

UNITED STATES DEPARTMENT OF EDUCATION

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Office of Postsecondary Education (OPE)

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

July 2018

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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/dapip/> . 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/dapip/> . 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.
- **Internship/Residency Accreditation** is a subset of the Specialized or Programmatic Accreditation that applies to the evaluation of internship or residency programs.

## 1.2 Types of Institution/Sites

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 Institution/Sites affiliated with it, as defined below:

- **Additional Location:** A branch Institution/Site 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 Institution/Site. Campuses can inherit the accreditation of the Parent Institution and can also obtain additional accreditations for programs at that Institution/Site. Moreover, it 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 Institution/Site. Additional Institution/Sites are accredited through the accreditation of the parent institution or campus they are affiliated with. They cannot obtain their own separate accreditation. **(Campuses are considered additional location).**

## 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 to remove 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.

- **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 user types, logging in, registering, navigating the system, and helpful hints and tips

### 2.1 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 [dapip@inovas.net](mailto:dapip@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.
- 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 except the “Confidential Action” 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/dapip/>.
- 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 document for a summary of any such action to an institution or program is required by all other agencies. The document for a decision letter or summary is optional for any other reported accreditation action. An 'Upload

Documentation' function is now available to upload the decision letter. Read more in [section 5.4 Modify Accreditation](#).

- 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](mailto:CaseTeams@ed.gov) and [AslRecordsManager@ed.gov](mailto:AslRecordsManager@ed.gov).

Also, the new *Database of Accredited Postsecondary Institutions and Programs: Collection System* is designed to allow agencies to report agency actions directly under the sections of the regulation listed below:

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.

## 2.2 Login and Register

To access the *Database of Accredited Postsecondary Institutions and Programs: Collection System* home page, browse to <https://surveys.ope.ed.gov/dapip>. 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 [dapip@inovas.net](mailto:dapip@inovas.net).

Figure 1 Login Page

U.S. DEPARTMENT OF EDUCATION OFFICE OF POSTSECONDARY EDUCATION

**DAPIP** Database of Accredited Postsecondary Institutions and Programs  
COLLECTION

1-855-831-9922  
dapip@inovas.net

Log In to Collection System

USER ID


PASSWORD


Log In

Forgot User ID or 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. 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.

 Database of Accredited Postsecondary Institutions and Programs

 U.S. Department of Education, Recognition and Accreditation

### 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


Database of Accredited Postsecondary Institutions and Programs | U.S. Department of Education, Recognition and Accreditation | Privacy Policy

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

**NOTE:** The system will automatically log off after changing the password, therefore, users will need to log back in to complete registration and agency related information.

*Figure 2 Change Password*

The screenshot shows a web interface for resetting a password. At the top, there is a dark green header with the DAPIP Collection logo on the left, the text 'Database of Accredited Postsecondary Institutions and Programs' in the center, and contact information '1-855-831-9922' and 'dapip@inovas.net' on the right. Below the header is a light gray background containing a white-bordered box with the title 'Reset Password'. Inside this box, there are three input fields: 'OLD PASSWORD\*' with a clear icon, 'NEW PASSWORD\*' with an information icon, and 'CONFIRM NEW PASSWORD\*' with a clear icon. At the bottom of the box is a dark green button labeled 'Reset Password'.

The  icon refers to password rules and they are as follow:

- Must be between 8 and 14 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 \*)



## 2.3 User Types

As of July 2018, the *Database of Accredited Postsecondary Institutions and Programs: Collection System* will have different user types with permissions as shown in the table below:

USERS	Agency		View Only	Admin	
Functions	Agency, Main	Agency, Proxy	Restricted ED (FSA)	ED	ED Manager
Manage Institutions/Sites and Accreditations	Can Edit	Can Edit	View Only	Edit with Historical Permissions	Edit with Historical Permissions
Manage Additional Users	Yes	No	No	No	No
Agency Information	Edit	Edit	View Only	Can Edit	Can Edit
Confidential Actions	Add View Own	Add View Own	View	View	View
Reports	No	No	Yes	Yes	Yes

**NOTE:** Each user will view a different screen with different permissions as shown in [section 2.4 Menu](#).

## 2.4 Menu

Upon successful log in, the Main Menu is displayed on the left side of the screen. As its name implies, this menu contains links and navigation controls to all other parts of the system. Select the desired menu option to view a list of available tasks.

**NOTE:** As mentioned in [section 2.3 User Types](#), the figures below show the different screens that each user type will see.

Figure 3 *Agency Main Menu*

Agency Main users will have the ability to do the following:

- Edit Manage Institutions/Sites and Accreditations
- Manage Additional Users
- Edit Agency Information

**NOTE:** Agency main users will NOT have access to Reports page.

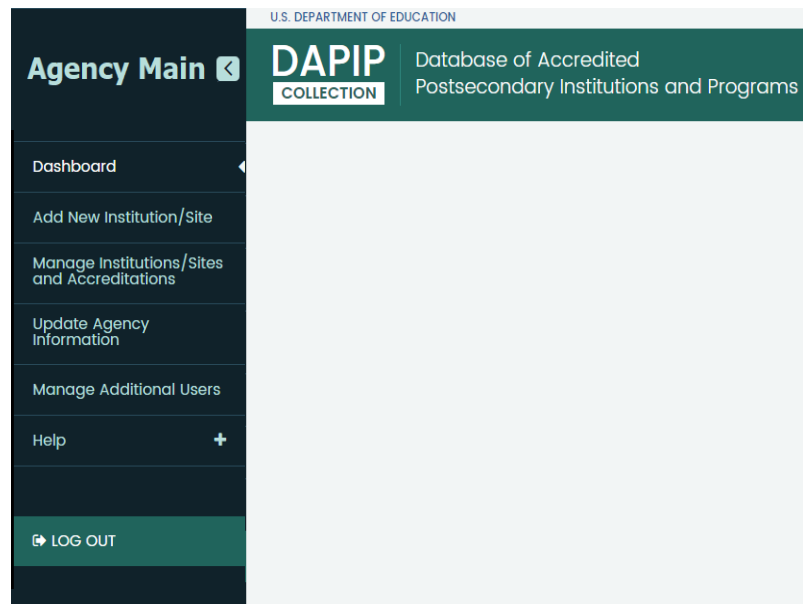


Figure 4 Agency Proxy Menu

Agency Proxy users will have the ability to do the following:

- Edit Manage Institutions/Sites and Accreditations
- Edit Agency Information

**NOTE:** Agency main users will NOT have access to Reports page and Managing Additional Users.

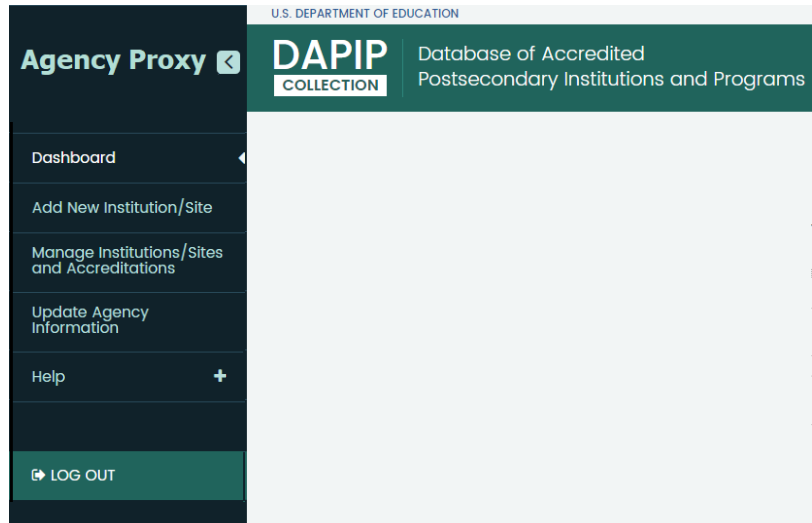


Figure 5 Restricted ED (FSA) Menu

Restricted ED (FSA) users will have the ability to do the following:

- View Institutions and Accreditations
- View Agency Information
- Access Reports Page

**NOTE:** Restricted ED (FSA) will NOT have access to Manage Additional Users.

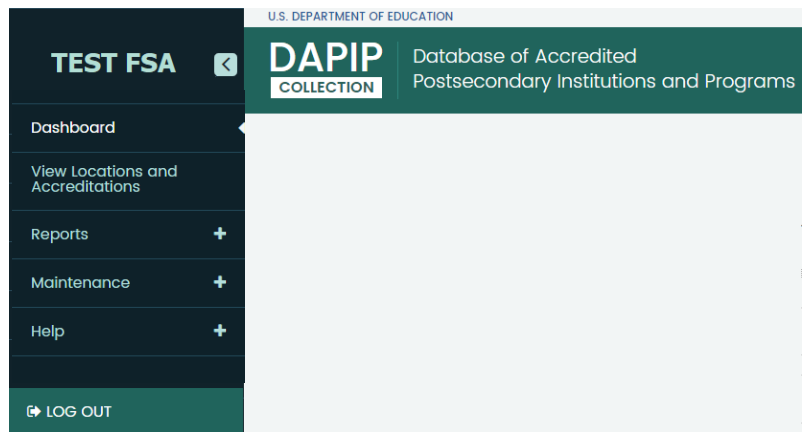


Figure 6 ED/ ED Manager Menu

Both ED and ED Manager users will have the ability to do the following:

- Edit Manage Institutions/Sites and Accreditations with Historical Permissions
- View/edit Agency Information
- Access Reports Page

**NOTE:** ED/ ED Manager will NOT have access to Manage Additional Users.

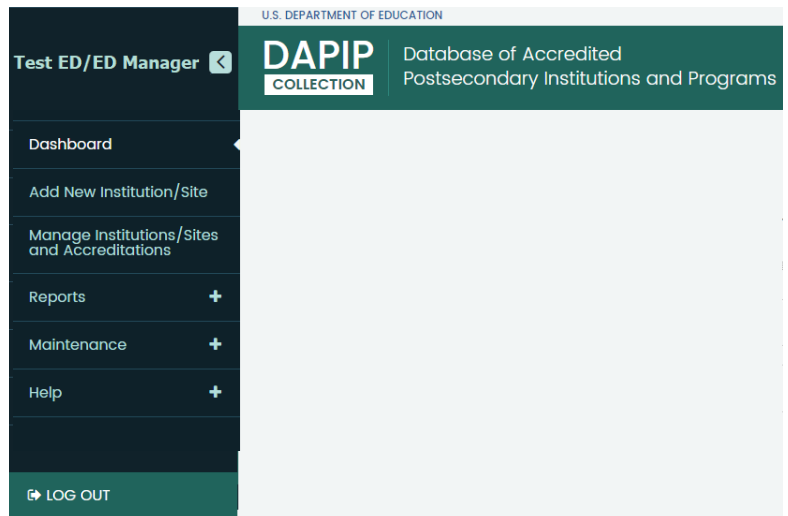
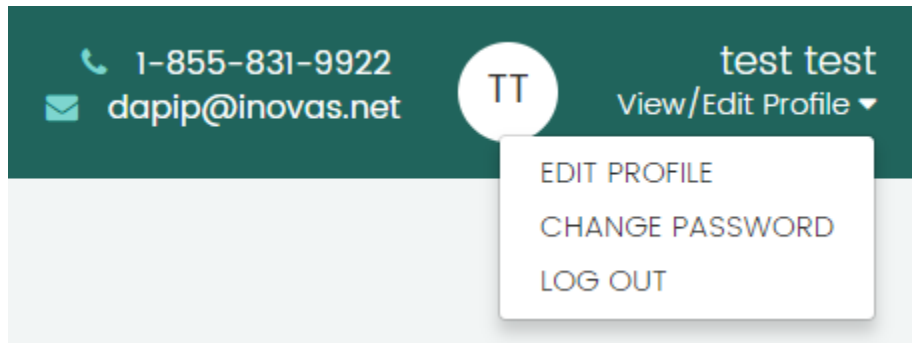


Figure 7 User Reference

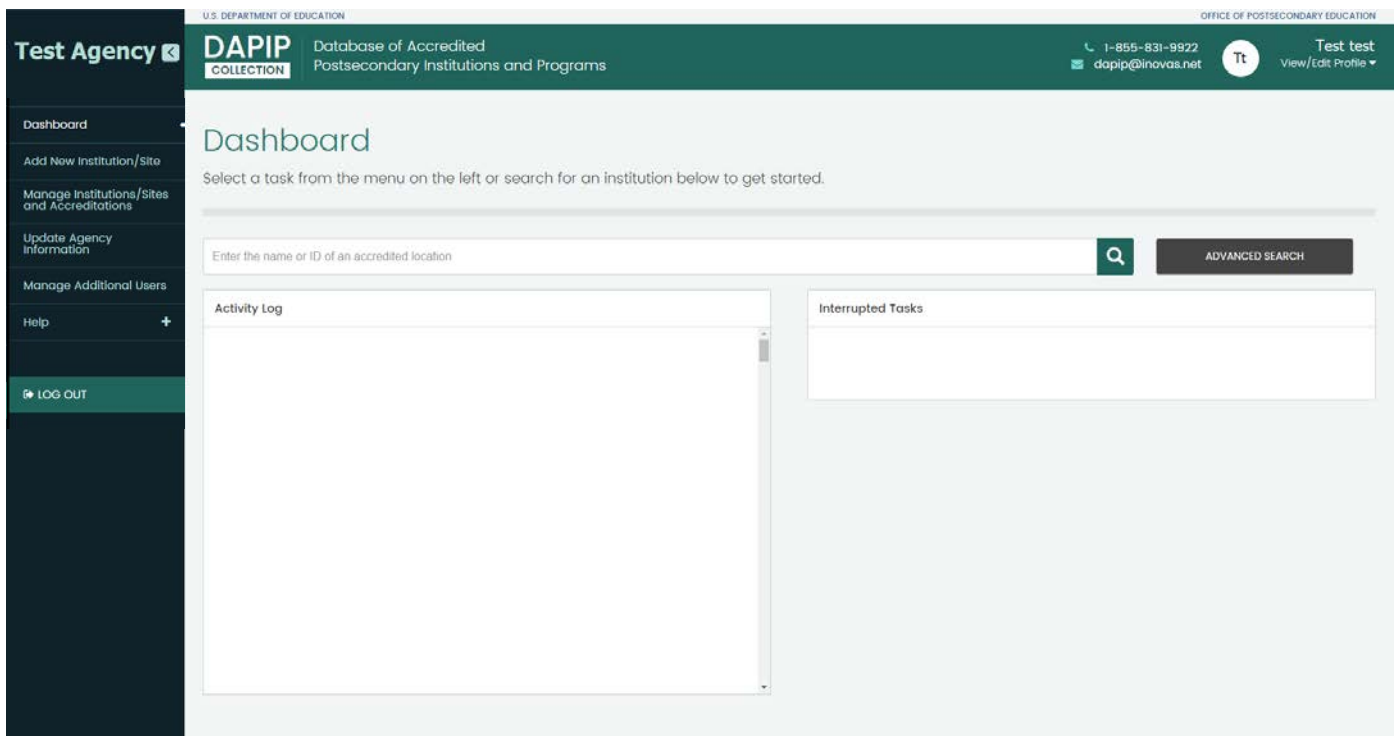


On the top right-hand corner there will be user reference pages such as edit profile, change password and log out. Follow the instructions in [section 3.2 Registration](#) to update your registration.

## 2.5 Dashboard

In addition to the user reference options, the dashboard will be the point of access to select a task from the menu or search for a Institution/Site in the search box or by using the Advanced Search. More will be described in [section 5 Manage Accreditations](#).

Figure 8 Dashboard



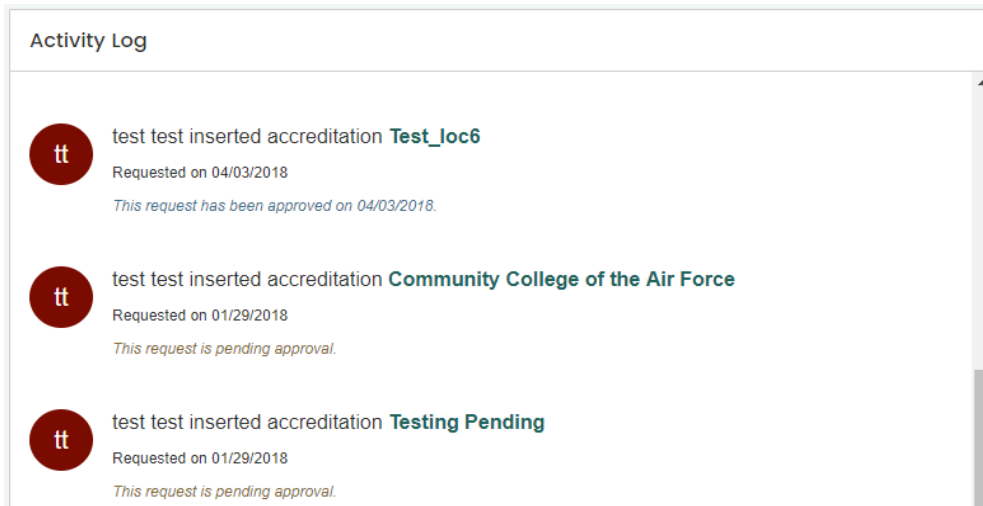
### 2.5.1 Activity Log

The Dashboard will contain the “**Activity Log**” box as it will show activity for users under purview (i.e. own activity, proxy user activity if main agency user) Displays user name, institution name, change, and screen, as well as the current status of the change. An example is shown in figure 9.

The three main statuses will be:

- Pending approval
- Change visible on public site (when it is approved and migrated)
- Rejected

Figure 9 Activity Log



### 2.5.2 Interrupted Tasks

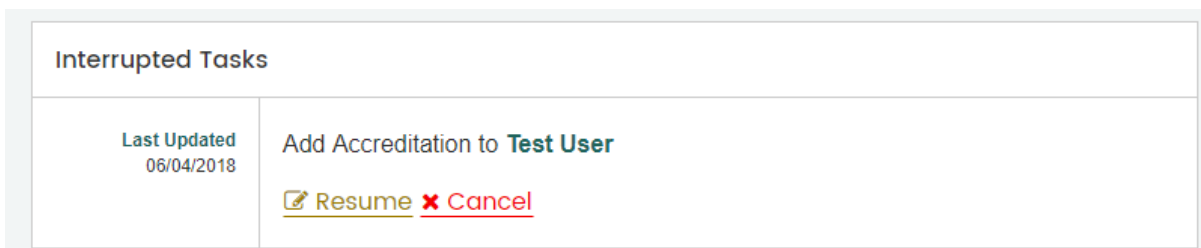
The Dashboard will also contain the “**Interrupted Tasks**” box as it will show a list of user changes that were not completed (only for person logged in). Moreover, it displays changes, screen, and last updated information.

Interrupted Tasks Includes: 1) added school but did not add accreditation

Agencies may resume to open the draft or cancel to delete the draft from the system.

**NOTE:** If an Agency added an Institution/Site, accreditation information must be added.

Figure 10 Interrupted Tasks

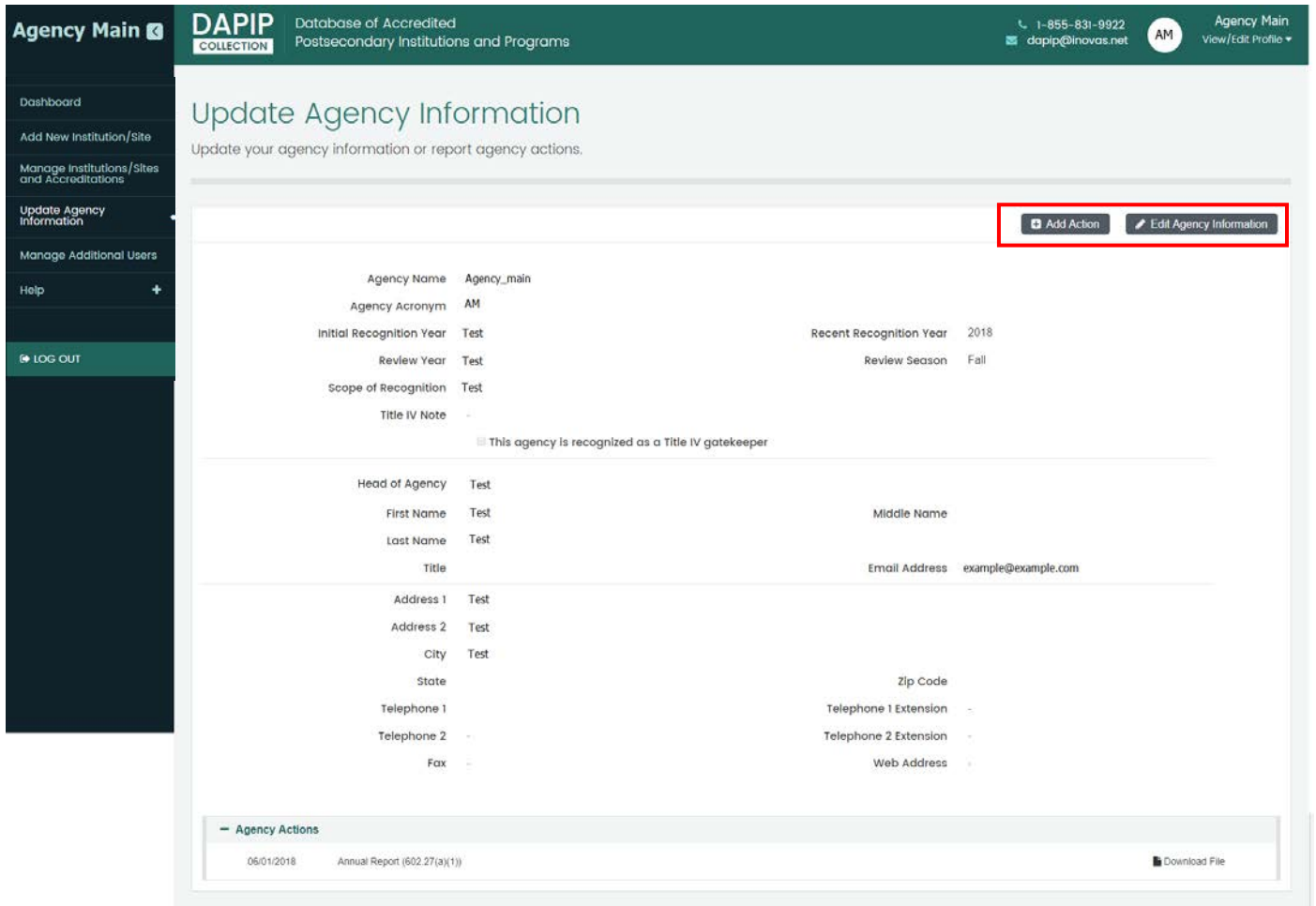


### 3 Agency Tools

In order to update your agency’s information, click on Update Agency Information from the main menu. From this screen you can update your agency information and the request will be pending approval by the helpdesk. You can also report agency actions. Follow the instructions in [section 3.1 & 3.2](#) to learn how to update information or add actions.

**NOTE:** This screen is accessible by Agency main and Agency Proxy only.

Figure 11 Update Agency Information

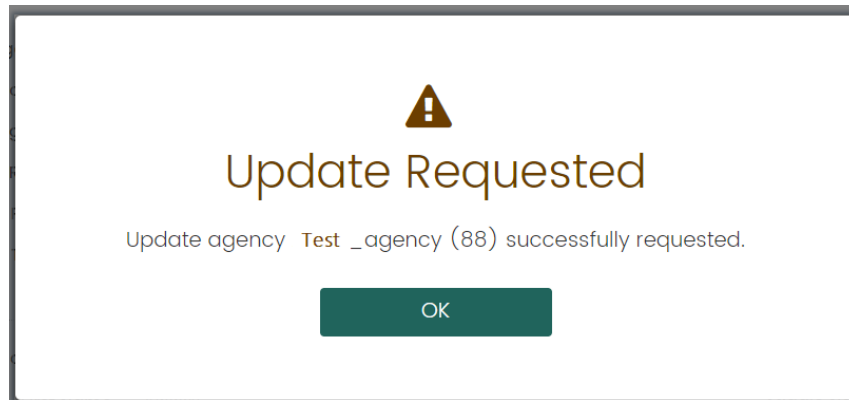


#### 3.1 Edit Agency Information

By clicking “Edit Agency Information” button on the right, you will be able to edit your Head of Agency’s contact information (prior Agency information are not accessible to Agencies). Once your changes are made, click **Submit** to continue or **Cancel** to delete changes.

**NOTE:** An alert message will pop-up to notify users that update agency information has been successfully requested as shown in figure 12.

Figure 12 Update Requested Alert



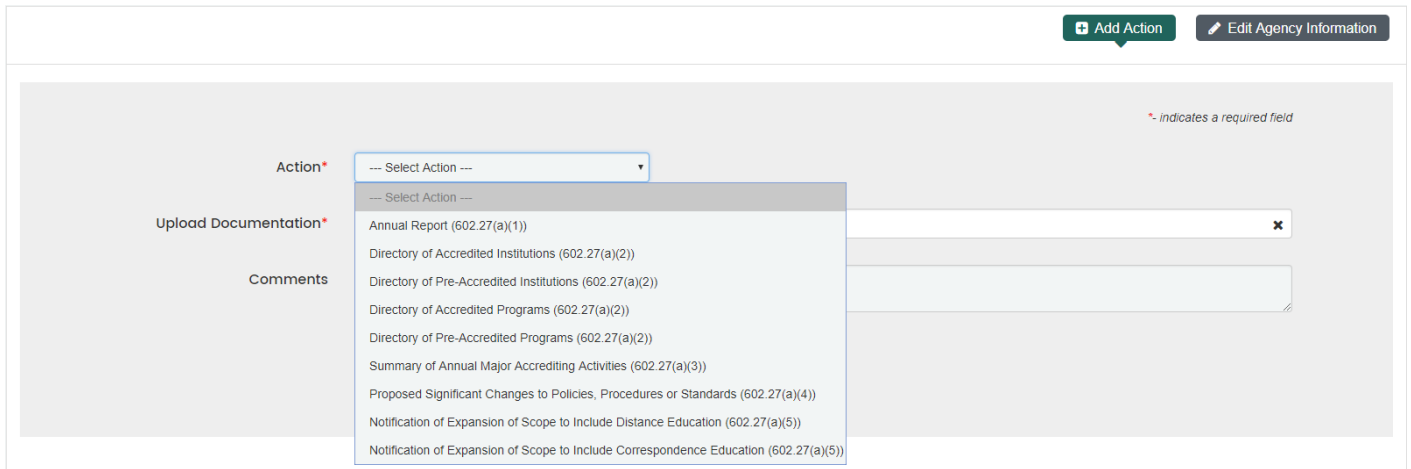
### 3.2 Agency Actions

In addition to “Edit Agency Information” button, “Add Action” button will be available and accessible within **Update Agency Information** page. Figure 13 shows the available actions for agencies to add.

#### Add Action:

- A drop-down list includes the available actions to select from. This selection is required.
- Upload document feature. This selection is required.
- Add comments. This field is optional.

Figure 13 Add Action (list of actions)



Once the action and document are added, click **Add**, then, you will be able to find your action under **+Agency Actions** tab at the bottom of the page.

**NOTE:** 1) Actions added in this section do not require an approval, users may refresh the page to see added actions 2) Agency actions are not migrated to the public website and are not visible to the public.

### 3.3 Registration

As mentioned in [section 2.2 Login and Register](#), upon initial login and after resetting the password, 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 14 Complete Registration

The screenshot shows the 'Complete Registration' form. At the top, there is a header with 'U.S. DEPARTMENT OF EDUCATION' and 'OFFICE OF POSTSECONDARY EDUCATION'. Below this is a dark green navigation bar containing the 'DAPIP COLLECTION' logo, the text 'Database of Accredited Postsecondary Institutions and Programs', contact information '1-855-831-9922' and 'dapip@inovas.net', a user profile icon 'TT', and the text 'test test' with a 'View/Edit Profile' dropdown arrow. The main form area has several input fields: 'FIRST NAME\*' (containing 'test'), 'LAST NAME\*' (containing 'test'), 'ADDRESS 1\*', 'ADDRESS 2', 'E-MAIL ADDRESS\*', 'TELEPHONE\*' (with a dropdown arrow), 'EXT.' (with a dropdown arrow), 'CITY\*', 'STATE\*' (with a dropdown menu showing '--- Select State'), and 'ZIP CODE\*' (with a dropdown arrow). A 'SUBMIT' button is located at the bottom right. A small note at the bottom left states '\* indicates a required field'.

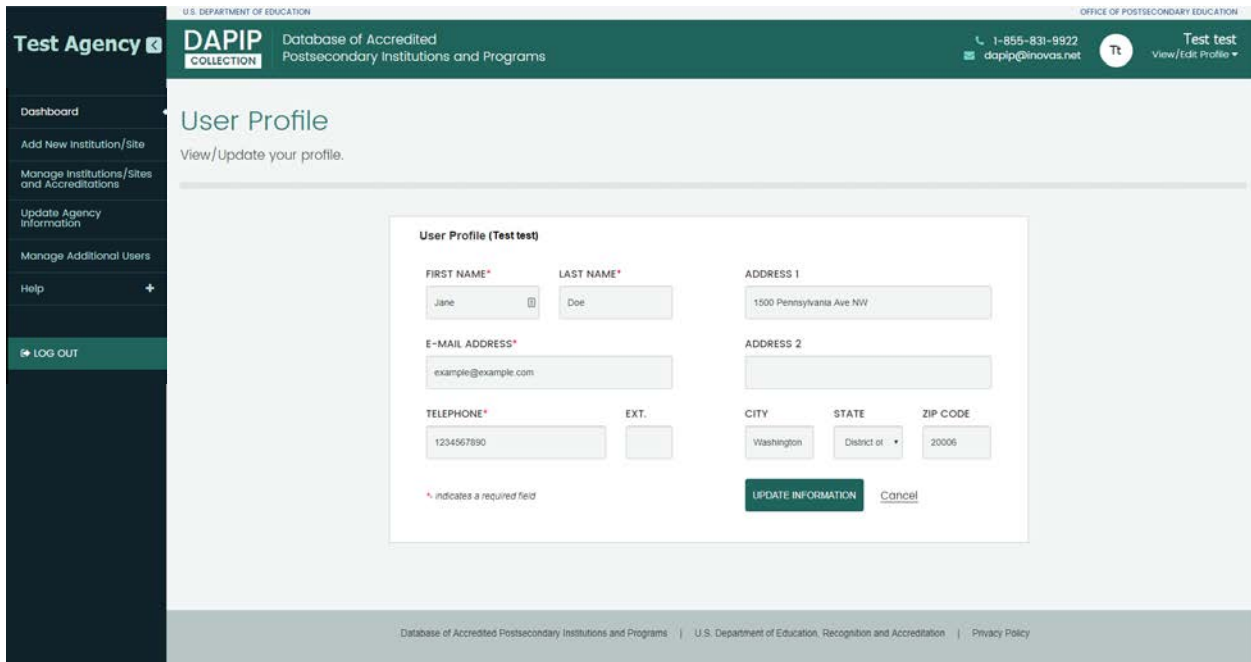
Once all changes are made, click **Submit** to save your changes.

In order to update the contact information or change password for the person primarily responsible for the information found in this system, click **View/Edit Profile** on the top right of the screen and select the needed service. From the Edit Profile screen, the name, address, and contact information can be updated.

Figure 15 View/Edit Profile

The screenshot shows the 'View/Edit Profile' dropdown menu. The background is a dark green navigation bar with the same contact information and user profile icon as in Figure 14. The dropdown menu is white and contains three options: 'EDIT PROFILE', 'CHANGE PASSWORD', and 'LOG OUT'.

Figure 16 Update Registration



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

### 3.4 Manage Additional Users


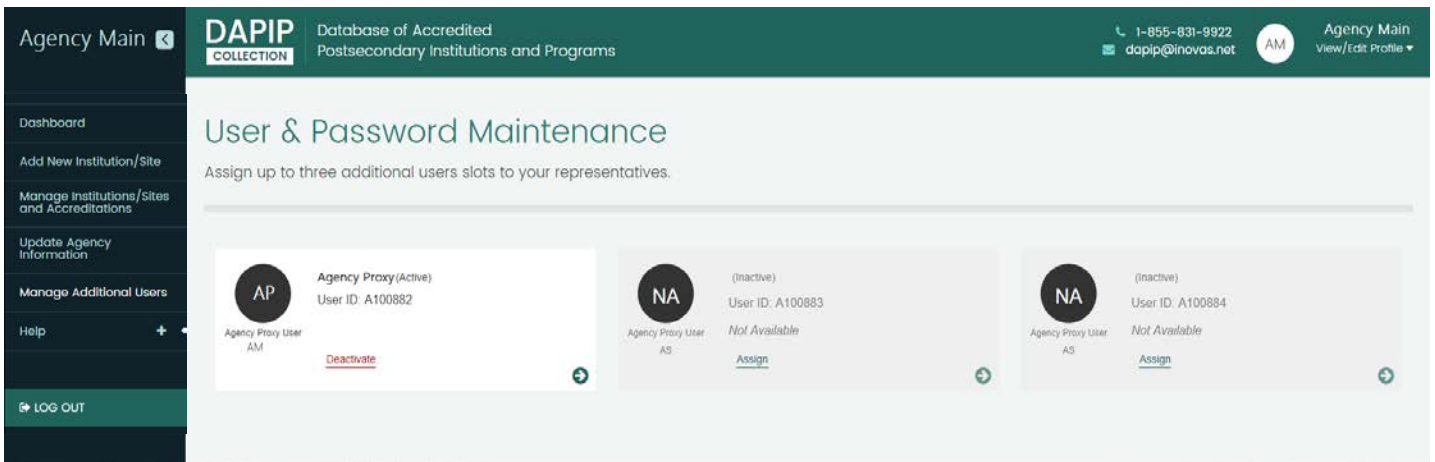
As described in [section 2.3 User Types](#), the Agency Main is the only user who will have the access to add new additional users and manage existing additional users (You can assign up to three additional users slots to your representatives). At any time, you can click on  icon to view, update, activate, deactivate or assign additional user.

Figure 17 Manage Additional Users



To add New Additional User: click on **Assign** and follow the steps in figure 18.



Figure 18 Add New Additional User

Manage Additional User

Update, activate, deactivate or assign additional user.

[Go to user & password maintenance](#)

\* indicates a required field

User Id: A100883      Status: Inactive

Agency: Agency\_main

First Name\*      Last Name\*

Email Address\*      Telephone\*      EXT      Ext

Address 1\*      Address

Address 2      Address

City\*      State\*      --- Select State ---      Zip\*      Zip code

[SUBMIT](#)      [Cancel](#)

Once all fields are completed, click **Submit** to add the new additional user or **Cancel** to go back to User & Password Maintenance screen. Once a proxy user is assigned, and ID and password will be emailed to the user and must follow registration steps as mentioned in [section 3.3 Registration](#).

**To manage an Existing Additional User:** click on **Deactivate** to either: 1) **Reactivate** the same proxy user or 2) **Reassign** to update the contact information to another proxy user.

**NOTE:** Editing, resetting password, etc. done through user maintenance/help desk.

Figure 19 Manage Existing Additional User

AP

Agency Proxy User

AM

Agency Proxy (Inactive)

User ID: A100882

example@example.com

[Reactivate](#)      [Reassign](#)

Figure 19 shows the two options to Reactivate and Reassign the additional user.

## 4 Add New Institution/Sites

To add new main Institution/Site, click on **Add New Institution/Site** from the main menu and enter the information for the new Institution/Site by completing few steps to verify that the Institution/Site is not already in the DAPIP system. The fields that are available for adding the new Institution/Site are: name, OPE ID, IPEDS Unit ID and other information. Click **Continue** to complete this step, **Cancel**, or, **Clear All** to start over (Request status will be shown in the **Activity Log** window on the **DASHBOARD**).

**NOTE:** Only Agency main, Proxy users and ED/ED Managers can add a new Institution/Site.

Figure 20 Add New Institution/Site

The screenshot shows the 'Add New Institution/Site' form in the DAPIP system. The form is titled 'Add New Institution/Site' and includes a sub-header: 'Enter information for the new institution/site and complete the steps to verify that the institution/site is not already in the DAPIP system.' The form fields are as follows:

- Name\* (required)
- OPE ID
- IPEDS Unit ID
- Alias
- Type\* (dropdown menu, currently set to 'Institution')
- Address\*
- City\* (required)
- State\* (dropdown menu, currently set to '-- Select State --')
- Zip\* (required)
- Telephone
- Web Address (example: www.example.com)
- Admin Name
- Admin Title
- Admin Telephone
- Admin Email (example: email@domain.com)
- Ownership

At the bottom of the form, there are three buttons: 'CONTINUE' (green), 'CANCEL' (grey), and 'Clear All' (grey). A small note in the top right corner of the form area states: '\* - indicates a required field'.

### 4.1 Add New Main Institution/Site

After completing the steps in [section 4 Add New Institution/Sites](#), if the Institution/Site that was added is already in the DAPIP system, you will see a **“Possible duplicates found”** message with similar results. As shown in figure 21, if you think that the Institution/Site created is already in the system, click on the correct Institution/Site from the suggested list and if you need to edit the information, click on **“Edit Submission”**. To continue with adding the Institution/Site information click on **“Continue with Submission”**.

**NOTE:** If a new Institution/Site is added, accreditation information must be added and will be shown in interrupted tasks window on the **DASHBOARD** as described in [section 2.5.2 Interrupted Tasks](#).

Figure 21 Duplicate Results

**Agency Main** | **DAPIP COLLECTION** Database of Accredited Postsecondary Institutions and Programs | 1-855-831-9922 | dapip@inovas.net | AM | Agency Main View/Edit Profile

### Add New Institution/Site

Enter information for the new institution/site and complete the steps to verify that the institution/site is not already in the DAPIP system.

Name	777	Type	Institution
OPE ID		Alias	
Address	1230 str	City	Frederick
		State	MD

See More

Possible duplicates found. Select the location below, or continue submitting the new location.

LOCATION NAME (OPE ID)	TYPE	DAPIP ID	ADDRESS	CITY	STATE
777_new campus <span>Pending</span>	Additional Location	900517001	q	q	LA
777_campus	Additional Location	900429001	123 str	Baltimore	AL
777_new school	Institution	900429	q	q	LA
777_test for campus <span>Pending</span>	Institution	900517	100 main str	Baltimore	LA

[EDIT SUBMISSION](#) [CONTINUE WITH SUBMISSION](#)

## 4.2 Add New Additional Location

To add a new additional Location, search for the existing Institution/Site from the **DASHBOARD** by either using the simple search or advanced search. Once you select the desired Institution/Site, choose the **“Additional Location”** tab and click on **“+Add New Additional Location”** button as shown in figure 22, then complete the fields as shown in figure 23.

Figure 22 Add New Additional Location

**Agency Main** | **DAPIP COLLECTION** Database of Accredited Postsecondary Institutions and Programs | 1-855-831-9922 | dapip@inovas.net | AM | Agency Main View/Edit Profile

### 777\_new school

LA 12345 [Edit Information](#)

DAPIP ID: 900429 [Back to Search Results](#)

[Institutional Accreditation](#) [Specialized Accreditation](#) [Internship/Residency](#) [Additional Locations](#)

No additional locations found for the given institution [Filter](#) [+ Add New Additional Location](#)

Figure 23 Additional Location

AM 777\_new school

LA 12345 Edit Information

DAPIP ID: 900429 Back to Search Results

Institutional Accreditation Specialized Accreditation Internship/Residency **Additional Locations**

Add New Additional Location

\* indicates a required field

Name\* Enter Location Name

OPE ID IPEDS Unit ID

Alias

Type\* Additional Location

Address\* Enter Street Address

City\* Enter City State\* -- Select State -- Zip Code\* Enter Zip Code

Additional Location Description

CONTINUE CANCEL Clear All

**NOTE:** Adding a new additional Location feature is accessible by all users except for Restricted ED (FSA) users.

Figure 24 Filter

Filter Add New Additional Location

NAME OF LOCATION DAPIP ID OPE ID

ADDRESS CITY STATE/OUTLYING AREA

APPLY FILTER Clear All

You can also use the **Filter** button and search by name, DAPIP ID, OPE ID, and other information to refine your search. Once finished, click on **Apply Filter** to continue or **Clear All** to start over.

### 4.3 Edit Institution/Site Information

In the Institution/Site page, you can update the information for an existing Institution/Site by clicking on “Edit Information” on the right. After that, and as shown in figure 25, update the fields you wish to change and click on **Submit** to continue with the request or **Cancel** to delete changes and to go back to Institution/Site page.

Figure 25 *Edit Institution/Site Information*

## Edit Institution/Site Information

Update information for an existing institution/site and click 'Submit' to complete update.

\* indicates a required field

Name*	<input type="text" value="777_new school"/>	DAPIP ID	900429
OPE ID	<input type="text"/>	IPEDS Unit ID	<input type="text"/>
Alias	<input type="text"/>	Actual Date Updated*	<input type="text" value="02/10/2018"/>
Type*	Institution		
Address*	<input type="text" value="test"/>		
City*	<input type="text" value="test"/>	State*	<input type="text" value="Louisiana"/>
		Zip*	<input type="text" value="12345"/>
Telephone	<input type="text"/>	Web Address	<input type="text" value="www.example.com"/>

---

Admin Name	<input type="text"/>	Admin Title	<input type="text"/>
Admin Telephone	<input type="text"/>	Admin Email	<input type="text" value="email@domain.com"/>

---

Ownership

After submitting changes, request status will be shown in the **Activity Log** window on the **DASHBOARD**.

**NOTE:** Editing Institution/Site information is accessible by all users except for Restricted ED (FSA) users.

## 5 Manage Accreditations

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

You can access the search option at any time by going to the **DASHBOARD** in the main menu, and you will be able to use either the Search box or the Advanced Search.

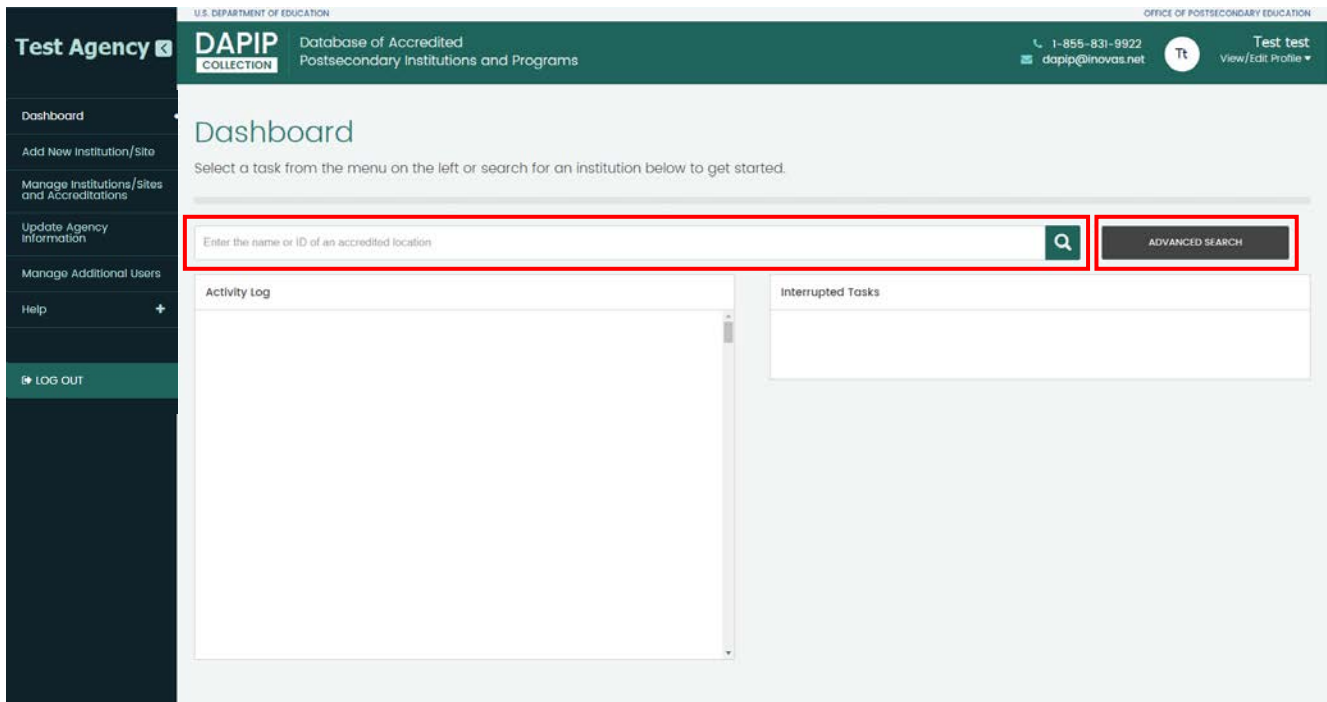
## 5.1 Search for an Institution/Site

To Search for an Institution, Additional Location or Site, start by using the simple search method as explained in [section 5.1.1 Simple Search](#), or, for a more precise search, use the Advanced search as explained in [section 5.1.2 Advanced Search](#).

### 5.1.1 Simple Search

From the **DASHBOARD** in the main menu, the simple search box will allow you to search by the Name, DAPIP ID or OPE ID of an accredited Institution/Site.

Figure 26 *Dashboard*



### 5.1.2 Advanced Search

For more assistance in the search criteria and to find a specific Institution, additional Location or site, you can click on the “Advanced Search” box which can be accessed from the Dashboard and you will be transferred to a new screen that will have options to fill in to help in the search process.

**NOTE:** Restricted ED (FSA) and ED/ ED Manager will have more fields on the Advanced Search screen such as: **agency, agency code, FSA region ID and IPEDS Unit ID**<sup>1</sup>. Furthermore, they will NOT have access to the check box “Include Only Institutions Accredited by Your Agency”.

<sup>1</sup> 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

Figure 27 Advanced Search

U.S. DEPARTMENT OF EDUCATION OFFICE OF POSTSECONDARY EDUCATION

Test Agency **DAPIP** Database of Accredited Postsecondary Institutions and Programs COLLECTION

1-855-831-9922 dapip@inovas.net Test test View/Edit Profile

## Advanced Search

Search for institutions/locations/sites.

NAME OF LOCATION	PROGRAM NAME	DAPIP ID	OPE ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ADDRESS	CITY	STATE/OUTLYING AREA	
<input type="text"/>	<input type="text"/>	<input type="text" value="Select State"/>	

Include Only Institutions Accredited by Your Agency

Database of Accredited Postsecondary Institutions and Programs | U.S. Department of Education, Recognition and Accreditation | Privacy Policy

Once the needed fields are filled in, click **Search** to view the results, or, **Clear All** to start over.

## 5.2 Search result

The system will display a list of main Institution, Sites or additional Location, where available, that match the specified search criteria. Institution/Site Name (OPE ID), DAPIP ID, Type, Address, City and State as shown in figure 28. Additionally, the OPE ID is displayed alongside the Institution Name, where available.

**NOTE:** The OPE ID is assigned by the Office of Postsecondary Education (OPE) and used by Federal Student Aid (FSA).

Figure 28 Example Search Result

The screenshot shows the DAPIP COLLECTION search results page. The header includes the U.S. Department of Education logo, the DAPIP COLLECTION title, and contact information. The left sidebar contains navigation options like Dashboard, Add New Institution/Site, and Manage Institutions/Sites and Accreditations. The main content area displays 'Search Results' for 'University of Texas' with 19 results found. A table lists the results with columns for Location Name (OPE ID), DAPIP ID, Type, Address, City, and State. The table includes 16 main locations and 3 additional locations. A legend at the bottom indicates that a magnifying glass icon next to a location name signifies its location history.

LOCATION NAME (OPE ID)	DAPIP ID	TYPE	ADDRESS	CITY	STATE
English as a Second Language Services, University of Texas at Austin	236887	Institution	PO Box A University Station	Austin	TX
The University of Texas at Arlington (00365600)	146296	Institution	701 S. Nedderman Dr.	Arlington	TX
The University of Texas at Brownsville and Texas Southmost College (03064600)	145761	Institution	80 Fort Brown	Brownsville	TX
The University of Texas at Dallas (00974100)	146311	Institution	800 West Campbell Rd	Richardson	TX
The University of Texas at El Paso (00366100)	146320	Institution	500 W. University Ave	El Paso	TX
The University of Texas at San Antonio (01011500)	146427	Institution	One UTSA Circle	San Antonio	TX
The University of Texas Health Science Center at Tyler (04243900)	235574	Institution	111937 U.S. Hwy. 271	Tyler	TX
The University of Texas Medical Branch (00495200)	146214	Institution	301 University Blvd	Galveston	TX
The University of Texas of the Permian Basin (00993000)	146418	Institution	4901 E University	Odessa	TX
The University of Texas Rio Grande Valley (00359900)	145752	Institution	1201 W University Dr	Edinburg	TX
The University of Texas School of Health Professions (02555400)	180869	Institution	1515 Holcombe Blvd.	Houston	TX
University of Texas at Austin (00365800)	146302	Institution	1 University Station	Austin	TX
University of Texas at Tyler (01116300)	146339	Institution	3900 University Blvd	Tyler	TX
■ Longview University Center (01116300)	146339004	Additional Location	3201 N. Eastman Road	Longview	TX
University of Texas Health Science Center Houston (00495100)	146533	Institution	7000 Fannin, Suite 1700	Houston	TX
University of Texas Health Science San Antonio (00365900)	146205	Institution	7703 Floyd Curl Dr	San Antonio	TX
■ Regional Academic Health Ctr (RAHC) (00365900)	146205005	Additional Location	1937 Bustamante Street	Laredo	TX
■ Regional Academic Health Ctr (RAHC) (00365900)	146205006	Additional Location	2102 Treasure Hills Blvd.	Harlingen	TX

Click on the Institution/Site name to view more information.

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

- **Advanced Search:** Choose the advanced search from the **DASHBOARD** to search again using different criteria, to learn more, view [section 5.1.2 Advanced 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 or Accreditation. 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.






Additionally, the  icon might appear next to some Institution/Sites and by clicking on it, it will open a pop-up window containing a history of any changes made to that institution's name or address along with the change date as shown in figure 29.

Figure 29 Institution History Information

 The University of Texas School of Health Professions (02555400)	180869	Institution
<b>CHANGE DATE</b>	<b>DETAIL</b>	
	<b>Name Change</b>	
08/21/2008	The University of Texas MD Anderson Cancer Center	
	146214	Institution
	146320	Institution
	145752	Institution
 University of Texas Southwestern Medical Center (01001900)	146199	Institution

### 5.3 Add New Accreditation

*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/Site, additional location or modify an Institution/Site's existing accreditation status, where applicable. Once an Institution/Site 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:** If a request was made in error or requires a change, please contact the DAPIP Help Desk at 855-831-9922 or [dapip@inovas.net](mailto:dapip@inovas.net) as soon as possible. Once a request is approved and migrated, it will appear on the public website. The process takes 1-2 days unless a specific request is made to the DAPIP Help Desk. No additional communication will take place after migration.

As described in [section 4.1 Add New Main Institution/Site](#), agencies are required to add accreditation information if a new Institution/Site was added.

**NOTE:** ED/ED Managers have permissions to add accreditation records on behalf of agencies.

To add 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, Additional Location or Site

Start by searching for the Institution/Site, additional Location of interest, as described in [section 5.1 Search for a Institution/Site](#).

#### Step 3: Insert New Accreditation

To Add a New Accreditation for the Institution/Site previously created, click on **“+Add New Accreditation”** and complete the fields shown in figure 30.

Figure 30 Add New Accreditation

The screenshot shows a web form for adding a new accreditation. At the top, there are four tabs: 'Institutional Accreditation' (selected), 'Specialized Accreditation', 'Internship/Residency', and 'Additional Locations'. Below the tabs is the title 'Add New Accreditation' and a green button with a plus icon and the text 'Add New Accreditation'. The form itself is light gray and contains several fields, each with a red asterisk indicating it is required. The fields are: 'Agency Name\*' with the text 'agency'; 'Accreditation Status\*' with a dropdown menu showing '--- Select Statuses ---'; 'Accreditation Start Date\*' with a date input field showing 'mm/dd/yyyy'; 'Start Date is Estimated\*' with two radio buttons, 'Yes' and 'No', where 'No' is selected; and 'Next Review Date\*' with a date input field showing 'mm/dd/yyyy'. Below these fields is a checkbox labeled 'Apply to Additional Locations'. At the bottom of the form are two buttons: a green 'SUBMIT' button and a 'Cancel' button. A small red asterisk and the text '\* indicates a required field' are located in the top right corner of the form area.

Available fields for adding institutional accreditations are outlined below:

#### Add Institutional Accreditation:

- **Institutional Accrediting Agency:** The agency name is displayed.
- **Select Accredited Status:** A drop-down list includes Pre-accredited, Accredited, and Denied Accreditation. This selection is required.
- **Enter Accreditation Start 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.

**NOTE:** For all users excluding ED/ED Managers, the “**Next Review Date**” field MUST be in the future.

Figure 31 *Apply to Additional Location*

Agency Name\* agency

Accreditation Status\* --- Select Statuses ---

Accreditation Start Date\* mm/dd/yyyy

Start Date is Estimated\*  Yes  No

Next Review Date\* mm/dd/yyyy

**Apply to Additional Locations**

SUBMIT Cancel

You will also have the option to apply the New Accreditation Information to an existing Additional Location by clicking on **“Apply to Additional Location”** before the Submit button as shown in figure 31. Then, the system will show you a screen with list of available additional Location and you can click on the location name then click **Submit** to apply the new accreditation information to the selected Additional Location.

Figure 32 *Select Additional Locations*

Select Additional Locations

Select All

777\_campus

SAVE CANCEL

Once you are ready to add the new accreditation, click on **Submit** to save all entries and add the accreditation for the selected Institution/Site accordingly, or **Cancel** to delete all entries (Request status will be shown in the **Activity Log** window on the **DASHBOARD**).

Figure 33 *List of Agencies*

The screenshot shows a web form with several fields on the left and a large dropdown menu on the right. The fields are labeled with red asterisks indicating they are required. The dropdown menu is currently open, showing a list of accreditation agencies. The text '\* - indicates a required field' is visible in the top right corner of the form area.

Field Label	Value / List Item
Agency Name*	-- Select Agency --
Accreditation Status*	-- Select Agency --
Accreditation Start Date*	Academy of Nutrition and Dietetics, Accreditation Council for Education in Nutrition and Dietetics
Start Date is Estimated*	Accreditation Commission for Acupuncture and Oriental Medicine
Next Review Date*	Accreditation Commission for Education in Nursing, Inc. – May 6, 2013 Formerly: National League for Nursing Accrediting Commission
	Accreditation Commission for Midwifery Education
	Accrediting Bureau of Health Education Schools
	Accrediting Commission of Career Schools and Colleges
	Accrediting Council for Continuing Education and Training
	Accrediting Council for Independent Colleges and Schools
	American Bar Association, Council of the Section of Legal Education and Admissions to the Bar
	American Board of Funeral Service Education, Committee on Accreditation
	American Osteopathic Association, Commission on Osteopathic College Accreditation
	American Podiatric Medical Association, Council on Podiatric Medical Education
	Aseel_agency
	Association for Biblical Higher Education, Commission on Accreditation
	Association of Advanced Rabbinical and Talmudic Schools, Accreditation Commission
	Association of Institutions of Jewish Studies
	Commission on Accrediting of the Association of Theological Schools
	Commission on English Language Program Accreditation
	Commission on Massage Therapy Accreditation

**NOTE:** ED/ED Manager users are able to add accreditation by having an additional field to select an **“Agency of accreditation”**.

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.

## 5.4 Modify Accreditation

All users except for Restricted ED (FSA) users are allowed to modify the accreditation added.

The process for updating an accreditation is the same whether you are updating an institutional accreditation, specialized accreditation, or internship/residency specialized accreditation. The additional field to select a program will be present. Features like “Apply to Additional Location” and “Apply Parent Accreditations” are not available for Specialized/Internship/Residency accreditations.

To Modify an existing accreditation, click on “**Modify Existing Accreditation**” button to view the corresponding update accreditation screen and provide the required information.

**NOTE:** All actions except confidential are migrated to the public site.

Figure 34 *Modify Existing Accreditation*

Modify Existing Accreditation

Modify Existing Accreditation

\* - indicates a required field

Agency Name\* agency

Accreditation Status\* Preaccredited

Accreditation Start Date\* 2018-06-05

Start Date is Estimated\*  Yes  No

Next Review Date\* 06/08/2018

Current Action\* --- Select Actions ---

Date of Current Action\* mm/dd/yyyy

Justification for Action\* --- Select Justifications ---

Other Justification\*

Upload Documentation Choose File No file chosen

Apply Action to Additional Locations

SUBMIT Cancel

Available fields for modifying institutional accreditations are outlined below:

### Modifying Institutional Accreditations

- **Institutional Accrediting Agency:** The agency name is displayed.
- **The Accreditation 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.
- **Select Current Action:** A drop-down list of current actions is provided. This selection is required.

Figure 35 *Modify Accreditation- Current Action*

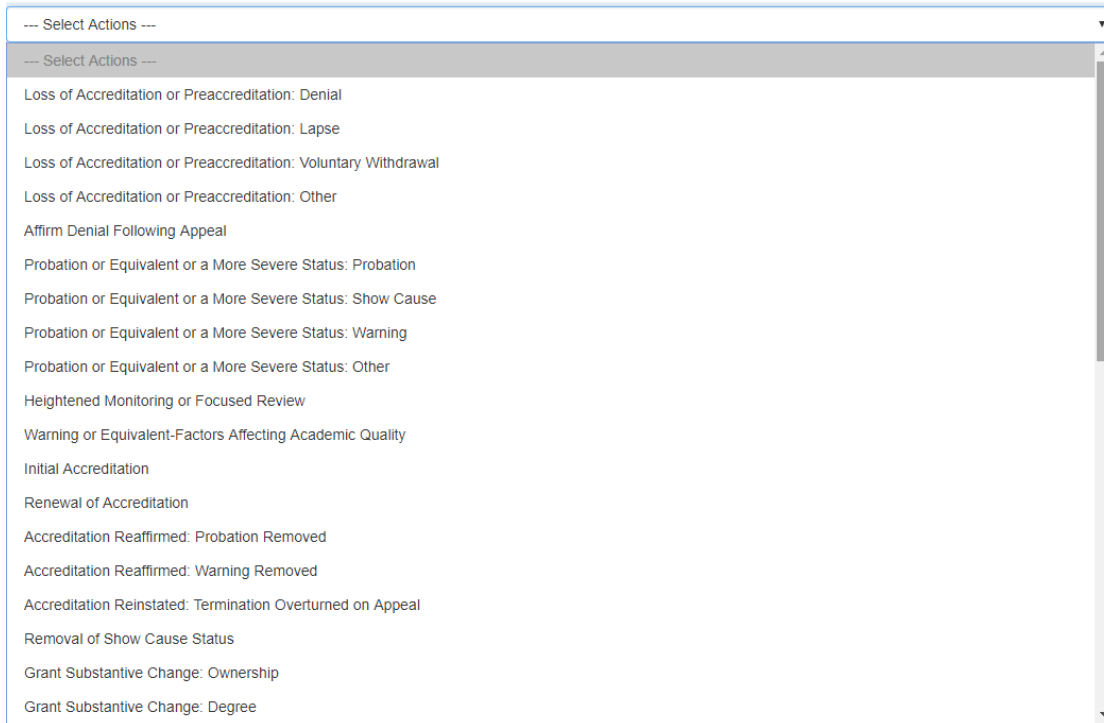
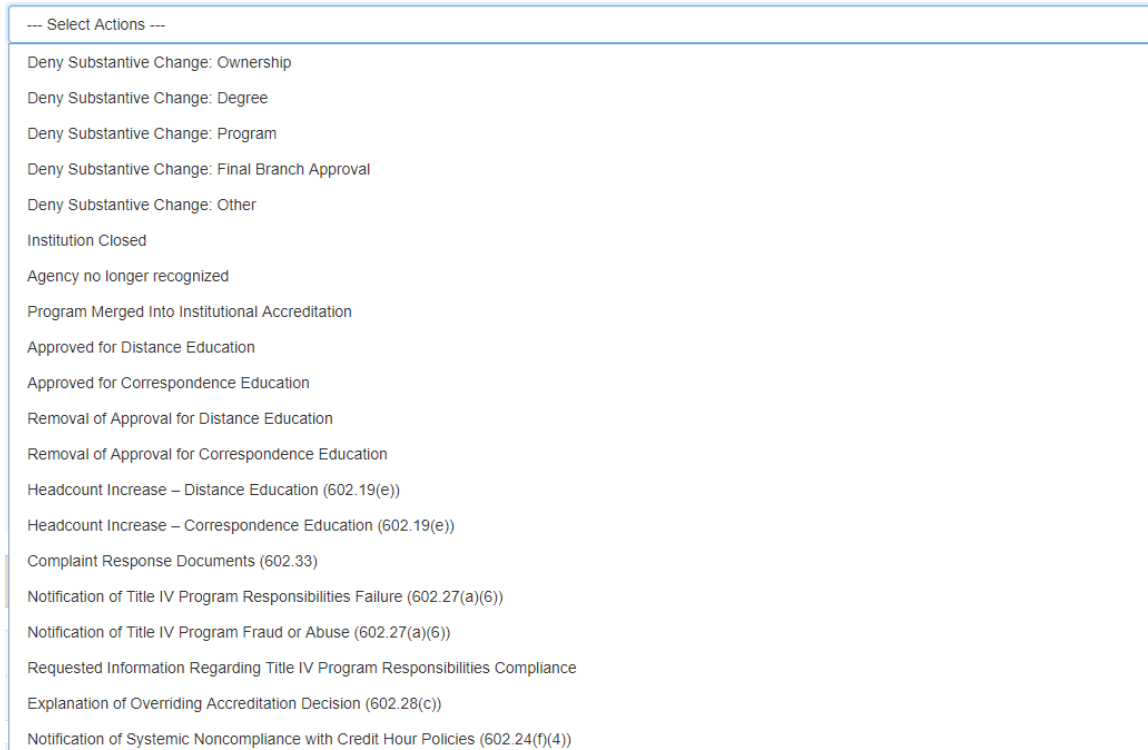


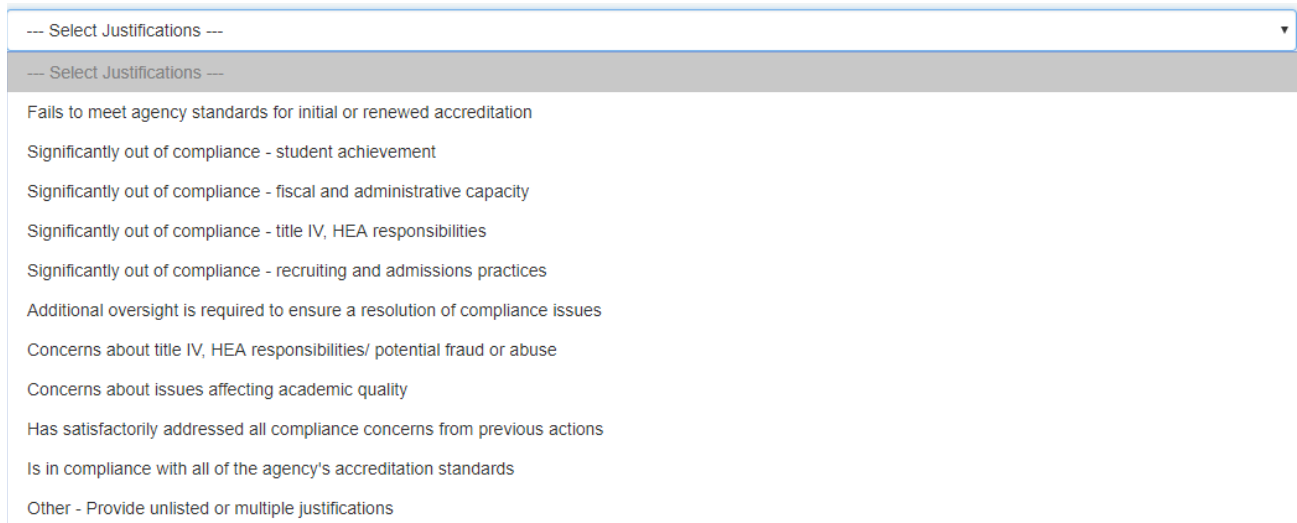
Figure 36 *Modify Accreditation- Current Action “CONTINUED”*



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

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

*Figure 37 Justification for Action*



- **Other Justification:** To provide an unlisted or multiple justifications.
- **Upload Documentation:** Add required document.

You will also have the option to apply the New Accreditation Information to an existing additional Location by clicking on **“Apply to Additional Location”** before the Submit button (That this will be true if selected Additional Location has the same initial accreditation as parent).

Once you are ready to submit the changes, click on **Submit** to save all entries and make changes for the selected Institution/Site accordingly, or **Cancel** to delete all entries (Request status will be shown in the **Activity Log** window on the **DASHBOARD**).

**NOTE:** 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 document for a summary of any such action to an institution or program is required by all other agencies. The document for a decision letter or summary is optional for any other reported accreditation action.

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.

**NOTE:** Agency Main and proxy users can only see their own confidential actions while FSA and ED/ED Managers can view all user’s actions.

## 5.5 Apply Parent Accreditation

For every new Additional Location, an institutional agency can apply accreditation for that Institution/Site by clicking on “**Apply Parent Accreditation**” from the selected Institution/Site page.

Figure 38 Apply Parent Accreditation

The screenshot shows a web interface for a location named '777\_campus'. At the top, there is a header with the location name, address '123 str, Baltimore, AL 12345', and a 'DAPIP ID: 900429001'. A 'Main Location' button is visible on the right. Below the header, there are navigation tabs: 'Institutional Accreditation', 'Specialized Accreditation', 'Internship/Residency', and 'Related Locations'. The 'Institutional Accreditation' tab is active. Under this tab, there is a section titled 'Existing Accreditation Information' with two buttons: 'Apply Parent Accreditation' (highlighted with a red box) and 'Add New Accreditation'. Below this, there is a table of existing accreditations:

Test for Proxy users		
Test for Proxy users (1)	Accredited (05/04/2018)	Next Review Date (05/31/2018)
Test for Proxy users (2)	Accredited (05/04/2018)	Next Review Date (05/31/2018)

Test Regional Accreditation Agency		
	Accredited (05/01/2018)	Next Review Date (01/01/2020)

At the bottom, there are instructions: 'Click + to open accreditation details' and '\* denotes an estimated date'.

Available fields for applying parent accreditations are outlined and showed in figure 37 below:

### Apply Parent Accreditations for An Additional Locatin:

- **Existing Accredition:** The agency name is displayed.
- **The Accreditation Status:** This fields is preloaded and cannot not be updated
- **Enter Accreditation Start Date:** The accredited is preloaded from the parent accreditation record and cannot be updated
- **Enter Next Review Date:** The date the accreditation is preloaded and cannot be changed



Figure 39 *Apply Parent Accreditation fields*

Apply Parent Accreditation

Apply Parent Accreditation Add New Accreditation

\* - indicates a required field

Existing Accreditation\* agency

Accreditation Status\* Preaccredited Accreditation Start Date\* 06/05/2018

Start Date is Estimated\*  Yes  No

Next Review Date\* 2018-06-08

SUBMIT Cancel

This step will load all of the accreditation record data from the main Institution/Site's accreditation record.

**NOTE:** Agencies can modify the dates to match the opening date of the additional Location, if they maintain those records.

Once you are ready to submit the changes, click on **Submit** to save all entries and apply accreditation accordingly, or **Cancel** to delete all entries (Request status will be shown in the **Activity Log** window on the **DASHBOARD**).

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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