

U.S. Department of Education Office of Postsecondary Education



e-Recognition System

User Guide

March 2021

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1 Access and Login

In preparation for using the online submission process, prior to accessing the e-Recognition system, you should:

- Review the Secretary's Criteria for Recognition and consider your responses to each criterion.
- Have a list of the documentation files on your desktop or network that you wish to upload to support your narrative for each criterion. We encourage you to separate large files into smaller ones, so they will upload more quickly. The files uploaded are limited to a size of 150 MB.
- Make sure that each file is in a valid format. These include:
 - Text file (TXT extension)
 - MS Word file (DOC, DOCX, or RTF extension)
 - Excel spreadsheet (XLS or XLSX extension)
 - Adobe PDF file (PDF extension)
 - Image file (GIF, JPG, or TIFF extension) or a
 - Powerpoint presentation (PPT or PPTX extension)
- Be prepared to verify your agency's contact information and to update it, if necessary.

ASL will provide your agency with a User ID and initial password. For security reasons, the e-Recognition system requires that you change the password the first time you access the site. Please note the new password you select, as it will be required for future access to the site. You may share the password with other staff members at your agency; however, only one person should access the account at a time.

If you need help while using the ASL e-Recognition system, you can click the 'Contact Us' link to contact the help desk.

1.1 Accessing the e-Recognition System

You will login into the site from the ASL e-Recognition home page.

1. Open your Web browser:
2. Enter the URL <https://opeweb.ed.gov/ASLWEB> in the address box of the browser. The Login screen will display.
3. Enter your User Name and Password and click the **Login** button to log in to the system. Please note that the password is case-sensitive.

If you have forgotten your password, click **Forgot password?** to have it emailed to you.

1.2 Change Password

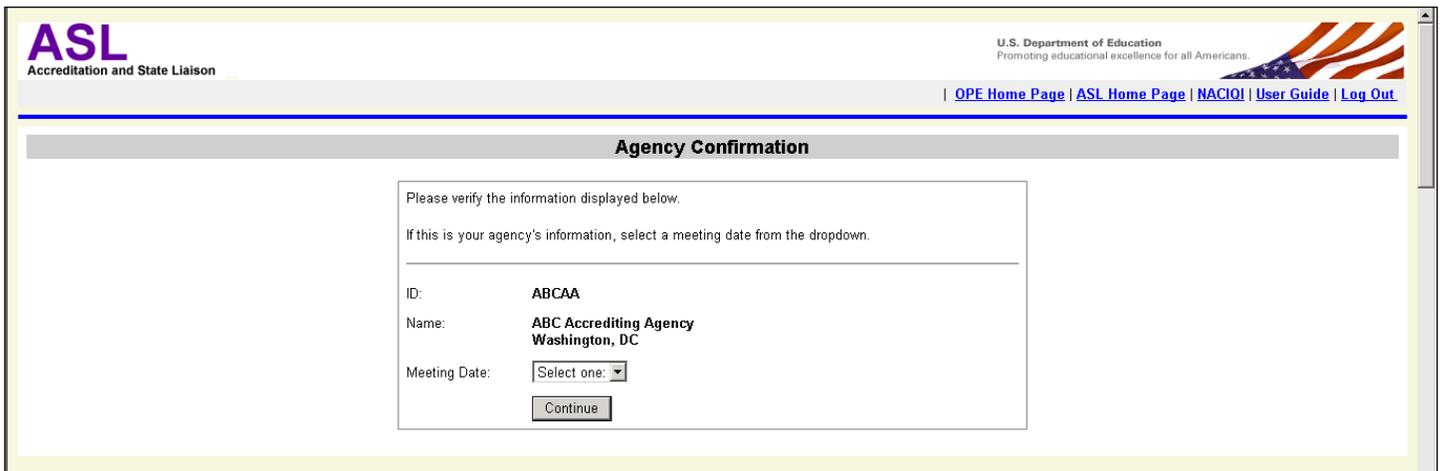
The Department will provide you with a User ID and an initial password. Passwords expire every 90 days. All first-time users are required to change their password. After you login to the e-Recognition system for the first time or if your password has expired, the *Change Password* screen will display.

1. Enter your current and new passwords.

2. The new password you enter must have at least one uppercase letter, one lowercase letter, one number, and one non-alphanumeric character.
3. Click the **Save** button.
4. The Agency Confirmation screen will display.

1.3 Agency Confirmation

After you log in to the e-Recognition system, the Agency Confirmation screen will display. Verify that the information is for your agency. Select the meeting date from the dropdown and click the **Continue** button.



The screenshot shows the ASL (Accreditation and State Liaison) system interface. The header includes the ASL logo and the U.S. Department of Education logo with the tagline "Promoting educational excellence for all Americans." Navigation links for OPE Home Page, ASL Home Page, NACIQI, User Guide, and Log Out are visible. The main content area is titled "Agency Confirmation" and contains a form with the following fields:

- Text: "Please verify the information displayed below."
- Text: "If this is your agency's information, select a meeting date from the dropdown."
- Form fields:
 - ID: ABCAA
 - Name: ABC Accrediting Agency Washington, DC
 - Meeting Date: Select one: [dropdown menu]
 - Continue button

2 Enter your Report

2.1 Instructions Screen

After you select the meeting date on the *Agency Confirmation* screen, the *Instructions* screen will display. The process of entering your petition has been divided into four steps. Each step may be accessed by either clicking on the corresponding link at the top of each page or on the *Instructions* screen.

The screenshot shows the ASL Instructions screen. At the top left is the ASL logo and 'Accreditation and State Liaison'. At the top right is the U.S. Department of Education logo and tagline. Below the header is a navigation bar with 'Meeting Date: 06/2010' and links for 'Instructions', 'Step 1', 'Step 2', 'Step 3', 'Step 4', 'Review & Submit', 'Change Password', 'Help Desk', and 'Log Out'. On the left side, there is a blue box titled 'Other Links' containing four links: 'OPE ED Home', 'ASL ED Home', 'NACIQI', and 'User Guide'. The main content area is titled 'Instructions' and contains a paragraph explaining the purpose of the website. Below this is a table with the following content:

Type of Submission:	Renewal Petition
Step 1	Review and update your agency's contact information
Step 2	Enter a narrative explanation for each applicable criterion for recognition listed in CFR Part 602 Subpart B.
Step 3	Upload supporting documents to demonstrate your agency's compliance with each criterion.
Step 4	View the Table of Contents which lists the criteria which have been answered and the supporting documentation which has been uploaded.
Review and Submit	Submit your petition for review by the ASL.

At the bottom of the page, there is another navigation bar with 'Meeting Date: 06/2010' and the same set of links as the top bar.

The following links appear in the blue box on the left side of the screen. When you click a link, a new browser window to display the page requested.

- **ASL ED Home** –Displays the Accreditation home page on the ed.gov web site.
- **NACIQI** – Displays the National Advisory Committee on Institutional Quality and Integrity (NACIQI) home page on the ed.gov web site.
- **OPE ED Home** – Displays the Office of Postsecondary Education (OPE) home page on the ed.gov web site.
- **User Guide** – Displays this document.

The following sections explain each of the e-Recognition system screens which you can access from the *Instructions* screen.

2.2 Step 1 - Agency Contact Information

Step 1 allows you to review and update your agency's contact information. ASL will use this information to contact your agency regarding your submission.

The screenshot shows the ASL web application interface. At the top left is the ASL logo and the text "Accreditation and State Liaison". At the top right is the U.S. Department of Education logo with the tagline "Promoting educational excellence for all Americans." Below the logo is the text "Meeting Date: 06/2010" and a navigation menu with links for "Instructions", "Step 1", "Step 2", "Step 3", "Step 4", "Review & Submit", "Change Password", "Help Desk", and "Log Out". On the left side, there is a blue sidebar with "Other Links" including "OPE ED Home", "ASL ED Home", "NACIQI", and "User Guide". The main content area is titled "Step 1 - Agency Contact Information". It displays the current agency information: "Agency Identifier: DEMOA" and "Agency Name: Demo Accrediting Agency". Below this, it says "Please update your agency's contact information. * Required". The form is divided into three sections: 1. Agency Address, 2. Accrediting Agency Administrator, and 3. Point of Contact (POC) for the Content of the Submission. Each section contains various input fields for street addresses, city, state, zip code, title, prefix, first name, middle initial, last name, telephone number, fax number, and email address. A "Save" button is located at the bottom of the form.

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Meeting Date: 06/2010 | [Instructions](#) | [Step 1](#) | [Step 2](#) | [Step 3](#) | [Step 4](#) | [Review & Submit](#) | [Change Password](#) | [Help Desk](#) | [Log Out](#) |

Other Links

- [OPE ED Home](#)
- [ASL ED Home](#)
- [NACIQI](#)
- [User Guide](#)

Step 1 - Agency Contact Information

Agency Identifier: DEMOA
Agency Name: Demo Accrediting Agency

Please update your agency's contact information. * Required

1. Agency Address

Street 1: * 4312 Main Street
Street 2:
City: * Washington
State: * DC Zip Code: 20000

2. Accrediting Agency Administrator

Title:
Prefix: Select one:
First Name: * John
Middle Initial:
Last Name: * Smith
Telephone Number: * 333-333-3333 ex.:999-999-9999 ext.
Fax Number: ex.:999-999-9999
Email: * Test@test.com

3. Point of Contact (POC) for the Content of the Submission

Prefix: Select one:
First Name: *
Middle Initial:
Last Name: *
Telephone Number: * ex.:999-999-9999 ext.
Email: *

- Verify that the e-Recognition system has current agency contact information.
- All fields marked with a red * are required.
- Enter any necessary changes and click the **Save** button.
- Changing the information in this section will only change your information within the e-Recognition system, not Department-wide. A confirmation email will be sent to the Point of Contact email address when the petition is submitted.

2.3 Step 2 - Narratives

In Step 2 you will enter a narrative explanation for each applicable criterion.

- For initial and renewal petitions, you must either respond to each criterion by entering an explanation or checking the N/A (Not Applicable) box.
- For all other report types, you are only required to enter a response for the required criteria which are listed on the *Instructions* screen. You may enter a response for any of the other criteria, if you like. You do not need to check N/A for non-applicable criteria.
- Text boxes for responses are limited to 7,500 characters and spaces. A counter is provided to track the number of characters remaining.
- You must click the **Save** button on each page to save your responses. You do not need to enter a response for each criterion on a page before saving.

2.3.1 Requested Scope of Recognition

When you click the **Step 2** link, the *Step 2A – Requested Scope of Recognition* screen will display with the Current Scope of Recognition granted by the Secretary of Education for your agency.

The screenshot shows the ASL Accreditation and State Liaison web application interface. At the top left, the ASL logo is displayed with the text 'Accreditation and State Liaison'. The top right corner features the U.S. Department of Education logo and the tagline 'Promoting educational excellence for all Americans.' Below the logo, the meeting date is '06/2010'. A navigation bar contains links for 'Instructions', 'Step 1', 'Step 2', 'Step 3', 'Step 4', 'Review & Submit', 'Change Password', 'Help Desk', and 'Log Out'. A 'Sections' sidebar on the left lists: 'Requested Scope of Recognition', 'Basic Eligibility Requirements (602.10 - 602.13)', 'Organizational & Administrative Requirements (602.14 - 602.15)', 'Required Standards & Their Application (602.16 - 602.21)', and 'Required Operating Policies & Procedures (602.22 - 602.28)'. The main content area is titled 'Requested Scope of Recognition' and includes the instruction: 'Click a link to the left to display the criteria for that section.' Below this, the agency information is shown: 'Agency Identifier: DEMOA' and 'Agency Name: Demo Accrediting Agency'. A message states: 'This is the current scope of recognition for your agency which was granted by the Secretary of Education: This is the scope of recognition granted by the Secretary of Education.' A prompt asks: 'To request a change to this scope of recognition, such as an expansion of scope or a revision to the current wording, enter your requested scope of recognition in the field below. Please remember that your agency will be evaluated in the context of your requested scope of recognition:'. A large text input field is provided for this purpose. Below the field, a character counter shows '1000 characters remaining'. A 'Save' button is located at the bottom center. A link at the bottom right reads 'Go to Next Criteria - Basic Eligibility Requirements'.

If you are requesting any type of change to this scope of recognition, such as an expansion of scope or any revision to the current wording, please enter your requested scope of recognition in the text box on this page and click the **Save** button. Please remember that your agency will be evaluated in the context of your requested scope of recognition.

After you click the **Save** button, the screen will redisplay with a message that the entry was saved.

Click the **Go to Next Criteria – Eligibility Requirements** link to continue.

2.3.2 Criteria for Recognition

The remaining Step 2 pages list the criteria for recognition. Enter your response for each applicable criteria and click the **Save** button. Click the Criterion links at the top of the page or the section links in the blue box on the left side of the screen to display each criterion.

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Meeting Date: 06/2010 | [Instructions](#) | [Step 1](#) | [Step 2](#) | [Step 3](#) | [Step 4](#) | [Review & Submit](#) | [Change Password](#) | [Help Desk](#) | [Log Out](#) |

Sections

- [Requested Scope of Recognition](#)
- Basic Eligibility Requirements**
(602.10 - 602.13)
- [Organizational & Administrative Requirements](#)
(602.14 - 602.15)
- [Required Standards & Their Application](#)
(602.16 - 602.21)
- [Required Operating Policies & Procedures](#)
(602.22 - 602.28)

Basic Eligibility Requirements

Criterion | [602.10](#) | [602.11](#) | [602.12](#) | [602.13](#)

Enter your responses in the text boxes and click the "Save" button after you have finished.

- Use the Criterion links in the upper right to advance through each criteria.
- After you have completed each criterion you may use the links on the left to advance through each step 2 section.
- Click on the "Step 3" link to upload supporting documents referenced in your narratives.
- Text boxes for responses accommodate 7,500 characters and spaces. A counter is provided to track the number of characters remaining.

Agency Identifier: DEMOA
Agency Name: Demo Accrediting Agency

602.13 Acceptance of the agency by others.

The agency must demonstrate that its standards, policies, procedures, and decisions to grant or deny accreditation are widely accepted in the United States by--

(a) Educators and educational institutions; and

(b) Licensing bodies, practitioners, and employers in the professional or vocational fields for which the educational institutions or programs within the agency's jurisdiction prepare their students.

Agency response:

N/A - Check if your agency is exempted.

7500 characters remaining

A spell checker has been provided for your convenience. To perform a spell check after you enter your narrative, click the  button below the narrative text box. A spell checker window will pop up with a list of any spelling errors. You will have the option to change or ignore any spelling errors.

2.4 Step 3 – Upload Supporting Documentation

You can upload as many documents as you wish to demonstrate compliance with the criteria. You can only link a document to criteria for which you have entered a narrative. Each document should only be uploaded once. A document can be linked to multiple criteria.

Meeting Date: 12/2012 | [Instructions](#) | [Step 1](#) | [Step 2](#) | [Step 3](#) | [Step 4](#) | [Review & Submit](#) | [Change Password](#) | [Help Desk](#) | [Log Out](#) |

Step 3 - Upload additional documentation to support narratives.

Follow the steps below to upload supporting documentation.

- Select the criteria which the document supports. If a document supports more than one criterion, you should only upload it once. Press the Ctrl key and click to select more than one criterion.
 - 602.10
 - 602.11
 - 602.12(a)
 - 602.12(b)
 - 602.14(a)
 - 602.14(b)
- Enter the title of the file as it is referenced in the narrative (e.g. Exhibit 1 Accreditation Handbook).
- Click the "Browse..." button and select the file.

The file type must be one of the following: Adobe PDF, MS Word, Excel, Powerpoint, image file (.gif, .jpg, or .tif extension), or a Text file (.txt extension).

Note: The file size is limited to 150MB. Larger files should be split into two files and uploaded separately.
 Note for MAC Users: The following characters are not allowed in file names: / \ : * ? " < > |. Please remove these characters from your file name before you attempt to upload it.
- Upload the file - Click on the button below to initiate the upload. After a successful upload, scroll down to the "List of Document Uploaded" table below to edit or delete the file.

List of Documents - 1 document uploaded					
Document Title	File Name	Exhibit Comments	Criteria Linked	Link More Criteria	Delete Document
My supporting document	A Test PDF 2.pdf	Enter comments: <input type="text"/> <input type="button" value="Save Comments"/>	602.10, 602.11 <input type="button" value="Remove Last Criterion"/>	Criteria: 602.12(a) 602.12(b) 602.14(a) <input type="button" value="Link More"/>	<input type="button" value="Delete"/>

Meeting Date: 12/2012 | [Instructions](#) | [Step 1](#) | [Step 2](#) | [Step 3](#) | [Step 4](#) | [Review & Submit](#) | [Change Password](#) | [Help Desk](#) | [Log Out](#) |

For each document you wish to upload:

- Select one or more criteria for which the document demonstrates compliance. To select multiple criteria, press the **Ctrl** key while clicking on the appropriate criteria.
- Enter a title for the document.
- Click the **Browse...** button and select the file from your desktop.
- Click the **Upload File** button.

The Step 3 screen will redisplay with a list of uploaded documents.

Once you have uploaded a file, you may perform any of the following actions on it:

- Enter Exhibit Comments** – If you would like to enter a comment about a document, enter the comment in the Exhibit Comments field and click the **Save Comments** button.
- Remove the Last Criterion Linked** – To remove a criterion linked to the document, click the **Remove Last Criterion** button.
- Link More Criteria** – To link additional criteria to a document, click on the criteria in the Link More Criteria column and click the **Link More** button.
- Delete the Document** – To delete a document from the e-Recognition system, click the **Delete** button. Click the **OK** button on the delete confirmation pop-up.

2.5 Step 4 - Table of Contents

The Table of Contents is automatically generated based on your input. The link on each criterion will take you to the narrative entry in Step 2 for that criterion. All of the documents you uploaded in Step 3 will be listed here with a link to display the document.

The screenshot shows the ASL Accreditation and State Liaison interface. At the top left is the ASL logo and the text "Accreditation and State Liaison". At the top right is the U.S. Department of Education logo with the tagline "Promoting educational excellence for all Americans." Below the logo is a navigation bar with the text "Meeting Date: 06/2010" and a series of links: "Instructions", "Step 1", "Step 2", "Step 3", "Step 4", "Review & Submit", "Change Password", "Help Desk", and "Log Out".

On the left side, there is a blue-bordered box titled "Other Links" containing the following links: "OPE ED Home", "ASL ED Home", "NACIQI", and "User Guide".

The main content area is titled "Table of Contents" and contains the following text: "A table of contents has been generated from the data entered by the agency." Below this, there are three sections of criteria with links to their respective narrative entries:

- BASIC ELIGIBILITY REQUIREMENTS**
[602.10 Link to Federal programs](#)
- REQUIRED STANDARDS & THEIR APPLICATION**
[602.16\(a\)\(1\)\(i\) Student Achievement](#)
- REQUIRED OPERATING POLICIES & PROCEDURES**
[602.22\(a\)\(1\) Approval of Substantive Changes](#)
[602.27\(a\) Annual report](#)

Below these sections is a section titled "LIST OF EXHIBITS" which contains a table with the following columns: "Criteria", "File Title", and "File Name".

Criteria	File Title	File Name
602.10	Exhibit 1: Accreditation Handbook	A Sample PDF.pdf

At the bottom of the page, there is another navigation bar identical to the one at the top, with the text "Meeting Date: 06/2010" and the same set of links.

2.6 Historical Information

If historical documents have been uploaded for your agency, a link for them will display on the Instructions screen. Click the **Historical information** link on the *Instructions* screen. When the Historical Information screen displays, click the document name link to display the document.

The screenshot shows the ASL Accreditation and State Liaison interface. At the top left is the ASL logo and the text "Accreditation and State Liaison". At the top right is the U.S. Department of Education logo with the tagline "Promoting educational excellence for all Americans." Below the logo is a navigation bar with the text "Meeting Date: 06/2009" and a series of links: "Instructions", "Step 1", "Step 2", "Step 3", "Step 4", "Review & Submit", "Change Password", and "Log Out".

On the left side, there is a blue-bordered box titled "Other Links" containing the following links: "ASL ED Home", "NACIQI", "OPE ED Home", "ASL User Guide", and "Contact Us".

The main content area is titled "Historical Information Documents" and contains the following text: "You may obtain a copy of your agency's historical documents for your record. Please click on the hyperlink to download the file." Below this text is a link: [Agency June 2005 transcript portion](#).

At the bottom of the page, there is another navigation bar identical to the one at the top, with the text "Meeting Date: 06/2009" and the same set of links.

2.7 Review and Submit Screen

The Review and Submit screen allows you to submit your report to ASL. Your report is **NOT** submitted until you click on the **Submit** button. If there are any required criteria which you have not responded to, you will not be able to submit your report. The required criteria which need to be entered will be listed as a link to that criterion in Step 2. You must also complete Step 1 and Step 3 before you will be allowed to submit.

When you click the Submit button, the report will be submitted to ASL and a confirmation email will be sent to the Point of Contact email entered in Step 1. The following screen will display.

2.8 Display Agency Report

You can display your report in PDF format by clicking on the **Display Agency Report** link on the *Review and Submit* screen. Once the PDF document displays, you can save it for your records by clicking the **Save a Copy** button. Adobe Acrobat Reader is required to view the file. To download a free copy, go to the Adobe Web site.

You can also view your report on-line by clicking the HTML link.

Click the Logout link to exit the ASL e-recognition system.

2.9 After Submission

Once your report is submitted, it cannot be updated unless it is re-opened by ASL staff. If you login to the e-Recognition system after your report is submitted, the following screen will display after you select your meeting date from the *Agency Confirmation* screen.

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[OPE Home Page](#) | [ASL Home Page](#) | [NACIQI](#) | [User Guide](#) | [Log Out](#)

Agency Meeting Information

The submission is currently in Narrative Submit status.
No modifications can be made at this time.

Identifier: ABCAA
Name: ABC Accrediting Agency
Washington, DC
Meeting Date: 12/2012

You may obtain a copy of the following files for your record. Click a link to display the document.

- Original Submission: [PDF](#) or [HTML](#) format

You may obtain a copy of your agency's historical documents for your record. Click on the link to download the file.

- [Secretary Decision Letter](#)

You may obtain copies of 3rd Party Comment files for your record. Click on the link to download the 3rd Party Comment File.

3rd Party Written Comments	
Document	Pro/Con
John Doe	CON

No Oral Comments Requested

No Response to 3rd Party Comments.

No Files were Uploaded in Response to 3rd Party Comments.

You may modify your contact information by clicking "Contact Information" below. It is important to keep your contact information current.

[Contact Information](#)

- Click the Original Submission PDF link to display your agency's report in PDF format. Click the HTML link to view it in HTML format.
- If the Final Review of your petition has been completed, you will be able to click a link to generate the Final Analysis Document and the Final Staff Report in either PDF or HTML format.
- If historical documents have been uploaded by ASL staff for your agency, you will be able to view the document by clicking on the link.
- If third-party comments have been uploaded by ASL staff for your agency, you will be able to view the document by clicking on the link. Once the draft clearance has been finished on your report, comments entered by the ASL analyst about the 3rd party comments will display here.
- If you would like to update your contact information, click the Contact Information button.
- Click the Log Out link to log out of the e-Recognition system.

3 Enter your Response

After your report is submitted, it will be reviewed by ASL staff. Once the draft clearance has been completed, an email will be sent to the email addresses entered on the Step 1 – Contact Information screen. When you log into the e-Recognition system you will be allowed to enter a response to the remarks made by the ASL staff and upload supporting documentation for the criteria for which additional information has been requested.

3.1 Resubmit Instructions

After you log into the e-Recognition system and select your meeting date from *Agency Confirmation* screen, the *Resubmit Instructions* screen will display.

The following links appear in the blue box on the left side of the screen. When you click a link, a new browser window will open to display the page requested.

- **Draft Analysis** – Displays a Draft version of the Staff Report to the National Advisory Committee on Institutional Quality and Integrity (NACIQI) for your agency in PDF format.
- **3rd Party Comments** – Allows you to display any 3rd Party comments which ASL has received and enter a response to those comments.
- **ASL ED Home** – Displays the Accreditation home page on the ed.gov web site.
- **NACIQI** – Displays the National Advisory Committee on Institutional Quality and Integrity (NACIQI) home page on the ed.gov web site.
- **OPE ED Home** – Displays the Office of Postsecondary Education (OPE) home page on the ed.gov web site.
- **User Guide** – Displays this document.

The Resubmit process has been divided into the following steps:

- To update your contact information, click the **Step 1** link. Refer to *Section 2.2* for more information.

- To enter your response to the agency remarks for each criterion which did not meet the requirements, click the **Step 2** link. Refer to the following section for more information.
- To upload supporting documentation for your response, click the **Step 3** link. Refer to *Section 2.4* for more information.
- To submit your response, click the **Review & Submit** link. Refer to *Section 2.6* for more information. You must enter a response for each criterion which ASL staff indicated did not meet the requirements before you can submit.

3.2 Resubmit Step 2

In Resubmit Step 2, you will enter a response for each criterion which ASL staff indicated in their report did not meet the requirements.

ASL
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Meeting Date: 06/2009

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| [Instructions](#) | [Step 1](#) | [Step 2](#) | [Step 3](#) | [Review & Submit](#) | [Change Password](#) | [Log Out](#) |

Other Links

- [Draft Analysis](#)
- [3rd Party Comments](#)
- [ASL ED Home](#)
- [NACIQI](#)
- [OPE ED Home](#)
- [ASL User Guide](#)
- [Contact Us](#)

Analyst's Request for Agency's Response

Step 2 – Written Response to the Draft Staff Analysis

The following table displays the criteria that the Department has identified that did not meet the requirements.

The analysis is marked "DRAFT." This "draft" report is being issued to you – and only to you -- at this time. It will not be available, for example, to anyone under a Freedom of Information Act request because it is a draft. If you choose to respond to the draft analysis and your response satisfies us that your agency now meets a particular criterion that we cited in the draft analysis, we will change the analysis to reflect the additional information. The revised analysis will become the official analysis and will be the only document we send to the Committee and make available to the public.

Criteria
BASIC ELIGIBILITY REQUIREMENTS
602.10 Link to Federal programs
REQUIRED STANDARDS & THEIR APPLICATION
602.16(a)(1)(i) Student Achievement

Meeting Date: 06/2009

| [Instructions](#) | [Step 1](#) | [Step 2](#) | [Step 3](#) | [Review & Submit](#) | [Change Password](#) | [Log Out](#) |

The *Analyst's Request for Agency's Response* screen lists all of the criteria which did not meet the requirements. Click the criterion link to display the staff remarks for that criterion and enter your response.

When the criterion link is clicked, the *Agency Narrative* screen will display.

This screen displays:

- The narrative entered by the agency on the original submission,
- The documents linked to the criterion which were uploaded in the original submission,
- The documents linked to the criterion which were uploaded in the resubmission, and
- The staff analysis and remarks explaining why the agency did not meet the requirements for the criterion.

The screenshot displays the ASL Accreditation and State Liaison web application interface. At the top left, the ASL logo is visible, and the text "Accreditation and State Liaison" is present. The top right corner features the U.S. Department of Education logo and the tagline "Promoting educational excellence for all Americans." Below the header, the "Meeting Date: 06/2009" is displayed on the left, and navigation links for "Instructions", "Step 1", "Step 2", "Step 3", "Review & Submit", "Change Password", and "Log Out" are on the right. A blue sidebar on the left contains a "List of Criteria Which Did Not Meet Requirements" with a "Back" link and a link to "602.10(a)(1)(i)". The main content area is divided into two sections. The upper section, titled "Agency Narrative: 602.10 Link to Federal programs", contains a text area with the requirement: "The agency must demonstrate that-- (a) If the agency accredits institutions of higher education, its accreditation is a required element in enabling at least one of those institutions to establish eligibility to participate in HEA programs; or (b) If the agency accredits institutions of higher education or higher education programs, or both, its accreditation is a required element in enabling at least one of those entities to establish eligibility to participate in non-HEA Federal programs." Below this is a text area for the agency's narrative from the original submission. The section also includes a "Document(s) Agency Linked to this Section" area showing "No Files Uploaded", an "Analyst Worksheet" area, and a "Staff Analysis" area with the message "There are no documents uploaded by the analyst." The lower section, titled "Agency Response: 602.10 Link to Federal programs", features a large text area for the response, a character count of "7500 characters remaining", and a "Save" button. A final "Document(s) Agency Linked to this section" area also shows "No Files Uploaded". The footer of the page repeats the "Meeting Date: 06/2009" and the navigation links.

Enter your response to the analyst's remarks and click the **Save** button. Click a criterion link on the left side of the page to display the *Agency Narrative* screen for that criterion.

3.3 3rd Party Comments

The 3rd Party Comments screen lists any comments about your agency which have been submitted to ASL by a third party.

ASL
Accreditation and State Liaison

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Other Links

- [Draft Analysis](#)
- [3rd Party Comments](#)
- [ASL ED Home](#)
- [NACIQI](#)
- [OPE ED Home](#)
- [ASL User Guide](#)
- [Contact Us](#)

3rd Party Written Comments		
Document Title	File Name <small>(The file was renamed in the ASL system.)</small>	Pro/Con
John Smith	John Smith.doc	PRO

Response to 3rd Party Written Comments

7500 characters remaining

Upload Response for 3rd Party Written Comments

Enter the title of the response file.

Click the **Browse** button to locate the file on your desktop.

Response Documents Uploaded for 3rd Party Written Comments

No Response Files Uploaded

Meeting Date: 06/2009 | [Instructions](#) | [Step 1](#) | [Step 2](#) | [Step 3](#) | [Review & Submit](#) | [Change Password](#) | [Log Out](#) |

The document title will contain the name of the person who submitted the comment. Click on the File Name link to display the document containing the comments.

If you would like to enter a response to the third party comments, you may enter it in the response field or to upload a file with your response, enter the title of the file and click the **Browse...** button to select the file from your desktop. Click the **Save** button to save your comments.