

# Organizing and Uploading the Digital Report and Supporting Evidence in the ACEN Repository

## Submitting an Accreditation Report

**All ACEN reports** and supporting evidence must be uploaded in the [ACEN Document Repository](#) six weeks prior to the visit; printing paper copies of the program's report *is no longer required*. **Follow-Up Reports** that do not include a site visit must be uploaded by the due date identified on the letter from the Board of Commissioners. The report and supporting evidence should be maintained in a Word document or searchable PDF whenever possible (avoid scanned documents).

The program's username and password for the Document Repository will be provided directly to the nurse administrator with other details related to the visit, such as the visit dates. Each program will have access to a folder titled "**01\_Written Report and Supporting Evidence**" to upload the report as well as required and additional supporting evidence demonstrating compliance with the Standards and Criteria. The program will be responsible for creating, organizing, and labeling the sub-folders within this folder.

*Please note: If the program is planning a focused visit or a follow-up report/visit, the program may not have some of the folders described below. For example, if the program's focused visit report is for implementation of a new off-campus instructional site, a folder for Standard 6 Outcomes is not necessary. For another example, if the program's follow-up report is only for Standard 4 Curriculum, folders for Standard 1, Standard 2, Standard 3, Standard 5, and Standard 6 are not necessary.*

Organizing the "**01\_Written Report and Supporting Evidence**" folder and Sub-Folders:

1. Upload the written report and ensure the title of the document is "**Report.**" (This report is the Self-Study Report, Focused Visit Report, or Follow-Up Report as one continuous paginated document consisting of the Program Demographic Information and the required Report Narrative).
2. Upload the Faculty Profile Table using the title "**Faculty Profile Table**" (*if applicable to the report type*). This document should be one continuous paginated document consisting of the cover sheet, the applicable tables, and the Faculty Qualifications and Development Addenda for each full-time and part-time faculty member.
3. Create a sub-folder titled "**Abbreviated Syllabi**" (*if applicable to the report type*). Upload each syllabus for the nursing courses (ensure document titles include the course titles)
4. Upload the Systematic Plan of Evaluation as one continuous paginated document using the title "**Systematic Plan of Evaluation,**" ideally with a date (*if applicable to the report type*).
5. Create a sub-folder for "**Supporting Evidence**" (this folder is essentially the "digital evidence room." Create and Organize Sub-Folders in the "Supporting Evidence" folder as follows:
  - **Catalogs Handbooks and Manuals**
  - **External (State, National, Regulatory) Agency Documentation**
  - **Meeting Minutes**
  - **Other/Misc (if needed)**

- Standard 1 Mission and Administrative Capacity
- Standard 2 Faculty and Staff
- Standard 3 Students
- Standard 4 Curriculum
- Standard 5 Resources
- Standard 6 Outcomes

Upload all supporting evidence into the appropriate subfolders above. When uploading the evidence, please consider the following:

- Additional folders may be created within each sub-folder as appropriate. For example, you may create a separate folder for each Criterion (1.1, 1.2, 1.2, etc.).
- Each piece of supporting evidence should be an individual document and labeled using a standardized naming convention that is easy to understand and includes the Criterion to which the evidence relates (e.g., *Criterion 1.1 Comparison of College Mission and Program Mission*; *Criterion 4.10 Current Clinical Agency Contracts*; *Criterion 6.2 NCLEX Program Reports*).
- Supporting evidence should be referenced accurately and consistently throughout the report using the naming convention described above.

The repository folders will be locked six weeks prior to the site visit (or on the due date for Follow-Up Reports for Conditions). The report and all supporting evidence must be uploaded by that date. However, for reviews with a site visit, an additional unlocked folder titled “**Revised or Requested Information**” will be made available in case of revisions (e.g., updated Faculty Profile Table) or items requested by the site visit team. The purpose of this folder is to make available any additional information that the team requests six weeks prior to the visit AND during the visit.

An example Repository has been created to assist you in understanding what the repository looks like and how it can be organized. To access this example, please use the following:

- Link: <https://www.acencenter.net>
  - Username: ACENuser
  - Password: User1234#