

U.S. Department of Education
Office of Postsecondary Education E-
recognition System

NACIQI User Guide



Table of Contents

1	Access and login	2
1.1	Accessing the e-Recognition System	3
1.2	Change Password	4
1.3	Agency Confirmation	5
2	Enter your Report	6
2.1	Instructions Screen	6
2.2	Step 1 - Agency Contact Information	7
2.3	Step 2 – Requested Scope of Recognition	8
2.4	Step 3 - Table of Contents	11
2.5	Third Party Comments	11
2.6	Review and Submit	13
2.7	Historical Documents	13
2.8	After Submission	14
3	Enter your Response	15
3.1	Resubmit Instructions	15
3.2	Resubmit Step 2	16
3.3	3 rd Party Comments	17

1 Access and login

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

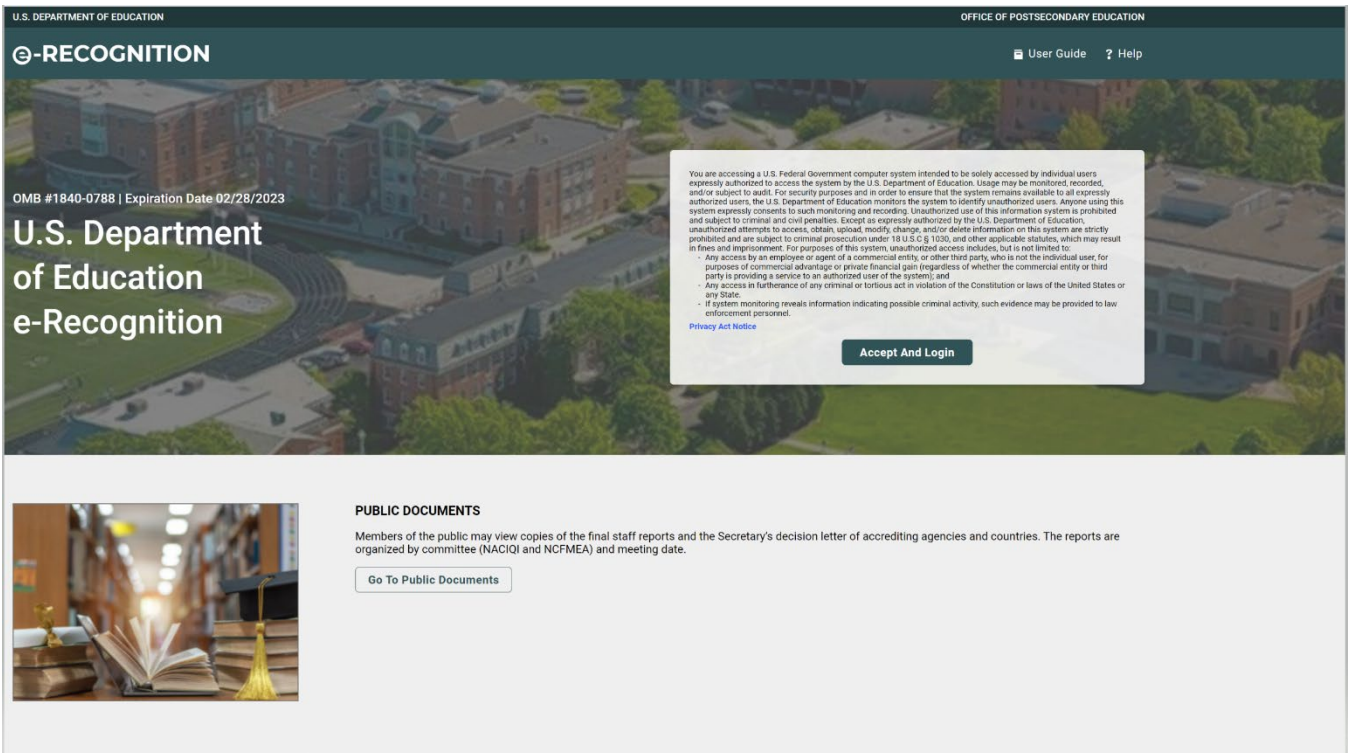
- Review the Secretary's Criteria for Recognition and consider your responses to each criterion.
- Have a list of the documentation files on your desktop or network that you wish to upload to support your narrative for each criterion. We encourage you to separate large files into smaller ones, so they 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.

The Accreditation Group 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 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 e-Recognition home page.



U.S. DEPARTMENT OF EDUCATION OFFICE OF POSTSECONDARY EDUCATION

e-RECOGNITION User Guide ? Help

OMB #1840-0788 | Expiration Date 02/28/2023

U.S. Department of Education e-Recognition

You are accessing a U.S. Federal Government computer system intended to be solely accessed by individual users expressly authorized to access the system by the U.S. Department of Education. Usage may be monitored, recorded, and/or subject to audit. For security purposes and in order to ensure that the system remains available to all expressly authorized users, the U.S. Department of Education monitors the system to identify unauthorized users. Anyone using this system expressly consents to such monitoring and recording. Unauthorized use of this information system is prohibited and subject to criminal and civil penalties, except as expressly authorized by the U.S. Department of Education; unauthorized attempts to access, obtain, upload, modify, change, and/or delete information on this system are strictly prohibited and are subject to criminal prosecution under 18 U.S.C. § 1030, and other applicable statutes, which may result in fines and imprisonment. For purposes of this system, unauthorized access includes, but is not limited to:

- Any access by an employee or agent of a commercial entity, or other third party, who is not the individual user, for purposes of commercial advantage or private financial gain (regardless of whether the commercial entity or third party is providing a service to an authorized user of the system); and
- Any access in furtherance of any criminal or tortious act in violation of the Constitution or laws of the United States or any State.

- If system monitoring reveals information indicating possible criminal activity, such evidence may be provided to law enforcement personnel.

Privacy Act Notice

Accept And Login

PUBLIC DOCUMENTS

Members of the public may view copies of the final staff reports and the Secretary's decision letter of accrediting agencies and countries. The reports are organized by committee (NACIQI and NCFMEA) and meeting date.

Go To Public Documents

1. Open your Web browser:
2. Enter the URL <https://surveys.ope.ed.gov/erecognition/> 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.

e-RECOGNITION

[User Guide](#) [? Help](#)

Forgot Password

Please enter your username and email and click the "Send Password" button. Your password will be emailed to you shortly.

If you are unable to provide this information at this time please contact the Help Desk here for further assistance.

Username

Email

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, you will be navigated to your agencies dashboard. Here a list of all your assigned meetings will be displayed. You will have the ability to filter by meeting date, status, and submission type.

e-RECOGNITION

[User Guide](#) [? Help](#)

 TU Test User
 Edit User ▼

Select Report

Select one of the reports for your agency by clicking a meeting date.

Meeting Date

Status

Submission Type

Reset

Search

All ▼

All ▼

All ▼

Name: ABCDE Agency ID: ABCDE Type: Accrediting

1 Report

Meeting Date	Status	Submission Type	Narrative Submit Date	Draft Clearance Date	Response Submit Date
05/16/2031	N/A	Compliance Report	----	----	----

Rows per page: 100 ▼
 <
1/1 Page
>

2 Enter your Report

2.1 Instructions Screen

After you select the meeting date on your agency dashboard, the *Instructions* screen will display. The process of entering your petition has been divided into three steps. Each step may be accessed by either clicking on the corresponding link at the top of the *Instructions* screen. You can navigate back to your agency dashboard by clicking on the blue *Search* link or on the e-recognition banner.

e-RECOGNITION

[User Guide](#) [? Help](#)

 TU Test User
 Edit User ▼

[Search](#) > [Instructions](#)

Instructions

Meeting Date: 05/16/2031 Name: ABCDE Agency ID: ABCDE Type of Submission: Compliance Report Report Status: N/A

Instructions
Step 1
Step 2
Step 3
3rd Party Comments
Review and Submit
Historical Information

This website is used to submit your petition for recognition or enter your agency's response to a staff analysis document. It is divided into steps that guide you through the process.

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.

Upload supporting documents to demonstrate your agency's compliance with each criterion

Step 3

View the Table of Contents which lists the criterion which have been answered and the supporting documentation which has been uploaded.

Review and Submit

Display a printable file of your report in PDF format. Submit your application for review by the Accreditation Group.

Historical Information

View historical information such as decisions or transcripts from previous committee meetings.

Back

2.2 Step 1 - Agency Contact Information

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

e-RECOGNITION User Guide ? Help TU Test User Edit User

Search > Step 1

Step 1

Meeting Date: 05/16/2031 Name: ABCDE Agency ID: ABCDE Type of Submission: Compliance Report Report Status: N/A

Instructions **Step 1** Step 2 Step 3 3rd Party Comments Review and Submit Historical Information

Please update your agency's contact information.

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

Prefix: Mrs. First Name: Testing Middle Initial: A Last Name: User

Telephone: 202-000-0000 Ext.: Email (1): Tester@ed.gov

Administrator

Title: President Prefix: Mr. First Name: Test Middle Initial: Last Name: User

Address Line 1: 123 Test Address Line 2: Address Line 3: Address Line 4:

City: Washington State: DC Zip: 20002

Telephone: 5555555555 Ext.: Email (1): Test@ed.gov

Back Save

- Verify that the e-Recognition system has current agency contact information.
- All fields marked with a red * are required.
- 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.
- Once all information on step 1 is verified, please click the Save button (even if nothing was altered).
- Clicking save will change the report status from N/A to Narrative in Process.
- Click on Step 2 when you are ready to proceed.

Search > Step 1

Step 1

Meeting Date: 05/16/2031 Name: ABCDE Agency ID: ABCDE Type of Submission: Compliance Report Report Status: Narrative in Process

Instructions **Step 1** Step 2 Step 3 3rd Party Comments Review and Submit Historical Information

Please update your agency's contact information.

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

Prefix Mrs. ▼	First Name * Testing	Middle Initial A	Last Name * User
Telephone * 202-000-0000	Ext. 	Email (1) * test@test.edu	

Administrator

Title President	Prefix Select ▼	First Name * Test	Middle Initial 	Last Name * User		
Address Line 1 * 123 Test	Address Line 2 	Address Line 3 	Address Line 4 			
City * Washington	State * DC ▼	Zip * 20002				
Telephone * 5555555555	Ext. 	Email (1) * Christian@inovas.net				

Back

Save

2.3 Step 2 – Requested Scope of Recognition

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

Search > Step 2

Step 2

Meeting Date: 05/16/2031 Name: ABCDE Agency ID: ABCDE Type of Submission: Compliance Report Report Status: Narrative in Process

Instructions Step 1 **Step 2** Step 3 3rd Party Comments Review and Submit Historical Information

Please provide response for criteria

Click a link in the menu below to display the criteria for that section

Definitions

[Requested Scope of Recognition](#)

Basic Eligibility Requirements

602.10* 602.11* 602.12(a) 602.12(b) 602.13

Organizational & Administrative Requirements

602.14(a)* 602.14(b) 602.14(c) 602.14(d)(v)

602.15(a)(1) 602.15(a)(2) 602.15(a)(3)

602.15(a)(4) 602.15(a)(5) 602.15(a)(6)

602.15(b)

Required Standards & Their Application

602.16(a)(1)(i)* 602.16(a)(1)(ii) 602.16(a)(1)(iii)

602.16(a)(1)(iv) 602.16(a)(1)(ix)

602.16(a)(1)(v) 602.16(a)(1)(vi)

Scope of Recognition Requested Scope of Recognition

This is the current scope of recognition for your agency which was granted by the Secretary of Education:

This is a test

Note: If your response is more than 15,000 characters, please upload it as a document.

Agency Response to Scope of Recognition (Limit 15,000 characters and spaces)

0/15000 characters

Back

Save

Save And Next

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.

2.3.1 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 *Review and Submit* 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 15,000 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.
- From Step 2, 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.

E-RECOGNITION

[User Guide](#) [? Help](#)

TU Test User
[Edit User](#)

Instructions **Step 1** Step 2 Step 3 3rd Party Comments Review and Submit Historical Information

Please provide response for criteria

Click a link in the menu below to display the criteria for that section

Definitions

Requested Scope of Recognition

[Basic Eligibility Requirements](#)

[602.10*](#) [602.11*](#) [602.12\(a\)](#) [602.12\(b\)](#) [602.13](#)

Organizational & Administrative Requirements

[602.14\(a\)*](#) [602.14\(b\)](#) [602.14\(c\)](#) [602.14\(d\)\(e\)](#)

[602.15\(a\)\(1\)](#) [602.15\(a\)\(2\)](#) [602.15\(a\)\(3\)](#)

[602.15\(a\)\(4\)](#) [602.15\(a\)\(5\)](#) [602.15\(a\)\(6\)](#)

[602.15\(b\)](#)

Required Standards & Their Application

[602.16\(a\)\(1\)\(i\)*](#) [602.16\(a\)\(1\)\(ii\)](#) [602.16\(a\)\(1\)\(iii\)](#)

[602.16\(a\)\(1\)\(iv\)](#) [602.16\(a\)\(1\)\(ix\)](#)

[602.16\(a\)\(1\)\(v\)](#) [602.16\(a\)\(1\)\(vi\)](#)

[602.16\(a\)\(1\)\(vii\)](#) [602.16\(a\)\(1\)\(viii\)](#)

[602.16\(a\)\(1\)\(x\)](#) [602.16\(a\)\(2\)](#) [602.16\(b\)\(c\)](#)

[602.16\(d\)\(e\)\(f\)](#) [602.17\(a\)](#) [602.17\(b\)*](#)

[602.17\(c\)](#) [602.17\(d\)](#) [602.17\(e\)](#) [602.17\(f\)](#)

[602.17\(g\)](#) [602.18\(a\)](#) [602.18\(b\)](#) [602.18\(c\)](#)

[602.18\(d\)](#) [602.18\(e\)](#) [602.19\(a\)](#) [602.19\(b\)](#)

[602.19\(c\)](#) [602.19\(d\)](#) [602.19\(e\)](#) [602.20\(a\)](#)

[602.20\(b\)](#) [602.21\(a\)\(b\)](#) [602.21\(c\)](#)

Required Operating Policies & Procedures

[602.22\(a\)\(1\)](#) [602.22\(a\)\(2\)\(i-vii\)](#)

[602.22\(a\)\(2\)\(ix-x\)](#) [602.22\(a\)\(2\)\(viii\)](#)

602.10 Link to Federal programs

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.

N/A - Check if this section does not apply to your agency.

Note: If your response is more than 15,000 characters, please upload it as a document.

Agency Response to 602.10 (Limit 15,000 characters and spaces) *

0/15000 characters

[Upload Additional Supporting Documents](#)

[Back](#)
[Save](#)
[Save And Next](#)

Upload Additional Supporting Documents

Follow the steps below to upload supporting documentation:

Step 1 Select the Criteria

Select the criteria which the document supports. If a document supports more than one criterion, you should only upload it once. Only the criteria for which you entered a response in Step 2 are included in the selection box below.

- 602.10 Link to Federal programs
- 602.11 Geographic scope of accrediting activities.
- 602.12(a) Accrediting Experience Initial
- 602.12(b) Expansion of Scope
- 602.13 Acceptance of the agency by others.
- 602.14(a) Category of Agency
- 602.14(b) Separate and Independent
- 602.14(c) Joint Use of Personnel
- 602.14(d)(e) Separate & Independent Waiver

Step 2 Upload

Enter the title of the file as it is referenced in the narrative (e.g. Exhibit 1 Accreditation Handbook).

Notes:

- Please do not include an exhibit number in the file title.
- All files will be assigned a system generated exhibit number and the file's name will include the assigned exhibit number as a prefix when downloaded. (e.g. Exhibit ## - [your title])
- The system assigned exhibit number will be reflected in the table of linked exhibits below the narrative and can be used in the narrative to reference that file.

Title of the File *

Click the "Choose File" 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).

Upload *

Choose No File Chosen

Note: The file size is limited to 37MB. Larger files should be split into two files and uploaded separately.
Note: Only English letters, numbers and the following characters _ () - are allowed in filenames. Please remove any other special characters or non-English letters from the filename before you attempt to upload it.

Cancel Save

For each document you wish to upload:

1. Select one or more criteria for which the document demonstrates compliance. To select multiple criteria, select the check box next to the appropriate criteria.
2. Enter a title for the document.
3. Click the **Choose...** button and select the file from your desktop.
4. Click the **Upload File** button.

The Step 2 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.

2.4 Step 3 - 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 2 will be listed here with a link to display the document.

The screenshot shows the 'e-RECOGNITION' interface. At the top, there is a navigation bar with 'User Guide', 'Help', and a user profile 'TU Test User'. Below the navigation bar, the breadcrumb 'Search > Step 3' is visible. The main heading is 'Step 3'. A summary bar indicates: Meeting Date: 05/16/2031, Name: ABCDE Agency, ID: ABCDE, Type of Submission: Compliance Report, Report Status: Narrative in Process. A navigation menu includes 'Instructions', 'Step 1', 'Step 2', 'Step 3' (selected), '3rd Party Comments', 'Review and Submit', and 'Historical Information'. A message states: 'A table of contents has been generated from the data entered by the agency.' Below this, there is a section for 'Organizational & Administrative Requirements' with a link to '602.14(c) Joint Use of Personnel'. A 'List of Exhibits uploaded by Agency' section features a 'Download All Agency Exhibits' button and a table with the following data:

Id	Criteria	File Title	File Name	Action
50038	602.14(c)	test	602...602.pdf	Edit
50039	53	testing 1	1024 test.txt	Edit

A 'Back' button is located at the bottom left of the exhibit list.

2.5 Third Party Comments

If third part comments have been uploaded to your report, they will appear after step 3. From this page you will be able to:

- Click and view the attached third-party document.
- Respond to third party comments
- Upload responses to third party comments

[Search](#) > 3rd Party Comments

3rd Party Comments

Meeting Date: 05/16/2031 Name: ABCDE Agency ID: ABCDE Type of Submission: Compliance Report Report Status: Narrative in Process

[Instructions](#) [Step 1](#) [Step 2](#) [Step 3](#) [3rd Party Comments](#) [Review and Submit](#) [Historical Information](#)

3rd Party Written Comments

Document Title	Date	Pro/Con	Oral/Written
Third Party Comment	2022-05-19T02:30:05.877	Con	Oral

Response to 3rd Party Written Comments

Response (Limit 64,000 characters and spaces)

0/64000 characters

Upload Response for 3rd Party Written Comments

[Upload Document](#)

Document(s) Uploaded in response to 3rd Party Comments

There are no documents.

[Back](#)[Save](#)

2.6 Review and Submit

The Review and Submit screen allows you to submit your report to the Accreditation Group. 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 2 before you will be allowed to submit.

e-RECOGNITION

[User Guide](#) [? Help](#)

 TU Test User
 Edit User

Search > Review and Submit

Review and Submit

Meeting Date: 05/16/2031 Name: ABCDE Agency ID: ABCDE Type of Submission: Compliance Report Report Status: Narrative in Process

[Instructions](#)
 [Step 1](#)
 [Step 2](#)
 [Step 3](#)
 [3rd Party Comments](#)
 [Review and Submit](#)
 [Historical Information](#)

You must click on the "Submit" button to submit your report. You may generate a copy of your report at any time from item 2 below. Please review your report for accuracy before submitting it. Once you have submitted, you will not be able to modify the report without contacting the Department of Education.

1. Verify that you have completed all of the required criteria.

- ❗ You must provide a response for the following questions in Step 2 before submitting:
[602.10](#) [602.11](#) [602.14\(A\)](#) [602.16\(A\)\(1\)\(i\)](#) [602.17\(B\)](#) [602.28\(E\)](#)
- ❗ You must complete Step 2 and upload at least 1 supporting document before submitting.

2. Display a printable file of your report in either PDF or HTML format.

3. As per C.F.R. 602.31(f), Agencies must redact the names and any other personally identifiable information about individual students and any other individuals who are not agents of the agency or of an institution or program the agency is reviewing; redact the personal addresses, personal telephone numbers, personal email addresses, Social Security numbers, and any other personally identifiable information regarding individuals who are acting as agents of the agency or of an institution or program under review; designate all business information within agency submissions that the agency believes would be exempt from disclosure under exemption 4 of the Freedom of Information Act (FOIA), 5 U.S.C. 552(b)(4). A blanket designation of all information contained within a submission, or of a category of documents, as meeting this exemption will not be considered a good faith effort and will be disregarded; and ensure documents submitted are only those required for Department review or as requested by Department officials.

Verify that you have made the FOIA redactions and designations required under 602.31(f).

4. Click the "Submit" button to submit your report. A submission confirmation e-mail will be sent to the POC email address entered in Step 1.

By submitting this petition on behalf of the agency, I certify that the information herein and attached hereto is true and correct, and I hereby assume an obligation to be forthcoming, complete, and accurate in presenting information to, and answering questions of, the Department of Education.

❗ Warning: After the report has been submitted, it will no longer be available for modification.

Back
Submit

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

2.7 Historical Documents

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.

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

2.8 After Submission

Once your report is submitted, it cannot be updated unless it is re-opened by the Accreditation Group staff. If you login to the e-Recognition system after your report is submitted, the report will be in read only mode.

- 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 Accreditation Group 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 Accreditation Group 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 the Accreditation Group 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 Accreditation Group 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 *Select Report* screen, the *Resubmit Instructions* screen will display.

e-RECOGNITION

[User Guide](#)
[? Help](#)

[Search](#) > [Resubmit Instructions](#)

Resubmit Instructions

Meeting Date: 05/16/2031 Name: ABCDE Agency ID: ABCDE Type of Submission: Compliance Report Report Status: Response in Process

[Resubmit Instructions](#) [Step 1](#) [Step 2](#) [Step 3](#) [3rd Party Comments](#) [Review and Submit](#) [Historical Information](#)

This website is used to submit your petition for recognition or enter your agency's response to a staff analysis document. It is divided into steps that guide you through the process.

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.
Upload supporting documents to demonstrate your agency's compliance with each criterion

Step 3

View the Table of Contents which lists the criterion which have been answered and the supporting documentation which has been uploaded.

Review and Submit

Display a printable file of your report in PDF format. Submit your application for review by the Accreditation Group.

Historical Information

View historical information such as decisions or transcripts from previous committee meetings.

View Draft Staff Report: [View a PDF](#) or [HTML](#) version of the staff report.

Back

The Resubmit process has been divided into the following steps:

- To update your contact information, click the **Step 1** link on the top banner. 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, and to upload supporting documentation for your response, click the **Step 2** link. Refer to the following section 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 the Accreditation Group staff indicated in their report did not meet the requirements.

e-RECOGNITION

[User Guide](#) [? Help](#)


 Christian PocSecond
 Edit User

Search > Step 2

Step 2

Meeting Date: 05/16/2031 Name: ABCDE Agency ID: ABCDE Type of Submission: Compliance Report Report Status: Response in Process

[Resubmit Instructions](#)
 [Step 1](#)
 [Step 2](#)
 [Step 3](#)
 [3rd Party Comments](#)
 [Review and Submit](#)
 [Historical Information](#)

Please provide response for criteria

Click a link in the menu below to display the criteria for that section

Definitions

Requested Scope of Recognition

Basic Eligibility Requirements

[602.10*](#) [602.11*](#) [602.12\(a\)](#) [602.12\(b\)](#) [602.13](#)

Organizational & Administrative Requirements

[602.14\(a\)*](#) [602.14\(b\)](#) [602.14\(c\)](#) [602.14\(d\)\(e\)](#)

[602.15\(a\)\(1\)](#) [602.15\(a\)\(2\)](#) [602.15\(a\)\(3\)](#)

[602.15\(a\)\(4\)](#) [602.15\(a\)\(5\)](#) [602.15\(a\)\(6\)](#)

[602.15\(b\)](#)

Required Standards & Their Application

[602.16\(a\)\(1\)\(i\)*](#) [602.16\(a\)\(1\)\(ii\)](#) [602.16\(a\)\(1\)\(iii\)](#)

[602.16\(a\)\(1\)\(iv\)](#) [602.16\(a\)\(1\)\(ix\)](#)

[602.16\(a\)\(1\)\(v\)](#) [602.16\(a\)\(1\)\(vi\)](#)

[602.16\(a\)\(1\)\(vii\)](#) [602.16\(a\)\(1\)\(viii\)](#)

[602.16\(a\)\(1\)\(x\)](#) [602.16\(a\)\(2\)](#) [602.16\(b\)\(c\)](#)

[602.16\(d\)\(e\)\(f\)](#) [602.17\(a\)](#) [602.17\(b\)*](#)

[602.17\(c\)](#) [602.17\(d\)](#) [602.17\(e\)](#) [602.17\(f\)](#)

[602.17\(g\)](#) [602.18\(a\)](#) [602.18\(b\)](#) [602.18\(c\)](#)

[602.18\(d\)](#) [602.18\(e\)](#) [602.19\(a\)](#) [602.19\(b\)](#)

[602.19\(c\)](#) [602.19\(d\)](#) [602.19\(e\)](#) [602.20\(a\)](#)

[602.20\(b\)](#) [602.21\(a\)\(b\)](#) [602.21\(c\)](#)

Required Operating Policies & Procedures

[602.22\(a\)\(1\)](#) [602.22\(a\)\(2\)\(i-vii\)](#)

[602.22\(a\)\(2\)\(ix-x\)](#) [602.22\(a\)\(2\)\(viii\)](#)

[602.22\(a\)\(3\)](#) [602.22\(b\)](#) [602.22\(c\)](#)

[602.22\(c\)\(1\)](#) [602.22\(c\)\(2\)](#) [602.22\(c\)\(3\)](#)

[602.22\(d\)](#) [602.23\(a\)](#) [602.23\(b\)](#) [602.23\(c\)](#)

[602.23\(d\)](#) [602.23\(e\)](#) [602.23\(f\)](#) [602.24\(a\)](#)

[602.24\(b\)](#) [602.24\(c\)\(1\)](#) [602.24\(c\)\(2\)](#)

[602.24\(c\)\(3\)](#) [602.24\(c\)\(4\)](#) [602.24\(c\)\(5\)](#)

602.10 Link to Federal programs

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.

N/A - Check if this section does not apply to your agency.

Note: If your response is more than 15,000 characters, please upload it as a document.

Initial Narrative

Agency Narrative

test

Analyst Narrative

test

Staff Determination Submission

Status: Does Not Meet

test

Final Response

Agency Response (Limit 15,000 characters and spaces) *

0/15000 characters

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.

3.3 3rd Party Comments

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

e-RECOGNITION User Guide ? Help CP Christian PocSecond Edit User

Search > 3rd Party Comments

3rd Party Comments

Meeting Date: 05/16/2031 Name: ABCDE Agency ID: ABCDE Type of Submission: Compliance Report Report Status: Response in Process

Resubmit Instructions Step 1 Step 2 Step 3 **3rd Party Comments** Review and Submit Historical Information

3rd Party Written Comments

Document Title	Date	Pro/Con	Oral/Written
Third Party Comment	2022-05-19T02:30:05.877	Con	Oral

Analyst Response to 3rd Party Written Comments
There are no analyst comments.

Response to 3rd Party Written Comments
Response (Limit 64,000 characters and spaces)

0/64000 characters

Upload Response for 3rd Party Written Comments

Document(s) Uploaded in response to 3rd Party Comments
[my response](#)

Analyst Response to 3rd Party Comments
There are no analyst comments.

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, select the **Upload Document** button, enter the title of the file and click the **Choose** button to select the file from your desktop. Click the **Save** button to save your comments.

e-RECOGNITION User Guide ? Help CP Christian PooSecond
Edit User

Search > 3rd Party Comments

3rd Party Comments

Meeting Date: 05/16/2031 Name: ABCDE Agency ID: ABCDE Type of Submission: Compliance Report Report Status: Response in Process

Resubmit Instructions Step 1 Step 2 Step 3 **3rd Party Comments** Review and Submit Historical Information

3rd Party Written Comments

Document Title

Third Party Comment

Analyst Response to 3rd Party
There are no analyst comments.

Response to 3rd Party Written
Response (Limit 64,000 characters)

0/64000 characters

Upload Response for 3rd Party Written Comments

Upload Document

Document(s) Uploaded in response to 3rd Party Comments
my response

Analyst Response to 3rd Party Comments
There are no analyst comments.

Back Save

Upload Document

Enter the title of the response file

Title of the File *

Click the "Choose File" 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).

Upload *

No File Chosen

Note: The file size is limited to 37MB. Larger files should be split into two files and uploaded separately.
Note: Only English letters, numbers and the following characters _ . () * are allowed in filenames. Please remove any other special characters or non-English letters from the filename before you attempt to upload it.