UNITED COUNCIL FOR NEUROLOGIC SUBSPECIALTIES

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

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

2. Creating a login
   a. Click "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.

4. You will next be directed to create a Profile
   a. Click "Create a Program Profile to Get Started"
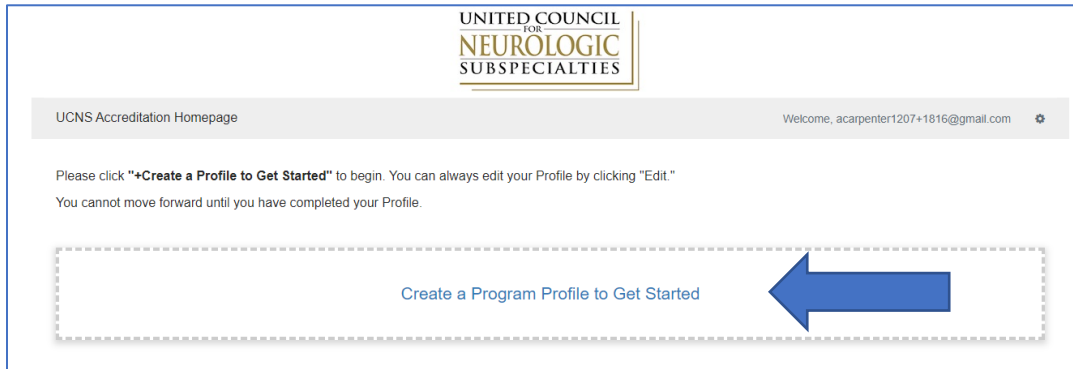
5. Enter the requested information and click "Create Profile"
   a. All information must be provided in order to create the profile and proceed to the application.
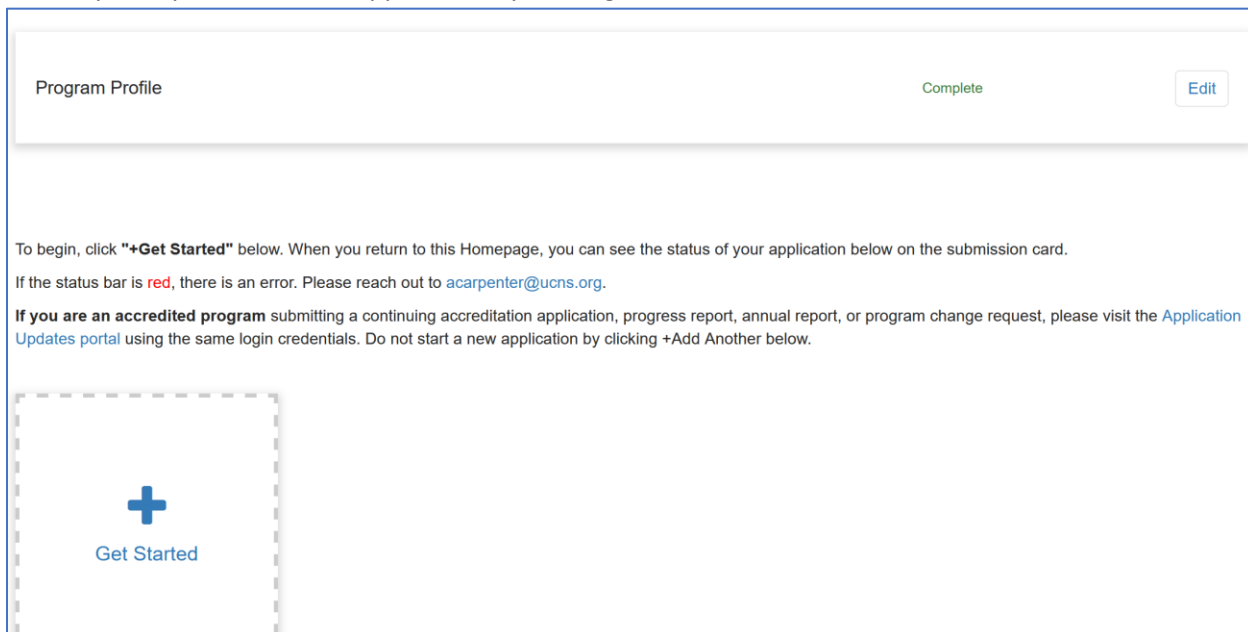   b. Required information includes the Primary Contact name and contact information (typically the program director) and, if applicable, the program coordinator's information.
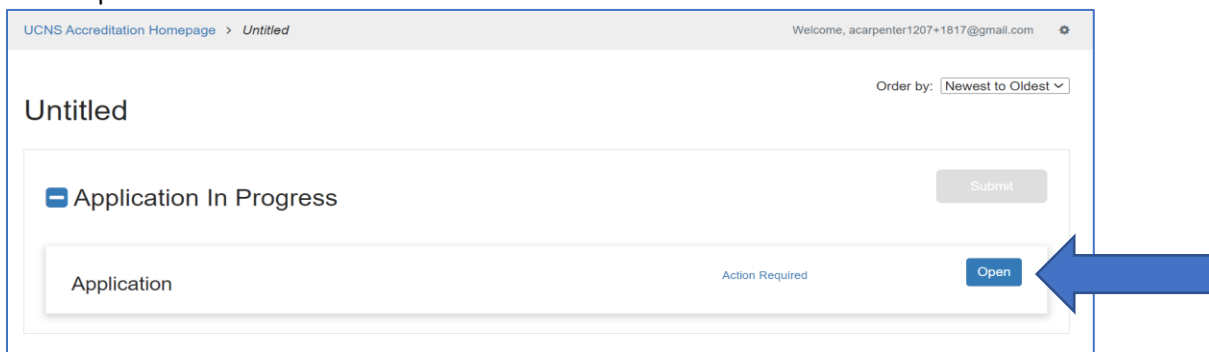
6. You may now proceed to the application by clicking the "+Get Started" box

Program Profile	Complete	Edit

To begin, click **"+Get Started"** below. When you return to this Homepage, you can see the status of your application below on the submission card.

If the status bar is red, there is an error. Please reach out to acarpenter@ucns.org.

If you are an accredited program submitting a continuing accreditation application, progress report, annual report, or program change request, please visit the Application Updates portal using the same login credentials. Do not start a new application by clicking +Add Another below.

+
Get Started

7. Click "Open"

UCNS Accreditation Homepage > *Untitled*   Welcome, acarpenter1207+1817@gmail.com ⚙

Untitled

Order by: Newest to Oldest ∨

□ Application In Progress   Submit

Application   Action Required   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.

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.


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"
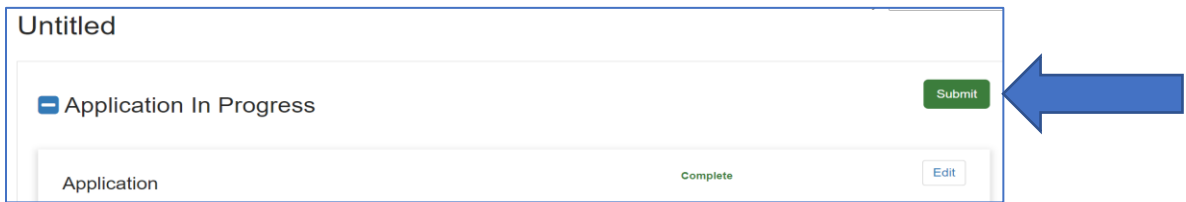
14. You will know the application has been submitted when the "Submit" button changes from "Submit" to "This has been submitted"
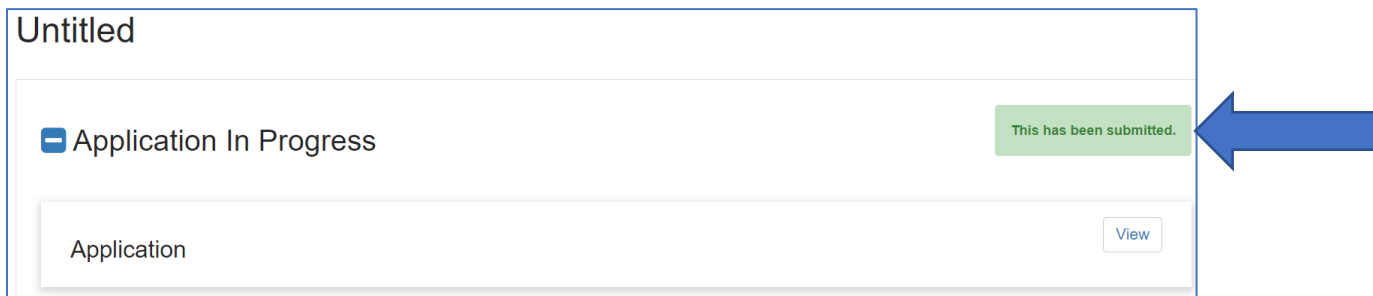
15. Your submission tile will also change to indicate the new status "Processing Submission"
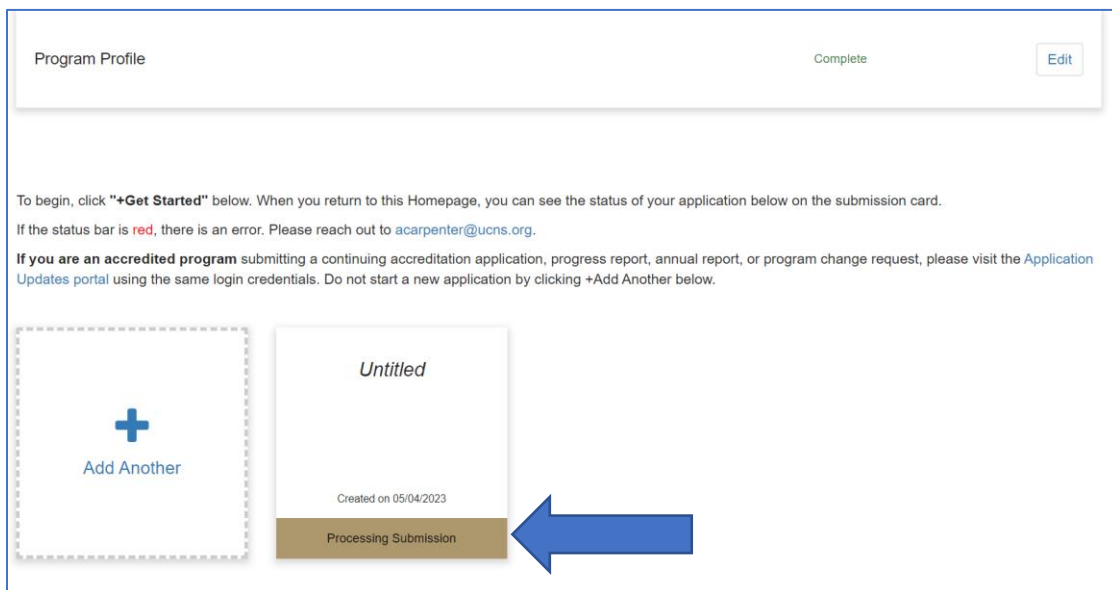
16. You will next receive an email concerning submitting your application fee payment. Separate instructions will be included with that message

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"

Application Updates NEW ▾

Print Form

Please complete all required fields.

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.

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.