

Written Report Instructions

Report Type: Candidacy Presentation

– 2023 ACEN Standards and Criteria

Note: Terms written in **purple** are defined in the **ACEN Glossary**. Documents written in **blue** are documents and information available on the **ACEN Website**. Faculty are encouraged to review and use the ACEN Glossary and templates available on the ACEN Website when writing a report for the ACEN.

Purpose:

The Candidacy Presentation is written and submitted after the program receives written notification that it is **eligible** for ACEN accreditation. The Candidacy Presentation is a report that provides a written summary and description of the program's compliance with **selected 2023 ACEN Standards and Criteria**. The Candidacy Presentation is required to begin the initial accreditation process. The Candidacy Presentation is an assessment of a program's compliance with **selected** Standards and Criteria in preparation for Candidacy. A Candidacy Presentation is required for domestic and international nursing programs.

The Candidacy Presentation must include:

1. A college/university/governing organization catalog.
Note: The catalog needs to be submitted as a single PDF file inclusive of all pages. The catalog should be a separate document from the presentation. If a PDF is not available, then the program is responsible for providing a hyperlink to the current document. If a PDF is not available, then a link to the website for the catalog must be provided.
2. A narrative and evidence making the program's case for compliance that addresses specific sections of Accreditation Standards 1, 2, 4, and 5 as detailed below; programs should not address the entire Standard, only those Criteria indicated. Each required Criterion should be addressed separately, and the faculty should use level headings to assist with transition between Criteria.
3. The Candidacy Presentation must be signed by the Chief Executive Officer **or** Campus Chief Executive Officer (as applicable) with the statement: The Chief Executive Officer hereby confirms the statements made herein are true and correct.

Required Candidacy Presentation Content

Sample Template

SECTION I: Program Information

(REQUIRED INFORMATION)

Governing Organization

Name:
Street Address:
Mailing Address: (if applicable)

Chief Executive Officer

Name:
Credentials:
Job Title:
Telephone:
Email:

Campus Chief Executive Officer (if applicable)

Name:
Credentials:
Job Title:
Telephone:
Email:

Governing Organization Accreditation

Accrediting Agency:
Current Accreditation Status:
Date of Last Review:
Date of Next Review:

Nursing Education Unit

Name of Nursing Education Unit/Program(s):
Program Type(s) (Include only those programs addressed in the report [e.g., associate, baccalaureate]):
Street Address:
Mailing Address:

Nurse Administrator

Name:
Credentials:
Job Title:
Telephone:
Email:

State Regulatory Status

Regulatory Agency:
Current Status with Regulatory Agency:
Date of Last Review:
Date of Next Review:

Additional Information

Year(s) Nursing Program(s) Established:
ACEN Accreditation Standards and Criteria used for this report:

Program of Study and Program Options

Name of Program option (as cited in the program of study):	
Program of study:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Both
Frequency of Admission:	<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Rolling <input type="checkbox"/> Other:
Type of Academic Term:	<input type="checkbox"/> Quarter <input type="checkbox"/> Trimester <input type="checkbox"/> Semester <input type="checkbox"/> Other:
Number of Weeks in an Academic Term:	

Add more tables as needed

Program Locations, Program Options, Methods of Delivery, and Enrollment

Program Location: Name/Address	Program Options Offered	Total Number of FT and PT Students Enrolled in Each Program Option	Methods of Delivery for Each Program Option (e.g., face-to- face, online, hybrid)

Add more lines as needed

Program Length Table

Program Option	Total Number of Academic Terms to Complete Program	Total Credit/Clock Hours Required to Complete Program	Total Nursing Credit/Clock Hours Required to Complete Program	Total Credit/Clock Hours Awarded for Prior Learning (if applicable)

Add more lines as needed

SECTION II: Report Narrative

- Introduction
 - Brief history of the program, including program strengths and/or any areas needing improvement identified during the self-assessment process.
 - If the nursing program has multiple locations, provide a brief narrative regarding how the program functions as a single nursing program with the oversight of the identified nurse administrator and how faculty members work together as a single faculty [See the ACEN Glossary definition of a **single nursing program/single nursing education unit**].
- Narrative addressing the program's compliance with required Standards and Criteria
 - The required Standards and Criteria are presented in Table I below.

Table I

Program Type	Standard 1	Standard 2	Standard 4	Standard 5
All Program Types	1.4	2.1	4.1	5.1
	1.8	2.2	4.2	5.3
	1.9		4.3	
			4.6	
			4.9	
			4.10	
		Required Appendix: Complete Faculty Profile Table	Required Appendix: Two-page abbreviated nursing course syllabi	Required Appendix: Complete SPE with all Criterion

Note: Data may not be available for Standard 5 (if not previously collected or if the program has not yet had graduates); if no data are currently available, a plan for collecting, analyzing, evaluating, and using the end-of-program student learning outcomes and program outcomes data should be presented.

- Use the [ACEN 2023 Guidelines](#), available on the ACEN website, as a guide for writing the presentation.
- Include tables and graphs (as appropriate) to effectively describe and demonstrate compliance.

- Ensure internal consistency and accuracy of the information in the Candidacy Presentation.

SECTION III: Appendices

- Required Appendices
 - **Faculty Profile Table**, including Cover Sheet, Tables, and Qualification and Professional Development addenda (**Note:** Use the most current version of this table posted on the ACEN website).
 - Two-page abbreviated nursing course syllabi, including the following components:
 - Course name and number;
 - Credit/clock hours related to didactic, skills/laboratory, and clinical;
 - Course-specific prerequisites/co-requisites;
 - Course description;
 - Course objectives/outcomes;
 - Methods of evaluation, including information regarding how each contributes to the overall course grade; and,
 - Topical outline for the course content.
 - Systematic Plan of Evaluation, including each end-of-program student learning outcome and each program outcome (program completion rates, licensure/certification examination pass rates, and job placement rates).
- Optional Appendices
 - Selected documents, or excerpts from documents, and/or lengthy tables or exemplars referenced in the narrative, that provide supporting evidence of the program's compliance with the Standards and Criteria
Note: Optional appendices are included in the total page limitation for the written report.

Format for Sections I, II, & III:

- Candidacy Presentation and Appendices
 - Electronic and searchable document (*avoid scanned documents*)
 - One **single** document (*narrative and appendices*)
 - Sequentially paginated (*including appendices*)
 - Written in English
 - Minimum of an 11-point font size for narrative sections, a 10-point font size may be used in tables
 - Tables:
 - Titled, numbered, and referenced in the written narrative
 - Columns or rows should be clearly labeled as appropriate
 - Tables included in the narrative should be a single page or less; when possible, avoid tables that are multiple pages. If needed, longer tables should be included as an appendix and the information referenced and summarized in the narrative.
 - Hyperlinks to appendices or publicly available websites/pages may be included in the report. Ensure all hyperlinks are functioning prior to submission and are accessible to external reviewers (no intranet links)
 - The Candidacy Presentation, including the program information, report narrative, and optional appendices, is not to exceed 100 pages for a single program or 150 pages for multiple program types
 - Required appendices are not included in the page limitation

Submission of the Candidacy Presentation

The Candidacy Presentation is submitted online. Please refer to the Candidacy Presentation submission page for directions: <https://acenursing.atlassian.net/servicedesk/customer/portal/5>

Review Process

Candidacy Presentations are reviewed by two ACEN reviewers to make a professional judgment about the extent to which the written documentation provided: (a) demonstrates compliance with **selected 2023 ACEN Standards and Criteria** or the potential to be compliant with **selected** ACEN Standards and Criteria within two years, and (b) demonstrates that the program has the potential to achieve ACEN accreditation based. Each reviewer studies the Candidacy Presentation and makes an independent recommendation for one of the following: (1) Approval for Candidacy; (2) Deferral of Candidacy; or (3) Disapproval of Candidacy. A joint review is prepared by the reviewers to provide feedback and the conclusions to the program. See [Policy #34 in the ACEN Accreditation Manual](#) for additional information regarding the Candidacy Process and expectations of programs once Candidacy is granted. Policy #34 also explains deferral and disapproval decisions related to the review of the Candidacy Presentation.

International Nursing Programs: See the [ACEN 2023 Supplement for International Programs](#) for information about the Consulting Visit, which is a component of the Candidacy review process for international programs.

ACEN Directors are available to answer questions you may have regarding the Candidacy Presentation or the Candidacy process. To speak with an ACEN Director, please call the ACEN office at (404) 975-5000.