

UNITED STATES DEPARTMENT OF EDUCATION

Office of Postsecondary Education (OPE)

**Database of Accredited Postsecondary
Institution and Programs:
Collection System User Guide**

January 2017

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1 Introduction

In the United States, institutions of higher education are permitted to operate with considerable independence and autonomy. The United States has no Ministry of Education or other centralized federal authority exercising control over the quality of postsecondary educational institutions, and the states assume varying degrees of control over education. As a consequence, American educational institutions can vary widely in the character and quality of their programs. To ensure a basic level of quality, the practice of accreditation arose in the United States as a means of conducting non-governmental, peer evaluation of educational institutions and programs.

A college, university, or other institution of higher education seeking accreditation status must complete several primary steps in the accreditation process. Each of these primary steps is designated by the particular accreditation organization from which the institution is seeking accreditation status. The institution must first prepare materials that demonstrate the institution's accomplishments and exhibit the level of quality of the areas of operation that are under scrutiny. Next, the institution undergoes a peer review of the prepared materials. Finally, action is taken by the accreditation organization to determine whether accreditation will be granted to the institution.

The U.S. Department of Education (Department) does not accredit educational institutions and/or programs. However, the Department provides oversight over the postsecondary accreditation system through its monitoring and periodic review of all federally-recognized accrediting agencies. The Department holds accrediting agencies accountable by ensuring that they enforce their accreditation standards effectively. Also, as a part of the Department's oversight roles, the Secretary of Education is required by law to publish a list of nationally recognized accrediting agencies that the Secretary determines to be reliable authorities as to the quality of education or training provided by the institutions of higher education and the higher education programs they accredit.

In order to be recognized by the Secretary, all accrediting agencies undergo an initial evaluation process and periodic reevaluation reviews. After an agency is approved for recognition, the Department will identify the areas for which an agency is recognized and document its recognition of those areas in a **Scope of Recognition Statement**. These statements are posted online, along with other information about the accreditation process at the **Accreditation in the United States** website at <http://www2.ed.gov/admins/finaid/accred/index.html>.

The Department's Office of Postsecondary Education (OPE) has subsequently made information about accreditors, as well as information about accredited institutions and programs, available to the public through the online **Database of Accredited Postsecondary Institutions and Programs** at <http://ope.ed.gov/accreditation/>. The public site is compiled from public information submitted to the Department by recognized accrediting agencies and state approval agencies. This information is collected and maintained in the Department's web-based **Database of Accredited Postsecondary Institutions and Programs: Collection System** at <https://surveys.ope.ed.gov/accreditation/>. This information is used for a variety of purposes, but most notably it is used by employers to ensure that job applicants obtained their education from an accredited institution or program.

1.1 Types of Accreditation

There are two basic types of educational accreditation, one referred to as "institutional" and the other referred to as "specialized" or "programmatic."

- **Institutional Accreditation** normally applies to an entire institution, indicating that each of an institution's parts is contributing to the achievement of the institution's objectives, although not necessarily all at the same level of quality. Regional and national accreditors perform institutional accreditation.
- **Specialized or Programmatic Accreditation** normally applies to the evaluation of programs, departments, or schools which usually are parts of a total collegiate or other postsecondary institution. The unit accredited may be as large as a college or school within a university or as small as a curriculum within a discipline. Most of the specialized accrediting agencies review units within a postsecondary institution which is accredited by one of the regional accrediting commissions. However, certain of the specialized accrediting agencies accredit professional schools and other specialized or vocational or other postsecondary institutions which are free-standing in their operations. Thus, a "specialized" or "programmatic" accrediting agency may also function in the capacity of an "institutional" accrediting agency. In addition, a number of specialized accrediting agencies accredit educational programs within non-educational settings, such as hospitals.

1.2 Types of Institutions

There are two basic types of institutions found within the database:

- **Institution:** An Institution of Higher Education (IHE) which has as its sole purpose, or one of its primary missions, the provision of postsecondary education. **Parent Institution** refers to the main campus of an Institution that has one or more branch campuses.
- **Site:** Any non-IHE setting (e.g. hospital, research center, social services agency, etc.) in which accredited educational programs – internships, residencies and specialized programs—are administered.

Each institution may also have one or more additional campuses or additional locations affiliated with it, as defined below:

- **Campus:** A branch location of an institution that is not temporary, is located in a community beyond a reasonable commuting distance from its Parent Institution and offers full programs of study – meaning that 50 percent or more of the coursework required for one or more degrees can be completed at this location. Campuses can inherit the accreditation of the Parent Institution and can also obtain additional accreditations for programs at that location.
- **Additional Location:** Includes any additional facilities geographically separate from an institution or campus, where courses are offered that are part of an organized program at the institution or campus, but less than 50 percent of the required coursework for one or more degrees can be completed at this location. Additional locations are accredited through the accreditation of the parent institution or campus they are affiliated with. They cannot obtain their own separate accreditation.

1.3 Types of Programs

“Program” refers to a postsecondary educational program offered by an institution of higher education that leads to an academic or professional degree, certificate, or other recognized educational credential. The specialized program types are listed and defined below:

- **Specialized Program:** A Specialized Program is an accredited program offered strictly by IHEs and that lead to an academic or professional degree, certificate, or other recognized educational credential.

NOTE: This type of accreditation may be granted to institutions or campuses only. Accreditation of this type may not be granted to sites.

- **Specialized Program (Institution/Site):** This type of accredited program is similar to the Specialized Program option above, except that this type of accreditation applies to programs administered at both institutions or campuses *and* sites. This might include educational programs in Licensed Practical Nursing offered at both IHEs and participating hospitals and medical centers.

- **Internship:** An internship is the supervised practical training of advanced students, or recent graduates, in areas such as medicine, psychology, or dietetics. This option applies to the accreditation of qualified internships, including Predoctoral Internships in Pediatric Dentistry or internship programs in Nurse-Midwifery.

- **Residency:** A residency is the specialized, clinical training of physicians, where recent graduates practice medicine under the supervision of fully licensed medical professionals, usually in a hospital or clinic. This option applies to programs for the accreditation of qualified residency programs, such as Postdoctoral residencies in Optometry or Podiatry.

2 Getting Started

The following information is provided to assist users in performing basic tasks in the *Database of Accredited Postsecondary Institutions and Programs: Collection System* including logging in, registering, navigating the system, and helpful hints and tips.

2.1 Icon Key

 = Indicates an historical (ended) record

 = Update existing accreditation

 = View the history of an institution

2.2 Helpful Hints and Tips

- The Accredited Schools List Help Desk is available to assist with technical issues and can be reached at 855-831-9922 or AccreditedSchoolsList@inovas.net.
- A glossary is available under the **Help** menu. You can search by term to find the definition of a keyword, or by definition to find terms with the keyword included in the definition.
- System and Accreditation FAQs are available under the **Help** menu.
- In order to add a new institution, campus or site to the system – or to make other changes not available to your agency through the system – please contact the Accredited Schools List Help Desk.
- For changes to your agency’s scope of recognition or for questions about compliance, please contact your Accreditation Group analyst. This would include requests to add a new degree level or program.
- Any information entered into the *Database of Accredited Postsecondary Institutions and Programs: Collection System* is subject to public display on the *Database of Accredited Postsecondary Institutions and Programs* website at <https://ope.ed.gov/accreditation/>.
- Any URLs required for documentation should be the specific URL linking to the required document and not a general website URL.
- The URL for a decision letter is required to be posted by the agency who serves as Title IV gatekeeper for the institution that is placed on probation or equivalent status, or a more severe action, or a status that results in loss of accreditation. At a minimum, the URL for a summary of any such action to an institution or program is required by all other agencies. The URL for a decision letter or summary is optional for any other reported accreditation action.

- Agency submissions under 34 CFR 602.30 and 602.31 should be submitted to the Department's Accreditation Group at <https://opeweb.ed.gov/aslweb/>, or directly to the Accreditation Group analyst if so requested (for purposes of complaints against the agency, etc.).

Materials and actions that are neither required to be made public nor appropriate for public posting should be submitted to the Department through the following email addresses: CaseTeams@ed.gov and AslRecordsManager@ed.gov.

Also, agency actions and reporting under the sections of the regulation listed below should be submitted directly to the Department through both of the following email addresses: CaseTeams@ed.gov and AslRecordsManager@ed.gov.

1. 34 CFR 602.27(a)(1) – 602.27(a)(7)

Including agency annual reports, directory, annual data summary, proposed/ notification of changes in policies and standards; reporting of fraud, abuse, and compliance with Title IV responsibilities, etc.

2. 34 CFR 602.19(e) and 34 CFR 602.28(c)

Including reporting of drastic increase in enrollment in distant education program at an institution accredited by an agency that had previously notified the Department of a change in scope.

3. Financial Review

4. Review of Teach-Out Plan

5. Notification to Secretary to supersede decision of state or other agency

6. Review based on action by state or other agency

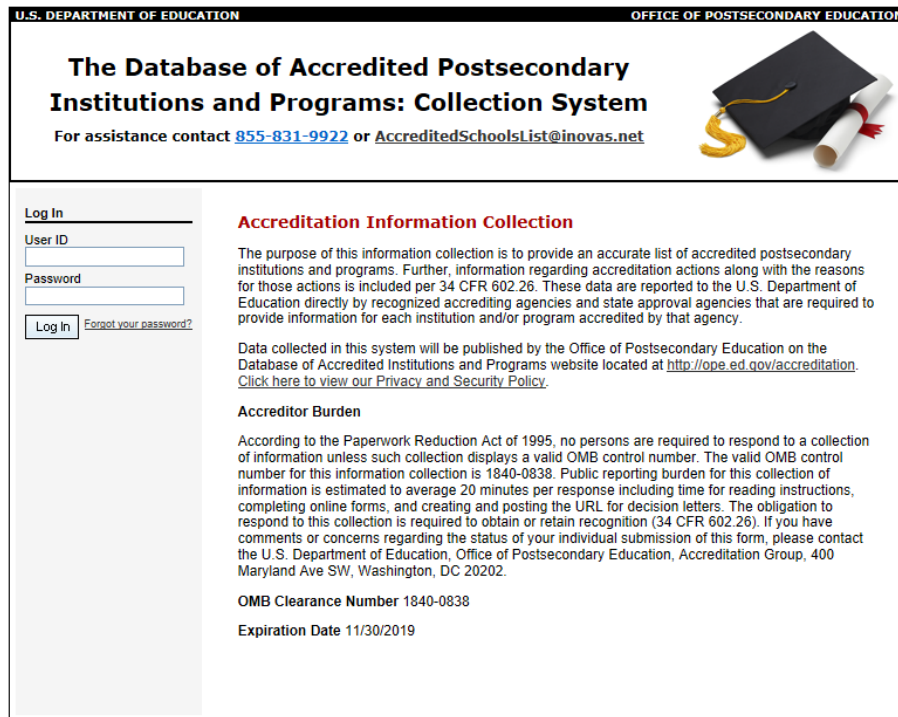
7. Share information with state or other agency

2.3 Login and Register

To access the *Database of Accredited Postsecondary Institutions and Programs: Collection System* home page, browse to <https://surveys.ope.ed.gov/accreditation>. After entering the User ID and Password to log in, click the **Log In** button.

NOTE: Your User ID and Password will be provided to you in an email from the Accredited Schools List Help Desk. If you have not received this email or need assistance, please contact the Accredited Schools List Help Desk at 855-831-9922 or AccreditedSchoolsList@inovas.net.

Figure 1 - Page Login



U.S. DEPARTMENT OF EDUCATION OFFICE OF POSTSECONDARY EDUCATION

The Database of Accredited Postsecondary Institutions and Programs: Collection System

For assistance contact [855-831-9922](tel:855-831-9922) or AccreditedSchoolsList@inovas.net

Log In

User ID

Password

[Forgot your password?](#)

Accreditation Information Collection

The purpose of this information collection is to provide an accurate list of accredited postsecondary institutions and programs. Further, information regarding accreditation actions along with the reasons for those actions is included per 34 CFR 602.26. These data are reported to the U.S. Department of Education directly by recognized accrediting agencies and state approval agencies that are required to provide information for each institution and/or program accredited by that agency.

Data collected in this system will be published by the Office of Postsecondary Education on the Database of Accredited Institutions and Programs website located at <http://ope.ed.gov/accreditation>. [Click here to view our Privacy and Security Policy.](#)

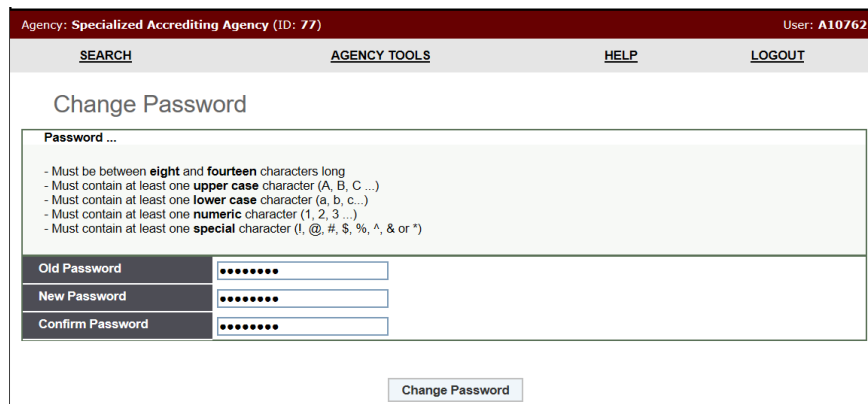
Accreditor Burden

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0838. Public reporting burden for this collection of information is estimated to average 20 minutes per response including time for reading instructions, completing online forms, and creating and posting the URL for decision letters. The obligation to respond to this collection is required to obtain or retain recognition (34 CFR 602.26). If you have comments or concerns regarding the status of your individual submission of this form, please contact the U.S. Department of Education, Office of Postsecondary Education, Accreditation Group, 400 Maryland Ave SW, Washington, DC 20202.

OMB Clearance Number 1840-0838
Expiration Date 11/30/2019

Upon initial login, you will be asked to change your password. Once a new password has been entered and confirmed, click **Change Password**.

Figure 2 - Change Password



Agency: Specialized Accrediting Agency (ID: 77) User: A10762

[SEARCH](#) [AGENCY TOOLS](#) [HELP](#) [LOGOUT](#)

Change Password

Password ...

- Must be between **eight** and **fourteen** characters long
- Must contain at least one **upper case** character (A, B, C ...)
- Must contain at least one **lower case** character (a, b, c...)
- Must contain at least one **numeric** character (1, 2, 3 ...)
- Must contain at least one **special** character (!, @, #, \$, %, ^, & or *)

Old Password

New Password

Confirm Password

Next, you will be asked to register. On this screen, enter the name, address, and contact information for the person primarily responsible for the information found in this system.

Figure 3 – Complete Registration

Agency: Specialized Accrediting Agency (ID: 77) User: A10762

SEARCH AGENCY TOOLS HELP LOGOUT

Registration

- The contact information on this screen should be for the person primarily responsible for the information entered in this system.
- Required fields are marked with an asterisks (*).
- Click "Update" to save your changes or to complete your registration.

First Name *	Jane
Last Name *	Doe
Address 1 *	1600 Pennsylvania Ave NW
Address 2	
City *	Washington
State *	District of Columbia
Zip *	20006 -
Telephone *	888 - 555 - 5555
Extension	
Fax	- -
E-Mail Address *	lest@lest.edu

Update Search

During subsequent logins, you will not be asked to change your password or register. If a password change is required, click the **Forgot your password?** link from the homepage or contact the Accredited Schools List Help Desk at 855-831-9922 or AccreditedSchoolsList@inovas.net. Follow the instructions in section [3.2 Registration](#) to update your registration.

2.4 Menu

Upon successful log in, the Main Menu is displayed at the top of the screen. As its name implies, this menu contains links and navigation controls to all other parts of the system. Hold the mouse over a menu option without selecting it to view a list of available tasks.

Figure 4 - Menu Navigation

Agency: Specialized Accrediting Agency (ID: 77) User: A10762

[SEARCH](#) [AGENCY TOOLS](#) [HELP](#) [LOGOUT](#)

Use the search criteria below to find an institution, campus, or site of interest.

Accredited by your agency?
 Yes No

Institution/Campus/Site Name [Help](#)

Address City

State or Outlying Area
Alabama
Alaska
American Samoa
Arizona
Arkansas
California
Colorado
Connecticut

Institution/Campus or Site
 Both Institutions/Campuses Sites

Accreditation Unit ID OPE ID

In addition to the **LOGOUT** option, the available menu items are listed below:

SEARCH

- **New Search:** Use the available search criteria to find an institution, campus, or site.
- **Search Results:** Appears after initial search to show the most recent search results.

AGENCY TOOLS

- **Agency Maintenance:** View and update information about your agency. Additional instructions are available in section [3.1 Agency Maintenance](#).
- **Registration:** Update contact information for the person primarily responsible for the information found in this system. Additional instructions are available in section [3.2 Registration](#).

HELP

- **Privacy and Security Policy:** View the system's privacy and security policy.
- **FAQs about Accreditation:** View frequently asked questions about accreditation.
- **FAQs about System:** View frequently asked questions related to system usage.
- **Glossary:** View a glossary of terms.

After the user selects an institution, an additional **ACCREDITATION** menu option appears with the sub-option to **Edit Current Institution**.

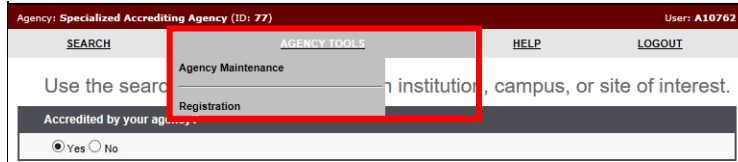
Figure 5 - Menu Navigation After Institution Selected

The screenshot displays a web application interface with a dark red header. The header contains the text: "Agency: Institutional Accrediting Agency (ID: 76)" and "Institution/Campus/Site: Veterans Affairs Medical Center Washington DC" on the left, and "User: A10862" on the right. Below the header is a navigation menu with five items: "SEARCH", "ACCREDITATION", "AGENCY TOOLS", "HELP", and "LOGOUT". The "ACCREDITATION" item is highlighted with a red box, and a sub-menu is visible below it containing the option "Edit Current Institution". Below the navigation menu is a search section with the heading "Use the search criteria below to find an institution, campus, or site of interest." The search section contains several form fields: "Accredited by your agency?" with radio buttons for "Yes" (selected) and "No"; "Institution/Campus/Site Name" with a text input field and a "Help" link; "Address" and "City" with text input fields; "State or Outlying Area" with a dropdown menu showing a list of states including Alabama, Alaska, American Samoa, Arizona, Arkansas, California, Colorado, and Connecticut; "Institution/Campus or Site" with radio buttons for "Both" (selected), "Institutions/Campuses", and "Sites"; and "Accreditation Unit ID" and "OPE ID" with text input fields. At the bottom of the search section are "Submit" and "Reset" buttons.

3 Agency Tools

The following sections further explain the items found in the **AGENCY TOOLS** menu, including maintenance of agency information and maintenance of registration information for the primary point of contact.

Figure 6 – Agency Tools



3.1 Agency Maintenance

In order to update your agency’s information, select **Agency Maintenance** from the **AGENCY TOOLS** menu. From this screen the agency name, accredited year, reaccreditation year, review year, description, and head of agency name are displayed based on the agency’s scope of recognition. The head of agency title, address, city, state, zip code, telephone number, fax number, email address, website, and extra description can be updated.

Figure 7 - Agency Maintenance

Once all changes are made, click **Update Agency** to save your changes. These updates will not be viewable on this site until they are approved.

3.2 Registration

In order to update the contact information for the person primarily responsible for the information found in this system, click **Registration** from the **AGENCY TOOLS** menu. From this screen the name, address, and contact information can be updated.

Figure 8 - Update Registration

Agency: Specialized Accrediting Agency (ID: 77) User: A10762

[SEARCH](#) [AGENCY TOOLS](#) [HELP](#) [LOGOUT](#)

Registration

- The contact information on this screen should be for the person primarily responsible for the information entered in this system.
- Required fields are marked with an asterisks (*).
- Click "Update" to save your changes or to complete your registration.

First Name *	Jane
Last Name *	Doe
Address 1 *	1600 Pennsylvania Ave NW
Address 2	
City *	Washington
State *	District of Columbia
Zip *	20006 -
Telephone *	888 - 555 - 5555
Extension	
Fax	- -
E-Mail Address *	contact@specializedagency.org

Registration updated successfully.

Once all changes are made, click **Update** to save your changes.

4 Institution/Campus/Site Maintenance

4.1 Search for an Institution/Campus/Site

The first step in completing most tasks in the *Database of Accredited Postsecondary Institutions and Programs: Collection System* – from viewing an institution’s accreditation history to inserting a new campus or location – is searching for the institution, campus, or site whose records you want to view and/or modify.

You can access the search option at any time by selecting the **SEARCH** option from the Main Menu, and then clicking on **New Search**.

You can search for an institution or site using any or all of the following criteria:

- Accredited by your agency? Yes or No
- Institution/Campus/Site Name
- Address
- City
- State or Outlying Area
- Institutions/Campuses, Sites, or Both
- Accreditation Unit ID¹
- OPE ID

NOTE: Searching by name, address, and city will only search for exactly what you type. For example, searching 123 N Example Road may not return the result for 123 N Example Rd.

Figure 9 - Search Criteria Fields

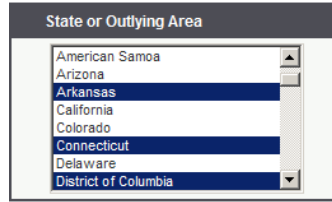
The screenshot shows a web form titled "SEARCH" with a navigation bar containing "SEARCH", "AGENCY TOOLS", "HELP", and "LOGOUT". The user is identified as "User: A10762" and the agency as "Agency: Specialized Accrediting Agency (ID: 77)". The form contains the following fields and options:

- A heading: "Use the search criteria below to find an institution, campus, or site of interest."
- "Accredited by your agency?" with radio buttons for "Yes" and "No" (selected).
- "Institution/Campus/Site Name" with a text input field and a "Help" link.
- "Address" and "City" with separate text input fields.
- "State or Outlying Area" with a dropdown menu showing a list of states: Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia (selected), Federated States of Micronesia, and Florida.
- "Institution/Campus or Site" with radio buttons for "Both", "Institutions/Campuses", and "Sites" (selected).
- "Accreditation Unit ID" and "OPE ID" with separate text input fields.
- "Submit" and "Reset" buttons at the bottom.

¹ The IPEDS Unit ID is assigned by the Integrated Postsecondary Education Data System (IPEDS); whereas the accreditation system’s Unit ID is a unique institution/campus/site identifier that is only used in this system.

NOTE: When selecting options from *State or Outlying Area* hold down the CTRL key while making your selections to choose multiple states/territories, as shown below:

Figure 10 - State or Outlying Area



Enter your search criteria and click **Submit** to view your results. Click the **Reset** button at any time while entering your search criteria to clear all current entries on this page and start again.

The system will display a list of institutions that match the specified search criteria. Institution Name, Address, City, State, Status, Unit ID, and Type. Additionally, the IPEDS Unit ID is displayed alongside the Institution Name, where available.

NOTE: The IPEDS Unit ID is assigned by the Integrated Postsecondary Education Data System (IPEDS); whereas the accreditation system’s Unit ID is a unique institution/campus/site identifier that is only used in this system. The OPE ID is assigned by the Office of Postsecondary Education (OPE) and used by Federal Student Aid (FSA).

When viewing your Search Results, campuses affiliated with a Parent Institution are shown on indented rows below the Parent Institution.

Figure 11 - Example Search Results

Agency: Specialized Accrediting Agency (ID: 77) User: A10762

[SEARCH](#) [AGENCY TOOLS](#) [HELP](#) [LOGOUT](#)

8 results found (8 Institutions/Sites) New Search

- Select an institution from the search results to view the Edit page.
- Affiliated campuses are listed below the parent institution in indented rows.
- Sort results by clicking the column header.
- Use the "Search Historical Records" button to the right to view changes to name and address information for your search criteria.

Search Historical Records

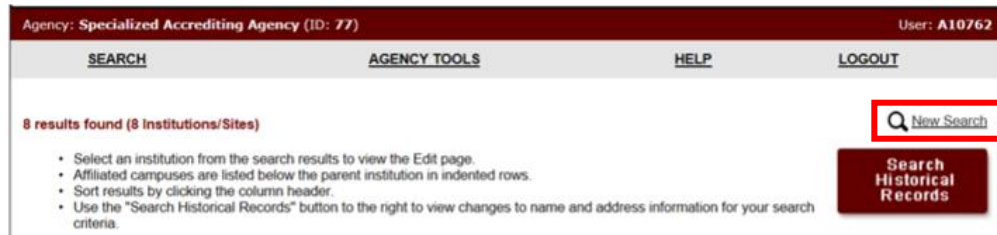
Institution Name (IPEDS Unit ID)	Address	City	State	Status	Unit ID	Type
11th Medical Group/Bolling AFB-Dental Squadron Advanced Education in General Dentistry 12 Months	260 Brookley Avenue, Suite 2-48	Bolling AFB	DC	Active	208512	Site
Children's National Medical Center	111 Michigan Avenue, NW	Washington	DC	Active	195164	Site
District Computer Training Institute	1601 Pennsylvania Ave NW	Washington	DC	Active	239929	Site
MedStar Washington Hospital Center (260284)	110 Irving Street, NW	Washington	DC	Active	152886	Site
Saint Elizabeth's Hospital	1100 Alabama Ave SE	Washington	DC	Active	196839	Site
Sibley Memorial Hospital	5255 Loughboro Rd NW	Washington	DC	Active	206482	Site
Superior Court of the District of Columbia	409 E Street NW	Washington	DC	Active	195173	Site
Veterans Affairs Medical Center Washington DC	50 Irving Street, N.W.	Washington	DC	Active	195182	Site

Click on an institution, campus, or site to select it.

If the desired institution cannot be found, use one of the following methods:

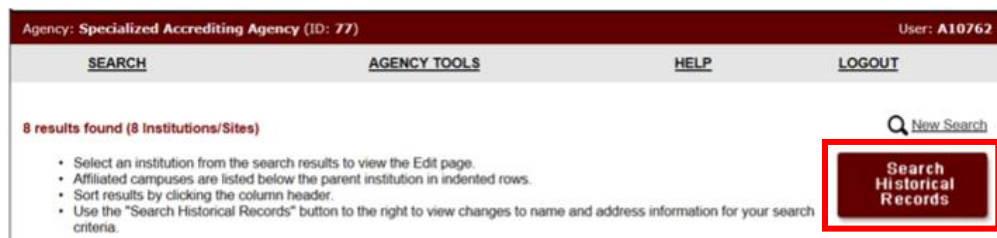
- **New Search:** Click the **New Search** link, located at the top-right of the screen, to search again using different criteria.

Figure 12 – New Search



- **Sort Results:** By default, Search Results will be shown in alphabetical order by Parent Institution. You can sort your list of Search Results based on the Institution Name, Address, City, State, Status, Accreditation Unit ID, or Type. To do so, click on the corresponding column heading to sort the results. For example, you might click on the **City** column heading to view the resulting institutions in alphabetical order according to the city in which the institution is located. You can click on a column heading multiple times to toggle the view between ascending and descending order.
- **Search Historical Records:** If after performing a search for an institution you find that there are no results, there is an opportunity to perform a further history search. It is possible that the search criteria that you have entered for an institution (e.g., institution name) have changed. To view a list of institutions with history relevant to your search criteria, click the **Search Historical Records** button at the top-right of the screen.

Figure 13 - Search Historical Records



The historical results will account for institutions that have undergone changes in its name, address, city, or state.


From the **Institution History Search Result** screen, click on the adjacent history  icon to open a pop-up window containing a detailed history of any changes made to that institution's information.

Figure 14 - Institution History Search Results

Institution History Search Result

There are 1 institutions/campuses/sites

- Select one of the institutions listed in the search results to view details.
- To select an institution, click on the institution name.
- Sort by clicking a column header.
- Click the corresponding  button to view the history of an institution.

Return to
Search
Results

Institution	Address	City	State	Status	Unit ID	Type
 Superior Court of the District of Columbia	409 E Street NW	Washington	DC	Active	195173	Site

When you have finished reviewing the historical information, click the **Return to Search Results** button to return to the main Search Results page; or use the Main Menu to navigate to a different task in the *Database of Accredited Postsecondary Institutions and Programs: Collection System*.

4.2 View or Update an Institution/Campus/Site

Once you have selected an institution, campus, or site by following the instructions in [4.1 Search for an Institution/Campus/Site](#), you will see the **Edit Existing Information** screen where you can view all current and historical information for the institution, campus, or site. For agencies that accredit institutions, options are available for updating the institution/campus/site's name, address, and other information. For specialized accreditors, the screen does not include these buttons.

Figure 15 - Edit Existing Information, Institutional Accreditor

Agency: Institutional Accrediting Agency (ID: 76) User: A10862
 Institution/Campus/Site: Veterans Affairs Medical Center Washington DC

SEARCH ACCREDITATION AGENCY TOOLS HELP LOGOUT

Edit Existing Information

- Click on a button below to view or edit information for this institution, campus, or site. The available options will vary based on your accreditation type. Please contact the help desk at 855-831-9922 or AccreditedSchools.list@inovva.net with any questions.
- Click on the name of an agency to view more information.
- Click the "Insert" button to insert a new accreditation.
- Click the button to update an existing accreditation.
- An asterisk (*) in front of the accredited date denotes an estimated date.
- The icon indicates that an accreditation record is ended (historical).
- Once a request has been submitted, no additional requests can be made to that record until the request has been approved and migrated. If the request was made in error or requires a change before, please contact the Accreditation Help Desk as soon as possible. Once a request is migrated, it will appear on the public website and the record will be unlocked for additional changes.

VIEW HISTORY UPDATE NAME UPDATE ADDRESS UPDATE OTHER INFO

Veterans Affairs Medical Center Washington DC Accreditation Unit ID: 195182
 50 Irving Street, N.W.
 Washington, DC 20006

Specialized Accreditation						
Agency	Program Name	Accredited Status	Accredited Date	Current Action & Date	Justification For Action	Review Date
American Dental Association, Commission on Dental Accreditation						
	Prosthodontics (including maxillofacial prosthetics and combined prosthodontics/maxillofacial prosthetics)	Accredited	01/25/2007			12/31/2010
Specialized Accrediting Agency						
	Specialized Program	Preaccredited	12/05/2015			01/01/2017

Internship/Residency						
Agency	Program Name	Accredited Status	Accredited Date	Current Action & Date	Justification For Action	Review Date
American Dental Association, Commission on Dental Accreditation						
	Post Doctoral - Advanced dental education programs (advanced education in general dentistry and general practice residency) (General Practice Residency 12 Months)	Accredited	09/08/1961			12/31/2014
American Psychological Association, Commission on Accreditation						
	Professional Psychology (IPSY) - Predoctoral internship programs	Accredited	04/01/1981			12/31/2020
	Professional Psychology (RPSY) - Postdoctoral residency programs (Residency in Clinical Psychology)	Accredited	10/25/2013			12/31/2020

From the **Edit Existing Information** screen, you can view additional information for the selected institution, or make changes to the existing information, pending approval. The available options for viewing and updating information for an institution/campus/site are explained in detail below:

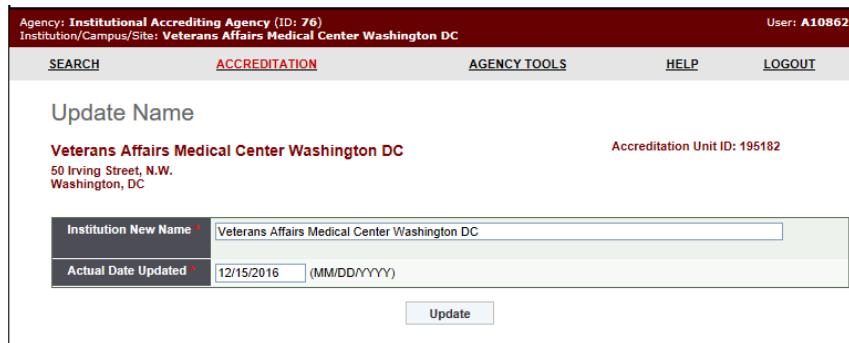
4.2.1 View History

Click on the **View History** button at the top of the **Edit Existing Information** screen to view historical information for the institution/campus/site, such as previous names and addresses.

4.2.2 Update Name

Applicable to institutional accreditors only. Click on the **Update Name** button at the top of the **Edit Existing Information** screen to modify the name of the selected institution/campus/site. Fields will be prefilled with the existing information. Click on the desired fields to modify this information as needed. **Institution New Name** and **Actual Date Updated** are required fields and marked with a red asterisk (*). **Actual Date Updated** refers to the date that the name change took effect and not the date that the name change was approved, and should be entered in MM/DD/YYYY format.

Figure 16 - Update Name



The screenshot shows a web interface for updating an institution's name. At the top, a dark red header bar contains the text: "Agency: Institutional Accrediting Agency (ID: 76)" and "Institution/Campus/Site: Veterans Affairs Medical Center Washington DC" on the left, and "User: A10862" on the right. Below the header is a navigation bar with links: "SEARCH", "ACCREDITATION" (highlighted in red), "AGENCY TOOLS", "HELP", and "LOGOUT". The main content area is titled "Update Name" and displays the current institution's details: "Veterans Affairs Medical Center Washington DC" and "Accreditation Unit ID: 195182". Below this, the address "50 Irving Street, N.W. Washington, DC" is shown. The form contains two input fields: "Institution New Name" with a red asterisk and a dropdown arrow, containing the text "Veterans Affairs Medical Center Washington DC"; and "Actual Date Updated" with a red asterisk and a dropdown arrow, containing the date "12/15/2016" and the format "(MM/DD/YYYY)". A "Update" button is located at the bottom right of the form.

Once all changes are made, click the **Update** button to save all entries and update the institution's information accordingly.

NOTE: If the newly inserted name is identical to an entry, you will get a message: **The institution name already exists.** If you must enter an institution or site with an identical name, and you have checked to make sure that you are not adding a duplicate listing, you can click the **Confirm Insert** button.

4.2.3 Update Address

Applicable to institutional accreditors only. Click on the **Update Address** button at the top of the **Edit Existing Information** screen to modify the address of the selected institution/campus/site. Fields will be prefilled with the existing information. Click on the desired fields to modify this information as needed. **Address 1**, **City**, **State**, **Zip Code**, and **Actual Date Updated** are required fields and marked with a red asterisk (*). **Actual Date Updated** refers to the date that the address change took effect and not the date that the address change was approved, and should be entered in MM/DD/YYYY format.

Figure 17 - Update Address

The screenshot shows a web interface for updating an institution's address. At the top, there is a navigation bar with links for SEARCH, ACCREDITATION, AGENCY TOOLS, HELP, and LOGOUT. The user is logged in as 'User: A10862'. The page title is 'Update Address'. Below the title, the institution name 'Veterans Affairs Medical Center Washington DC' and its address '50 Irving Street, N.W. Washington, DC' are displayed. The 'Accreditation Unit ID: 195182' is also shown. The form contains the following fields:

Address 1 *	50 Irving Street, N.W.
Address 2	
City *	Washington
State *	District of Columbia
Zip Code *	20006 -
Actual Date Updated *	12/15/2016 (MM/DD/YYYY)

An 'Update' button is located at the bottom right of the form.

Once all changes are made, click the **Update** button to save all entries.

NOTE: If the newly inserted address is identical to an entry, you will get a message: **The institution address already exists.** If you must enter an institution or site with an identical address, and you have checked to make sure that you are not adding a duplicate listing, you can click the **Confirm Insert** button.

4.2.4 Update Other Information

Applicable to institutional accreditors only. Click on the **Update Other Info** button at the top of the **Edit Existing Information** screen to modify the institution alias, OPE ID, IPEDS Unit ID, web address, and admin and ownership information for the selected institution/campus/site. The institution name, status, type, and address are displayed.

Figure 18 - Update Other Information

The screenshot shows a web interface for updating institution information. At the top, there are navigation links: SEARCH, ACCREDITATION, AGENCY TOOLS, HELP, and LOGOUT. The main heading is "Update Other Information". Below this, the institution name "Veterans Affairs Medical Center Washington DC" is displayed in red, along with its address "50 Irving Street, N.W. Washington, DC" and "Accreditation Unit ID: 195182".

Institution Name	Veterans Affairs Medical Center Washington DC
Status	Active <input type="button" value="v"/> Actual Date Updated: <input type="text"/> (MM/DD/YYYY)
Institution Alias	VAMC Washington DC
OPE ID	<input type="text"/>
IPEDS Unit ID	<input type="text"/>
Institution Type	<input type="radio"/> Institution <input checked="" type="radio"/> Internship/Residency Site
Address	50 Irving Street, N.W.
City	Washington
State	District of Columbia <input type="button" value="v"/>
Zip Code	<input type="text"/>
Telephone	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/>
Web Address	http:// <input type="text"/>
Admin Name	<input type="text"/>
Admin Title	<input type="text"/>
Admin Telephone	<input type="text"/> - <input type="text"/> - <input type="text"/> Ext. <input type="text"/>
Admin Email	<input type="text"/>
Ownership	Please write name and percentage of ownership <input type="text"/>

Once all changes are made, click the **Update** button to save all entries.

5 Accreditation Maintenance

The *Database of Accredited Postsecondary Institutions and Programs: Collection System* serves as the primary means by which the Department of Education compiles and maintains information related to the accreditation of postsecondary institutions and programs in the United States.

Users can insert accreditation for a relevant institution/campus/site or modify an institution's existing accreditation status, where applicable. Once an institution or educational program is accredited, the accrediting agency will continue to monitor and re-evaluate it throughout the period of accreditation to verify that it continues to meet the agency's standards.

Note: Once a request has been submitted. No additional requests can be made to that record until the request has been approved and migrated. If the request was made in error or requires a change, please contact the Accredited Schools List Help Desk at 855-831-9922 or AccreditedSchoolsList@inovas.net as soon as possible. Once a request is migrated, it will appear on the public website and the record will be unlocked for additional changes. The process takes 1-2 days unless a specific request is made to the Accredited Schools List Help Desk. No additional communication will take place after migration.

5.1 Insert Accreditation for an Institution/Campus/Site

To insert an accreditation for an institution/campus/site in the *Database of Accredited Postsecondary Institutions and Programs: Collection System*, follow the steps below:

Step 1: Select the Institution, Campus or Site

Start by searching for the institution/campus/site of interest, as described in section [4.1 Search for an Institution/Campus/Site](#).

Step 2: View Existing Accreditation Information

Once you have selected the desired institution/campus/site, the **Edit Existing Information** screen is displayed. On this screen, you can view the list of current accreditations held by the selected institution/campus/site. This includes both Institutional and Specialized Accreditations held by institutions and campuses, as well as accredited Internship/Residency programs offered at sites.

An **Insert** button is displayed adjacent to each accreditation type permitted by your agency.

Figure 19 - Edit Existing Information, Insert

Agency: Specialized Accrediting Agency (ID: 77)
Institution/Campus/Site: Veterans Affairs Medical Center Washington DC
User: A10762

[SEARCH](#) [ACCREDITATION](#) [AGENCY TOOLS](#) [HELP](#) [LOGOUT](#)

Edit Existing Information

- Click on a button below to view or edit information for this institution, campus, or site. The available options will vary based on your accreditation type. Please contact the help desk at [856-831-9922](tel:856-831-9922) or AccreditedSchoolsList@inovas.net with any questions.
- Click on the name of an agency to view more information.
- Click the "Insert" button to insert a new accreditation.
- Click the button to update an existing accreditation.
- An asterisk (*) in front of the accredited date denotes an estimated date.
- The icon indicates that an accreditation record is ended (historical).
- Once a request has been submitted, no additional requests can be made to that record until the request has been approved and migrated. If the request was made in error or requires a change before, please contact the Accreditation Help Desk as soon as possible. Once a request is migrated, it will appear on the public website and the record will be unlocked for additional changes.

Veterans Affairs Medical Center Washington DC
Accreditation Unit ID: 195182

50 Irving Street, N.W.
Washington, DC

Specialized Accreditation

Agency	Program Name	Accredited Status	Accredited Date	Current Action & Date	Justification For Action	Review Date
American Dental Association, Commission on Dental Accreditation						
	Prosthodontics (including maxillofacial prosthetics and combined prosthodontics/maxillofacial prosthetics)	Accredited	01/25/2007			12/31/2010

INSERT

Internship/Residency

Agency	Program Name	Accredited Status	Accredited Date	Current Action & Date	Justification For Action	Review Date
	Post Doctoral - Advanced dental education programs (advanced education in general dentistry and general practice residency) (General Practice Residency 12 Months)	Accredited	09/08/1961			12/31/2014
American Psychological Association, Commission on Accreditation						
	Professional Psychology (IPSY) - Predoctoral internship programs	Accredited	04/01/1981			12/31/2020
	Professional Psychology (RPSY) - Postdoctoral residency programs (Residency in Clinical Psychology)	Accredited	10/25/2013			12/31/2020

Step 3: Insert New Accreditation

The process for adding a new accreditation is the same whether you are adding an institutional accreditation, specialized accreditation, or internship/residency specialized accreditation, though the available fields may differ.

NOTE: The **Edit Existing Information** screen for *sites* will not have the option of **Institutional Accreditation**. Regional and Nationally Recognized accrediting agencies (e.g., Institutional Accreditors) may not accredit sites.

Click on the corresponding **Insert** button to view the corresponding **Insert Accreditation** screen and provide the required information.

Figure 20 - Insert Specialized Accreditation

Agency: Specialized Accrediting Agency (ID: 77) User: A10762
Institution/Campus/Site: Veterans Affairs Medical Center Washington DC

SEARCH ACCREDITATION AGENCY TOOLS HELP LOGOUT

Insert Accreditation

- Enter information in all fields and click Update.
- Accreditation records will not appear on the public site until approved by Department staff.
- Once a request has been submitted, no additional requests can be made to that record until the request has been approved and migrated. If the request was made in error or requires a change, please contact the Accreditation Help Desk as soon as possible. Once a request is migrated, it will appear on the public website and the record will be unlocked for additional changes.

Veterans Affairs Medical Center Washington DC Accreditation Unit ID: 195182
50 Irving Street, N.W.
Washington, DC 20006

1. Specialized Accrediting Agency
Specialized Accrediting Agency

1-1. Select Specialized Accrediting Body:
Specialized Program

2. Select Accredited Status: Accredited

2-1. Enter the Initial Accreditation Date: * 01/01/2016 (MM/DD/YYYY) Actual Estimated

2-2. Enter Next Review Date: * 01/01/2017 (MM/DD/YYYY)

2-3. Enter the Department which houses the program:

Insert Clear

Available fields for inserting specialized accreditations, institutional accreditations, and internship/residencies are outlined below:

Insert Specialized Accreditation

- **Specialized Accrediting Agency:** The agency name is displayed.
- **Select Specialized Accrediting Agency Body:** A drop-down list of accrediting bodies is available. If only one accrediting body exists, it is automatically displayed.
- **Select Accredited Status:** A drop-down list includes **Preaccredited**, **Accredited**, and **Denied Accreditation**. This selection is required.
- **Enter the Accredited Date:** The accredited date is required and should be entered in MM/DD/YYYY format. You must also select whether the date is **Actual** or **Estimated**. **NOTE:** If you have marked the **Accredited Date** as **Estimated**, it will be displayed with an asterisk (*) in front of it.

- **Enter Next Review Date:** The date the accreditation will next be reviewed is required and should be entered in MM/DD/YYYY format. This date should be in the future.
- **Enter the Department which houses the program:** The department which houses the program can be entered in the text field provided. (Optional)

Insert Institutional Accreditation

- **Institutional Accrediting Agency:** The agency name is displayed.
- **Select Accredited Status:** A drop-down list includes **Preaccredited**, **Accredited**, and **Denied Accreditation**. This selection is required.
- **Enter the Accredited Date:** The accredited date is required and should be entered in MM/DD/YYYY format. You must also select whether the date is **Actual** or **Estimated**. **NOTE:** If you have marked the **Accredited Date** as **Estimated**, it will be displayed with an asterisk (*) in front of it.
- **Enter Next Review Date:** The date the accreditation will next be reviewed is required and should be entered in MM/DD/YYYY format. This date should be in the future.

Insert Internship/Residency

- **Internship/Residency Agency:** The agency name is displayed.
- **Select Internship/Residency:** A drop-down list of internships/residencies is available. If only one internship/residency exists, it is automatically displayed.
- **Select Accredited Status:** A drop-down list includes **Preaccredited**, **Accredited**, and **Denied Accreditation**. This selection is required.
- **Enter the Accredited Date:** The accredited date is required and should be entered in MM/DD/YYYY format. You must also select whether the date is **Actual** or **Estimated**. **NOTE:** If you have marked the **Accredited Date** as **Estimated**, it will be displayed with an asterisk (*) in front of it.
- **Enter Next Review Date:** The date the accreditation will next be reviewed is required and should be entered in MM/DD/YYYY format. This date should be in the future.
- **Enter the Department which houses the program:** The department which houses the program can be entered in the text field provided. (Optional)

Click the **Clear** button at any time while entering information to clear all entries and start again.

Once you have completed all fields, click **Insert** to save all entries and insert the accreditation for the selected institution/campus/site accordingly.

The added accreditation will then appear on the **Edit Existing Information** screen under the “Requested” section of the accreditation type with the **Request Type** listed as “Pending Add” until it is approved.

Figure 21 - Requested Special Accreditation, Insert

Specialized Accreditation							INSERT
Agency	Program Name	Accredited Status	Accredited Date	Current Action & Date	Justification For Action	Review Date	
American Dental Association	Commission on Dental Accreditation						
	Prosthodontics (including maxillofacial prosthetics and combined prosthodontics/maxillofacial prosthetics)	Accredited	01/25/2007			12/31/2010	
Requested Special Accreditation(s)		Status	Date	Action	Justification	Review Date	Request Type
Specialized Accrediting Agency Specialized Program		Preaccredited	12/05/2015			01/01/2017	Pending Add

When you are finished, you can use the Main Menu to navigate to a different task in the *Database of Accredited Postsecondary Institutions and Programs: Collection System*; or, if you are finished using the system, click on **Logout** in the upper right-hand corner of the screen to end your current session.

5.2 Update Accreditation for an Institution/Campus/Site

To update accreditation information for an institution/campus/site in the *Database of Accredited Postsecondary Institutions and Programs: Collection System*, follow the steps below:

Step 1: Select an Institution/Site

Start by searching for the institution/campus/site of interest, as described in section [4.1 Search for an Institution/Campus/Site](#).

Step 2: View Existing Accreditation Information

Once you have selected the desired institution/campus/site, the **Edit Existing Information** screen is displayed. On this screen, you can view the list of current accreditations held by the selected institution/campus/site. This includes both Institutional and Specialized Accreditations held by institutions and campuses, as well as accredited Internship/Residency programs offered at sites.



An edit  icon is displayed adjacent to each existing accreditation.

Figure 22 - View Existing Accreditation Information

Agency: Specialized Accrediting Agency (ID: 77)
Institution/Campus/Site: Veterans Affairs Medical Center Washington DC
User: A10762

SEARCH
ACCREDITATION
AGENCY TOOLS
HELP
LOGOUT


Edit Existing Information

- Click on a button below to view or edit information for this institution, campus, or site. The available options will vary based on your accreditation type. Please contact the help desk at [855-831-9922](tel:855-831-9922) or AccreditedSchoolsList@inovas.net with any questions.
- Click on the name of an agency to view more information.
- Click the "Insert" button to insert a new accreditation.
- Click the  button to update an existing accreditation.
- An asterisk (*) in front of the accredited date denotes an estimated date.
- The  icon indicates that an accreditation record is ended (historical).
- Once a request has been submitted, no additional requests can be made to that record until the request has been approved and migrated. If the request was made in error or requires a change before, please contact the Accreditation Help Desk as soon as possible. Once a request is migrated, it will appear on the public website and the record will be unlocked for additional changes.

Veterans Affairs Medical Center Washington DC
 50 Irving Street, N.W.
 Washington, DC

Accreditation Unit ID: 195182

Specialized Accreditation

Agency	Program Name	Accredited Status	Accredited Date	Current Action & Date	Justification For Action	Review Date
<u>American Dental Association, Commission on Dental Accreditation</u>						
	Prosthodontics (including maxillofacial prosthetics and combined prosthodontics/maxillofacial prosthetics)	Accredited	01/25/2007			12/31/2010
<u>Specialized Accrediting Agency</u>						
	Specialized Program	Preaccredited	12/05/2015			01/01/2017

Internship/Residency

Agency	Program Name	Accredited Status	Accredited Date	Current Action & Date	Justification For Action	Review Date
<u>American Dental Association, Commission on Dental Accreditation</u>						
	Post Doctoral - Advanced dental education programs (advanced education in general dentistry and general practice residency) (General Practice Residency 12 Months)	Accredited	09/08/1961			12/31/2014
<u>American Psychological Association, Commission on Accreditation</u>						
	Professional Psychology (IPSY) - Predoctoral internship programs	Accredited	04/01/1981			12/31/2020
	Professional Psychology (RPSY) - Postdoctoral residency programs (Residency in Clinical Psychology)	Accredited	10/25/2013			12/31/2020

Step 3: Update Accreditation

The process for updating an accreditation is the same whether you are updating an institutional accreditation, specialized accreditation, or internship/residency specialized accreditation.


Click on the corresponding edit  icon to view the corresponding **Update Accreditation** screen and provide the required information.

Figure 23 - Update Specialized Accreditation

Agency: Specialized Accrediting Agency (ID: 77)
Institution/Campus/Site: Veterans Affairs Medical Center Washington DCUser: A10762

SEARCHACCREDITATIONAGENCY TOOLSHELPLOGOUT

Update Specialized Accreditation

- Enter information in all fields and click Update.
- Actions will not appear on the public site until approved by Department staff.
- Once a request has been submitted, no additional requests can be made to that record until the request has been approved and migrated. If the request was made in error or requires a change, please contact the Accreditation Help Desk as soon as possible. Once a request is migrated, it will appear on the public website and the record will be unlocked for additional changes.

Veterans Affairs Medical Center Washington DC Accreditation Unit ID: 195182
50 Irving Street, N.W.
Washington, DC 20006

1. Specialized Accrediting Agency
Specialized Accrediting Agency

1-1. Specialized Accrediting Body:
Specialized Program

2. The Accredited Status: Pre-Accredited

2-1. The Accredited Date: 12/05/2015 (MM/DD/YYYY) (Actual)

2-2. Enter Next Review Date: * (MM/DD/YYYY)

2-3. Enter the Department which houses the program:

3. Select Current Action: *

3-1. Enter the Date of Current Action: * (MM/DD/YYYY)

4. Justification for Action: *

5. Website URL for Documentation: *

Note:
Agency submissions under 34 CFR 602.30 and 602.31 should be submitted to the Department's Accreditation Group at <https://opeweb.ed.gov/ashweb/>, or directly to the Accreditation Group analyst if so requested (for purposes of complaints against the agency, etc.).

Materials and actions that are neither required to be made public nor appropriate for public posting should be submitted to the Department through the following email addresses: CaseTeams@ed.gov and Asirecordsmanager@ed.gov.

Also, agency actions and reporting under the sections of the regulation listed below should be submitted directly to the Department through both of the following email addresses: CaseTeams@ed.gov and Asirecordsmanager@ed.gov.

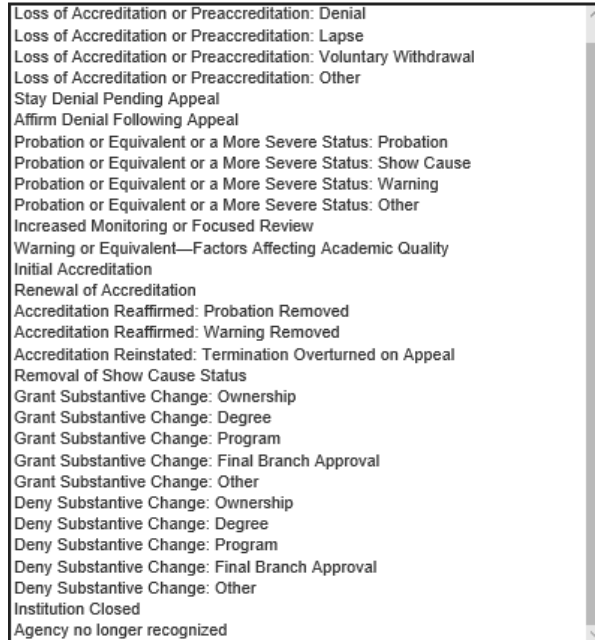
1. 34 CFR 602.27(a)(1) – 602.27(a)(7)
Including agency annual reports, directory, annual data summary, proposed/ notification of changes in policies and standards; reporting of fraud, abuse, and compliance with Title IV responsibilities, etc.
2. 34 CFR 602.19(e) and 34 CFR 602.28(c)
Including reporting of drastic increase in enrollment in distant education program at an institution accredited by an agency that had previously notified the Department of a change in scope.
3. Financial Review
4. Review of Teach-Out Plan
5. Notification to Secretary to supersede decision of state or other agency
6. Review based on action by state or other agency
7. Share information with state or other agency

Available fields for updating specialized accreditations, institutional accreditations, and internship/residencies are outlined below:

Update Specialized Accreditation

- **Specialized Accrediting Agency:** The agency name is displayed.
- **Specialized Accrediting Body:** The accrediting body is displayed.
- **The Accredited Status:** The current status is displayed but may update based on the **Current Action** selected.
- **The Accredited Date:** The accredited date displayed along with whether it is the actual or estimated date.
- **Enter Next Review Date:** The date the accreditation or sanction will next be reviewed is required and should be entered in MM/DD/YYYY format. This date should be in the future.
- **Enter the Department which houses the program:** The department which houses the program can be entered or updated in the text field provided. (Optional)
- **Select Current Action:** A drop-down list of current actions is provided. This selection is required.

Figure 24 – Current Actions



- **Enter the Date of Current Action:** The date the **Current Action** took place is required and should be entered in MM/DD/YYYY format.

- **Justification for Action:** A drop-down list of justifications is provided. This selection is required.

Figure 25 – Justification for Action

If the **Other** option is selected, an additional space is available for providing unlisted or multiple justifications.

Figure 26 – Other Justification

- **Website URL for Documentation:** The specific website URL where additional documentation is posted. This should be the specific URL linking to the required document and not a general website URL.

NOTE: The URL for a decision letter is required to be posted by the agency who serves as Title IV gatekeeper for the institution that is placed on probation or equivalent status, or a more severe action, or a status that results in loss of accreditation. At a minimum, the URL for a summary of any such action to an institution or program is required by all other agencies. The URL for a decision letter or summary is optional for any other reported accreditation action.

Update Institutional Accreditation

- **Institutional Accrediting Agency:** The agency name is displayed.
- **The Accredited Status:** The current status is displayed but may update based on the **Current Action** selected.
- **The Accredited Date:** The accredited date displayed along with whether it is the actual or estimated date.
- **Enter Next Review Date:** The date the accreditation or sanction will next be reviewed is required and should be entered in MM/DD/YYYY format. This date should be in the future.
- **Select Current Action:** A drop-down list of current actions is provided. This selection is required. See *Figure 24 – Current Actions*.

- **Enter the Date of Current Action:** The date the **Current Action** took place is required and should be entered in MM/DD/YYYY format.

- **Justification for Action:** A drop-down list of justifications is provided. This selection is required. See *Figure 25 – Justification for Action*.

If the **Other** option is selected, an additional space is available for providing unlisted or multiple justifications. See *Figure 26 – Other Justification*.

- **Website URL for Documentation:** The specific website URL where additional documentation is posted. This should be the specific URL linking to the required document and not a general website URL.

NOTE: The URL for a decision letter is required to be posted by the agency who serves as Title IV gatekeeper for the institution that is placed on probation or equivalent status, or a more severe action, or a status that results in loss of accreditation. At a minimum, the URL for a summary of any such action to an institution or program is required by all other agencies. The URL for a decision letter or summary is optional for any other reported accreditation action.

Update Internship/Residency

- **Internship/Residency Agency:** The agency name is displayed.

- **Internship/Residency Body:** The accrediting body is displayed.

- **The Accredited Status:** The current status is displayed but may update based on the **Current Action** selected.

- **The Accredited Date:** The accredited date displayed along with whether it is the actual or estimated date.

- **Enter Next Review Date:** The date the accreditation or sanction will next be reviewed is required and should be entered in MM/DD/YYYY format. This date should be in the future.

- **Enter the Department which houses the program:** The department which houses the program can be entered or updated in the text field provided. (Optional)

- **Select Current Action:** A drop-down list of current actions is provided. This selection is required. See *Figure 24 – Current Actions*.

- **Enter the Date of Current Action:** The date the **Current Action** took place is required and should be entered in MM/DD/YYYY format.

- **Justification for Action:** A drop-down list of justifications is provided. This selection is required. See *Figure 25 – Justification for Action*.

If the **Other** option is selected, an additional space is available for providing unlisted or multiple justifications. See *Figure 26 – Other Justification*.

- **Website URL for Documentation:** The specific website URL where additional documentation is posted. This should be the specific URL linking to the required document and not a general website URL.

NOTE: The URL for a decision letter is required to be posted by the agency who serves as Title IV gatekeeper for the institution that is placed on probation or equivalent status, or a more severe action, or a status that results in loss of accreditation. At a minimum, the URL for a summary of any such action to an institution or program is required by all other agencies. The URL for a decision letter or summary is optional for any other reported accreditation action.

When you are finished making changes, click **Update** to save your entries and update the institution’s accreditation accordingly. You can also click **Cancel** at any time to return to the **Edit Existing Information** screen without saving.

The requested changes will then appear on the **Edit Existing Information** screen under the “Requested” section of the accreditation type with the **Request Type** listed as “Pending Update” until it is approved.

Figure 27 - Requested Special Accreditation, Update

Specialized Accreditation							
Agency	Program Name	Accredited Status	Accredited Date	Current Action & Date	Justification For Action	Review Date	
<u>American Dental Association, Commission on Dental Accreditation</u>							
	Prosthodontics (including maxillofacial prosthetics and combined prosthodontics/maxillofacial prosthetics)	Accredited	01/25/2007			12/31/2010	
<u>Specialized Accrediting Agency</u>							
	Specialized Program	Preaccredited	12/05/2015			01/01/2017	
Requested Special Accreditation(s)		Status	Date	Action	Justification	Review Date	Request Type
<u>Specialized Accrediting Agency</u> Specialized Program		Preaccredited	12/05/2015	Renewal of Accreditation	Is in compliance with all of the agency's accreditation standards	01/01/2017	Pending Update

When you are finished, you can use the Main Menu to navigate to a different task in the *Database of Accredited Postsecondary Institutions and Programs: Collection System*; or, if you are finished using the system, click **Logout** in the upper right-hand corner of the screen to end your current session.

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