

## Electronic Submission of Accreditation Documents

Beginning July 1, 2009, programs are required to submit all primary documents created during the accreditation review process (i.e., self-studies, addenda, Institutional Response to team report) on CD or CD/DVD disks *in read-only or otherwise locked format*. The following guidelines are provided to help ensure accuracy and accessibility.

### Logistical Guidelines

- a. When submitting self-studies, addenda, and institutional responses to on-site team reports, four (4) copies of each document should be submitted on CD or CD/DVD disks *in read-only or otherwise locked format*.
- b. While the reports mentioned above should be submitted in an electronic format, programs should submit a hard copy of the completed application form, with original signatures of the institution's president/CEO, the college's or school's dean, and the chair of the department.
- c. Programs are *not* required to submit a hard copy version of the self-study report in addition to the electronic versions. However, programs should maintain copies of all documents and materials included in the self-study should any problems develop with the electronic versions.
- d. Self-studies are 'snapshots-in-time' of the status of a program at the time of application for accreditation. Therefore, the self-study document should be a self-contained document. CACREP *cannot* accept versions of self-studies via e-mail or on the internet. If materials from websites serve as documentation within the self-study, information from the website should be embedded within the self-study (e.g., screen shot of website, linked saved file) rather than provided through an external link.
- e. Self-studies submitted on CD/DVD should be able to be read on all computers and platforms. If necessary, versions of the self-study in multiple formats should be provided.
- f. Each CD/DVD should be clearly labeled to include the institution's name, the date the report was created, and the disk's contents.

### Formatting Guidelines

- g. CACREP is open to programs using a wide variety of formats for self-studies.

h. A key formatting requirement is to make navigation through the self-study clear and easy for reviewers. Reviewers do not always progress through a self-study in a linear fashion as they often return to different sections, passages, and documents as they complete the full review. For this reason, the following considerations can be helpful:

- Provide clear and concise instructions to reviewers on how to open and navigate through the self-study.
- Include a Table of Contents with ready links to the different parts of the self-study .
- Establish links that enable reviewers to easily transition back and forth through the sections, specialty areas, and documentation in the self-study.
- Provide direct links to all evidence/documentation provided for each standard.
- Insure that links to supporting documents open the documents in their own window.
- Create a shortcut to return to the Table of Contents from any point in the self-study.

i. The electronic cover page or a page in the Table of Contents must include the following information:

- The date the CD/DVD was created.
- The software version(s) used to create the self-study.
- The names of the academic unit or department and of each program accreditation.
- Contact information for the department's CACREP liaison.

j. Pages should be quick to open and easy to read. Inclusion of graphics should be kept to a minimum. If graphics are included, a textual description of the graphic should be provided to assist those who are visually impaired.

k. Avoid using complex, colorful background patterns and images that can obstruct the readability of text on a page.

l. Scanned documents should be saved as PDF or easily accessed image files rather than text files.