

UCNS Reaccreditation Application Instructions

Please read all instructions before beginning your reaccreditation application.

These instructions are split into five separate sections.

1. Accessing your Reaccreditation Application – *page 2*
2. Completing your Reaccreditation Application (Noted as “Application Updates NEW” in the portal) – *page 4*
3. Completing Your Fellow Information (New in 2024) – *page 7*
4. Submitting your Reaccreditation Application – *page 11*
5. Helpful Tips – *page 13*

Note:

- Sections 2, 3, and 4 must be completed in order to complete your application.
- NOTE: Completing only step 2 or step 3 or failing to click “Submit” at the end means that your application **is not** complete.
- While all instructions in this document are important, instructions for items that are either routinely missed or are new this year are called out by **bolding the text**, **using red font**, or **highlighting in yellow**. Please pay specific attention to these items.

These instructions are for currently accredited programs completing a **reaccreditation** application. UCNS utilizes more than one application portal web address for submissions. The website to this portal is: https://webportalapp.com/sp/login/ucns_application_updates. **If you are using a shortcut on your desktop, please check to ensure you are accessing the correct portal.**

Accessing Your Reaccreditation Application

1. Access the Program Updates Portal at https://webportalapp.com/sp/login/ucns_application_updates
2. Enter your Login Credentials
 - a. The email address is the **program director's email address**
 - i. There is only one account per program – user credentials must be shared by all individuals accessing the account
 - b. If you have forgotten your password, click “Forgot your password” and a link will be sent to the **program director's email address**

The screenshot shows the login page with instructions and a form. On the left, under "Sign In/Sign Up Instructions", there are sections for "For New Users" and "For Returning Users". The "For New Users" section states that clicking "Sign Up" prompts the user to enter an email address and create a password. The "For Returning Users" section states that users should sign in with their email and password, and provides a link for "Forgot your password?". On the right, the "Sign In" form has fields for "Email" and "Password", a "Log In" button, and a "Forgot your password?" link. A blue arrow points from the "Forgot your password?" link to the "Log In" button. Below the form is a "Need an Account?" section with a "Sign Up" button.

3. Click on the first box: “Application Updates”
 - a. The box must be **Blue**. If it is gold, you are not in the correct portal (https://webportalapp.com/sp/login/ucns_application_updates). Grey boxes are copies of previous submissions and cannot be edited but may be reviewed.

The screenshot shows the dashboard for "Accreditation Application Updates". At the top, it says "Welcome, acarpenter1207+1811@gmail.com". Below this, there is a "Profile" section with a "View" button. A blue arrow points from the "View" button to the first application card. The dashboard displays a list of application cards. The first card is highlighted in blue and labeled "Application Updates". It has a status bar at the bottom that is blue. The second card is labeled "Copy of Application" and has a grey status bar. The third card is labeled "Under Review" and has a grey status bar. The first card also has a "Created on 02/09/2022" timestamp.

4. Click "Edit" or "Open"
 - a. The button may say "Edit" or "Open" depending upon whether you have previously submitted an update. Both options are shown below. Instructions for completing your reaccreditation application after clicking either "Edit" or "Open" follow.
 - b. New in 2024: You will also see a new row this year titled Fellow Information on this screen. Instructions for completing the Fellow Information form follow later in the document.**
 - c. You may complete either the Reaccreditation Information Form (Application Update NEW) or Fellow Information in any order. For the purposes of this document, the application is first followed by the fellow information. BOTH must be completed in order to submit your reaccreditation application.

Accreditation Application Updates > TAD1819 Welcome, acarpenter1207+1819@gmail.com

Order by: Newest to Oldest

TAD1819

Application Updates Submit

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

Application Updates NEW The button will update to reflect how you can interact with this step.	Complete	Edit
Fellow Information	Action Required	Open

OR

Application Updates NEW The button will update to reflect how you can interact with this step.	Action Required	Open
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Completing Your Reccreditation Application

“Application Updates NEW”

- **The reccreditation application will save regularly as you complete it but be sure to click “Save Draft” before leaving the reccreditation application to avoid losing your work.**

1. Click “Edit” or “Open” to access “Applications Updates NEW.”
 - a. **If your form says “Edit,” please disregard the “Complete” note and the statement indicating the form is complete on the next page and proceed to completing the application.** These are programming issues that we cannot correct at this time. If the tile you clicked into was blue and you are able to click “Edit,” you have something to complete.

The screenshot shows two application tiles. The top tile, titled "Application Updates NEW", contains the text "The button will update to reflect how you can interact with this step." and features a green "Complete" button and a blue "Edit" button. A blue arrow points from the right towards the "Edit" button. The bottom tile, titled "Fellow Information", also features a green "Complete" button and a blue "Edit" button. A blue arrow points upwards towards the "Complete" button.

2. DO NOT EDIT THE “Subspecialty” FIELD

The screenshot shows a text input field with the label "Subspecialty - do not delete *". The field contains the text "Geriatric Neurology (GN)".

3. Review and update the information in the following sections:
 - ✓ Continuing Application Introduction
 - ✓ 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

4. All requested uploads must be updated/submitted using the templates provided. Templates are available by clicking the link in the section or clicking [here](#).
 - a. **You may only upload one document per upload section. If you have multiple files, they must be combined into one file (.pdf, .docx). ZIP FILES ARE NOT COMPATIBLE AND CANNOT BE USED.**

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

5. A current Signature Upload must be submitted.

- a. **Signatures must be current** and cannot be reused from a previous submission. **ALL CURRENT SIGNATURES MUST BE SUBMITTED**, including:
 - ✓ Program Director
 - ✓ Department Chair
 - ✓ Designated Institution Official/Postgraduate Dean

Please prepare accordingly and allocate sufficient time when completing your application.

Signatures
Program Director, Department Chair, and Designated Institution Official/Postgraduate Dean
 Download the [Signature Form](#) for signature by the program director, department chair, and the sponsoring institution's designated institution official or postgraduate dean. The signed form must then be scanned and uploaded into the Signature section.

Signature Form Upload *
 Only one file may be submitted per upload. Please combine multiple files, if needed, to upload.

+ Select a file

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

Date *

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

Save Draft **Mark Complete** Close


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

8. Once you “Mark Complete,” you will be taken to a screen to submit your application OR to complete your Fellow Information form if you have not completed that. You must click “Submit” to formally

submit your reaccreditation application for review, but that cannot occur until AFTER both forms have been submitted.

- a. Your submission is not complete until you click "Submit."
- b. Instructions for submitting your application are included later in the document.

To submit your application, you must click "Submit" on the next page once you have clicked "Mark Complete" below.



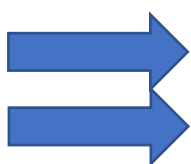
Save Draft **Mark Complete** Close

Completing the Fellow Information form is described beginning on the next page.

NEW IN 2024 *Completing Your Fellow Information Form*

- How fellow information is submitted has changed in 2024. In the application form, you indicate the numbers of fellows you wish to enroll, who are enrolled, and who have completed the program. The actual information for these fellows to demonstrate program compliance is submitted in a separate spreadsheet that programs will update and submit each year.
 - As an existing program, **you should have received a copy of the form from UCNS staff that you need to update and submit** (shown in screen shot below). If you did not receive the spreadsheet, or if you no longer have access to the spreadsheet, contact [Amanda Carpenter](#).

1. Ensure your program number is entered correctly and complete the attestation statement by placing an “X” between the brackets.



ATTESTATION STATEMENT AND PROGRAM NUMBER

PROGRAM NUMBER:

[] I attest that all fellows who are enrolled or who will enroll in this program meet the requirements outlined in the Program Requirement (PR) V.B. Fellow Eligibility with regard to medical licensure, appropriate residency completion, and board certification/eligibility or that the program will follow the requirements outlined in PR V.D. Appointment of Fellows and Other Students.

2. Complete the spreadsheet by providing the information requested for each fellow, which includes fellow name, email address, information regarding the fellow’s licensure, residency, and board certification, and the fellow’s enrollment dates and status of enrollment within the program.
 - a. Review the information provided from your previous submission.
 - i. If any information is missing, please add it
 - b. Update information for fellows listed in the form
 - c. Add fellows newly enrolled in the program
 - d. If there are no fellows enrolled in the program, indicate as such in the spreadsheet
3. When the spreadsheet is complete, visit <https://webportalapp.com/sp/login/ucns> application updates

4. Click “Open” on the Fellow Information line.

Accreditation Application Updates > TAD1819 Welcome, acarpenter1207+1819@gmail.com

Order by: Newest to Oldest

TAD1819

Application Updates Submit

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

Application Updates NEW	Complete	Edit
Fellow Information	Action Required	Open

5. Click “+Select File” to choose the spreadsheet to upload.

- Only **one spreadsheet** may be submitted
- All information regarding your fellows must be included on the spreadsheet that you are uploading – do NOT submit separate spreadsheets for each fellow or for fellows enrolled vs. completing the program

Fellow Information Save Draft Mark Complete Close

Fellow Information

For **NEW** programs:

1. Access and download the Fellow Information template [here](#).
2. Complete the form providing all requested information for currently enrolled fellows and fellows who completed the program in the past Academic Year (AY). Even if you have no fellows enrolled, you must complete and upload the form as it will be used in future submissions.
3. Upload the spreadsheet by clicking "Select a File" and click "Mark Complete" to proceed to submit.

For **EXISTING** programs:

March 29-July 31, 2024 UCNS has emailed you the Fellow Information spreadsheet that includes AY 2022-2023 fellow information that was on file.

1. Review the form.
2. Provide missing information.
3. Update the form as appropriate for your fellow(s) completing and beginning the program or note if no fellows are enrolled.
4. Upload the spreadsheet by clicking "Select a File" and click "Mark Complete" to proceed to submit.

After August 1, 2024 you **MUST** use your previously submitted spreadsheet. To access your previously submitted spreadsheet for updating and uploading to the portal, visit [your last submission](#). Download, update, and save your Fellow Information spreadsheet and then upload the updated spreadsheet into this portal by clicking "Select a File" and click "Mark Complete" to proceed to submit.

ONLY ONE form should be submitted. All fellow information must be included in one spreadsheet for your program.

Fellow Information Form Upload *

+ Select a file ?

6. Once you have selected your file in the file explorer window, click “Mark Complete.”

Fellow Information ▾ Save Draft Mark Complete Close

Fellow Information

For **NEW** programs:

1. Access and download the Fellow Information template [here](#).
2. Complete the form providing all requested information for currently enrolled fellows and fellows who completed the program in the past Academic Year (AY). Even if you have no fellows enrolled, you must complete and upload the form as it will be used in future submissions.
3. Upload the spreadsheet by clicking "Select a File" and click "Mark Complete" to proceed to submit.

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1. Review the form.
2. Provide missing information.
3. Update the form as appropriate for your fellow(s) completing and beginning the program or note if no fellows are enrolled.
4. Upload the spreadsheet by clicking "Select a File" and click "Mark Complete" to proceed to submit.

After August 1, 2024 you **MUST** use your previously submitted spreadsheet. To access your previously submitted spreadsheet for updating and uploading to the portal, visit [your last submission](#) to download, update, and save your Fellow Information spreadsheet and then upload the updated spreadsheet into this portal by clicking "Select a File" and click "Mark Complete" to proceed to submit.

ONLY ONE form should be submitted. All fellow information must be included in one spreadsheet for your program.

Fellow Information Form Upload

+ Select a file B Fellow Information.xlsx 🗑️

7. Upon clicking “Mark Complete,” the Fellow Information row will now say “Complete.” You can access it to review or update the form submitted by clicking “Edit.”

TAD1819 ▾ Order by: Newest to Oldest

Application Updates

Submit

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

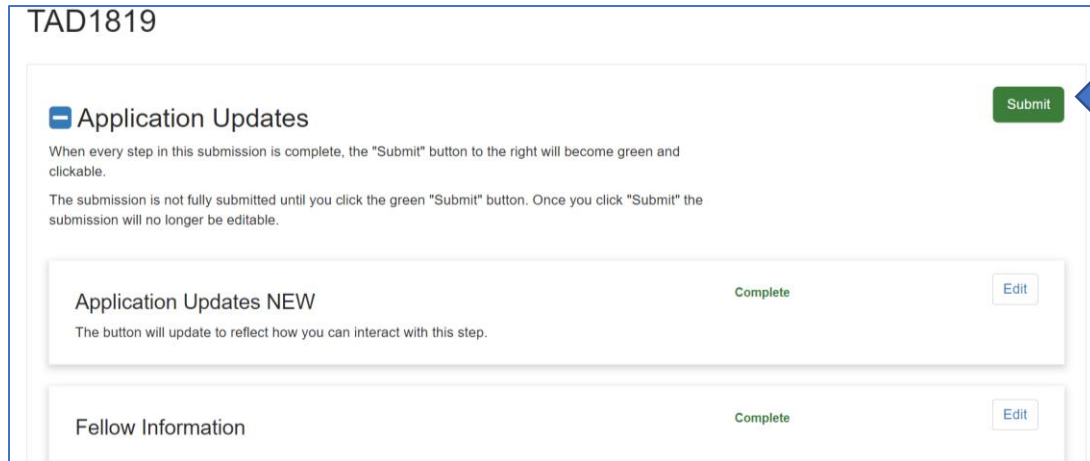
Application Updates NEW	Complete
Fellow Information	Complete Edit

8. You may now either click “Submit” or move to the “Application Updates NEW” row if not already completed.

The next page describes how to Submit the application once both components have been completed.

Submitting Your Reaccreditation Application

1. Once both sections (Applications Updates NEW and Fellow Information) have been completed, click "Submit."



TAD1819

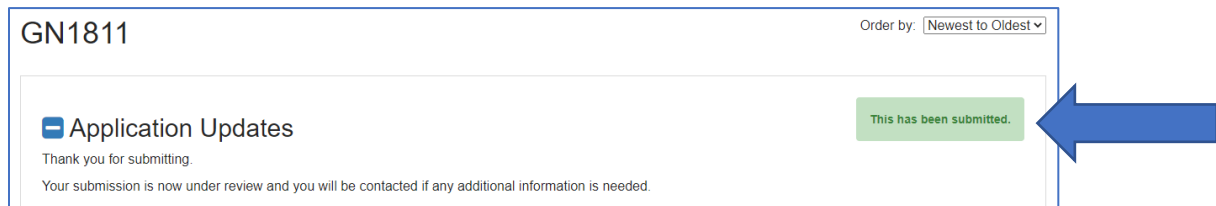
Application Updates Submit

When every step in this submission is complete, the "Submit" button to the right will become green and clickable.

The submission is not fully submitted until you click the green "Submit" button. Once you click "Submit" the submission will no longer be editable.

Application Updates NEW	Complete	Edit
Fellow Information	Complete	Edit

2. You will know the reaccreditation application has been submitted when the "Submit" button changes from "Submit" to "This has been submitted."



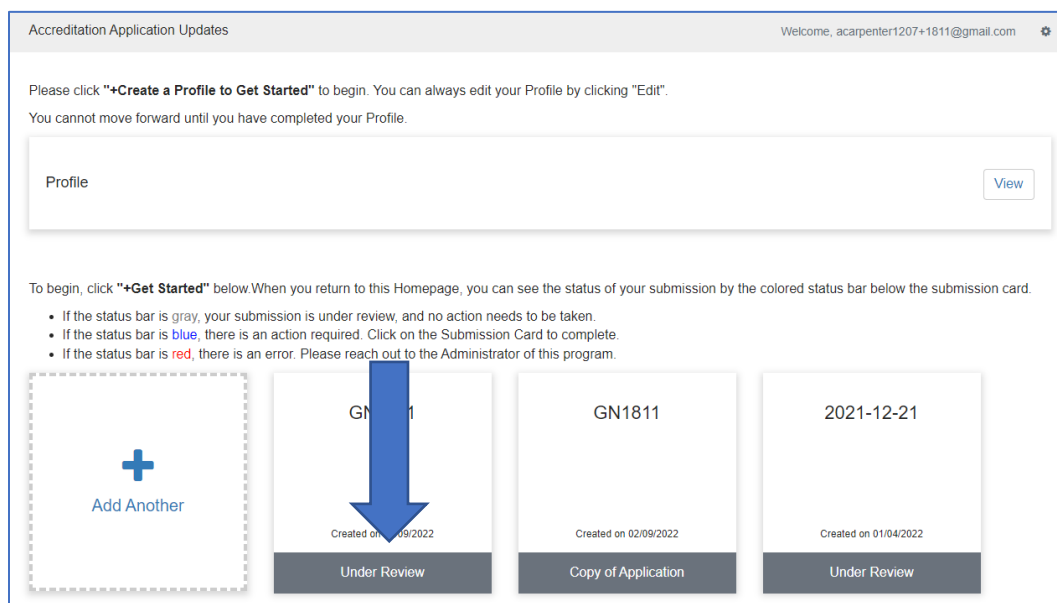
GN1811 Order by: Newest to Oldest

Application Updates This has been submitted.

Thank you for submitting.

Your submission is now under review and you will be contacted if any additional information is needed.

9. Your submission tile will also change to gray and indicate the new status "Under Review"



Accreditation Application Updates Welcome, acarpenter1207+1811@gmail.com

Please click "+Create a Profile to Get Started" to begin. You can always edit your Profile by clicking "Edit".

You cannot move forward until you have completed your Profile.

Profile View

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

- If the status bar is gray, your submission is under review, and no action needs to be taken.
- If the status bar is blue, there is an action required. Click on the Submission Card to complete.
- If the status bar is red, there is an error. Please reach out to the Administrator of this program.

	GN1811 Created on 02/09/2022 Under Review	GN1811 Created on 02/09/2022 Copy of Application	2021-12-21 Created on 01/04/2022 Under Review
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10. You will be contacted after staff has reviewed your application with one of the following messages:

- Your reaccreditation 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 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. The link to access the Program Updates Portal is different than the link used when first completing an application. Please use this link to complete your reaccreditation application:
https://webportalapp.com/sp/login/ucns_application_updates
- C. 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 Carpenter](#).
- D. While the application will periodically save itself, you are encouraged to save the application often to ensure that you do not lose your work.
- E. 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.
- F. For the reaccreditation application, updated CVs for **ALL** faculty members must be submitted.
- G. How fellow information is submitted has changed in 2024. In the application form, you indicate the numbers of fellows you wish to enroll, enrolled, and who have completed the program. The actual information for these fellows to demonstrate program compliance is submitted in a spreadsheet that programs will update and submit each year.
- As an existing program, **you should have received a copy of the form that you need to update and submit from UCNS staff**. If you did not receive the spreadsheet, or if you no longer have access to the spreadsheet, contact [Amanda Carpenter](#).
- H. Only **one spreadsheet** may be submitted. All information must be included on the spreadsheet that you are uploading – do NOT submit separate spreadsheets for each fellow or for fellows enrolled vs. completing the program.
- I. Both the “Application Updates NEW” and “Fellow Information” must be completed in order to submit the reaccreditation application.