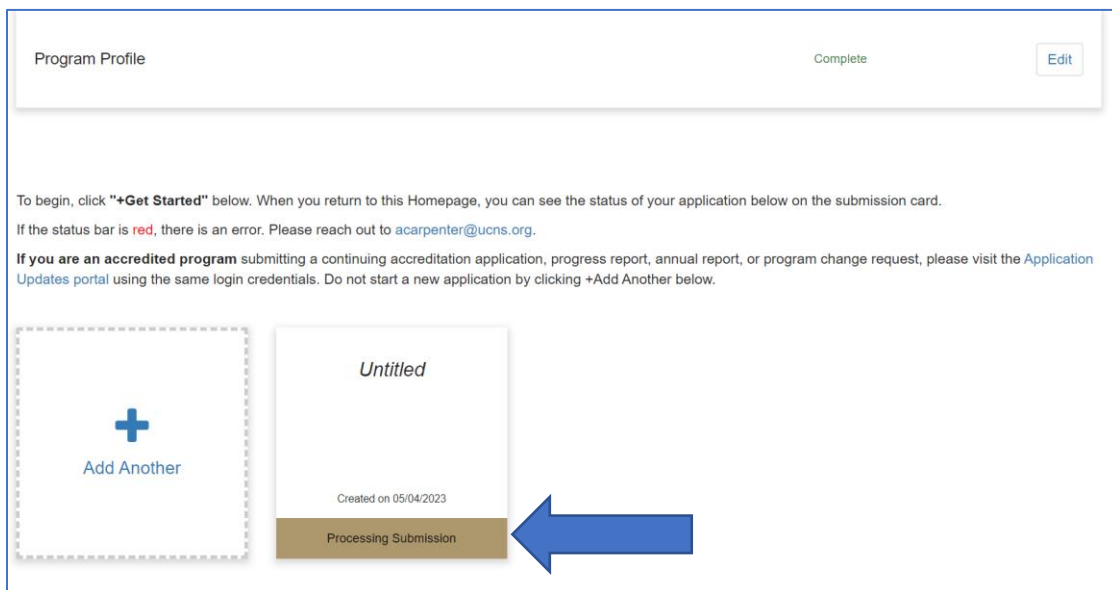
13. Once you “Mark Complete,” you will be taken to a screen to submit your application. You must click “Submit” to formally submit your reaccreditation application for review
- a. Your submission is not complete until you click “Submit”



14. You will know the application has been submitted when the “Submit” button changes from “Submit” to “This has been submitted”



15. Your submission tile will also change to indicate the new status “Processing Submission”



16. You will next receive an email concerning submitting your application fee payment. Separate instructions will be included with that message
17. You will be contacted after staff has reviewed your application with one of the following messages:
  - Your application is complete and no additional information is needed at this time. The application will be forwarded to the Accreditation Council for review during its next meeting.
  - Updates or additional information are needed. The status in the box above will change to indicate that action is needed and if this occurs, staff will contact you with instructions for submitting the required information.

## Helpful Tips:

- A. You may print your submission at any time by clicking the down arrow next to “Application Updates NEW”



- B. All programs have **one username and password**, which must be shared by everyone accessing the record. If you create a new login, it will not be linked to your account. If you need to change the username you must contact Amanda at [acarpenter@ucns.org](mailto:acarpenter@ucns.org).
- C. While the application will periodically save itself, you are encouraged to save the application often to ensure that you do not lose your work.
- D. Upload fields only accept one upload per field. If you have multiple files to upload into an upload section, e.g., faculty CVs, the documents must be combined into one document, i.e., Word or PDF. Zip files **are not** accepted.