U.S. Department of Education Office of Postsecondary Education Erecognition System



e-Recognition System Administrator's User Guide Analyst/Reviewer User Guide



e-Recognition System Analyst/Reviewer User Guide

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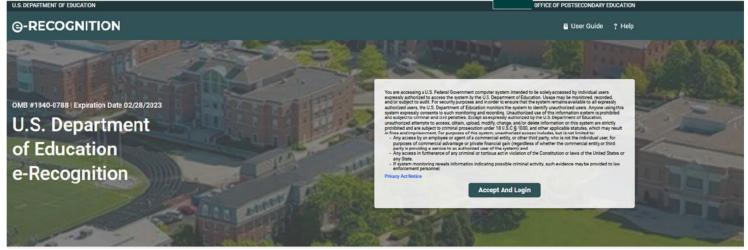
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1 Access and Login

The e-Recognition system allows Department staff to review reports submitted by the accrediting agencies as assigned. You can review the agency responses and enter your remarks which will display for the agency when they respond. You can also generate a PDF version of the staff report and the agency report. Reviewers will use the system to review the analysts' remarks and set the report as a draft allowing agencies to make edits/corrections and resubmit for the analyst's final review.

1.1 Accessing the System

To access the system, enter the URL https://surveys.ope.ed.gov/erecognition in the address box of the browser. The e-Recognition landing screen will display. Click the Accept and Login button after reading the Privacy Act Notice and Security Warning message. Enter your User ID and Password and click the Log in button to log in to the system. All login attempts are logged. If you have three unsuccessful login attempts, your account will be locked. You will then need to contact the Help Desk to have your account unlocked. A link to the Contact the Help Desk is located on the Login page.



1.2 Forgot Password

If you forget your password, you can click on the 'Forgot Password?' link and enter then your email. The system will confirm your identity and email your password to you. After three failed login attempts, you will be locked out of the system and will need to contact the Help Desk to have your account unlocked. U.S. DEPARTMENT OF EDUCATION

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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.

Usemame	
mail	
Email Address	
Cancel	Send Password

1.3 Change Password

You can change your password by clicking on the 'Change Password' link at the top of the screen. You are required to change your password after the first time you log in and every 90 days. This screen will display after you log in if your password has expired.

Enter your Current Password, New Password, and Verify the New Password in the appropriate text boxes, then click the **Submit** button.

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Change Password								
Please create a new password.								
Current Password								
Password								
Password Requirements								
- Your new password cannot be the same as your previous 24 passwo	rds.							
- Your new password must be at least 12 characters, and include any		following:						
passwords cannot contain your first or last name or the word 'pas at least one uppercase alphabetic character (A-Z)	isword							
at least one lowercase alphabetic character (a-z)								
at least one number (0-9)								
at least one special character (#\$*+=!*()@%&)								
New Password								
New Password								
Confirm Password								
Confirm Password								
Back Submit								

1.4 Help

A Help Desk is supported in conjunction with technical support for the e-Recognition website. The role of the Help Desk is to respond to technical questions about the website. Click the '? Help' link to contact the help desk.

1.5 User Guides

Click the 'User Guides' link in the toolbar to view the User Guides screen. Click on a link to display any of the guides.

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User Guides										
- Administrator User Guide										
- Analyst/Reviewer User Guid	e									
- Committee User Guide										
- NACIQI User Guide										
- NCFMEA User Guide										
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- Unsubmit an Agency				Change User A	ccess					
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- Modify a Meeting Date				Edit a Docume	nt in the e-folder					

2 Analyst

This section describes the screens used by the analysts to review the agency reports.

2.1 Manage Agencies and Countries

When you log in, the Manage Agencies and Countries screen will display showing the agencies and countries assigned to you and information about the status of their reports. The agencies are in sections by agency type. Click directly on the name of the agency as listed to begin reviewing the report.

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			Date		Туре	Date	Date	Date	Date		User
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NACCAS	Commission	Accrediting	06/01/2001	Narrative	N/A					Testing	
	of Career Arts and			Process	in the second se					Accred	
	Sciences										
	National										
NACCAS	Accrediting Commission	Accrediting	12/01/2002	N/A	N/A					Testing	
in o cho	of Career Arts and	recreating	12/01/2002		1940					Accred	
	Sciences										
	National										
NACCAS	Accrediting Commission	Accrediting	06/01/2004	N/A	N/A					Testing	
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	National										
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NACCAS	of Career Arts and	Accrediting	06/01/2005	N/A	N/A					Accred	
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	National										
	Accrediting Commission			Final						Testing	
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NACCAS	of Career Arts and	Heereding		Review	Coltrol 153 M.					Accred	

- You can only work with one agency at a time. Click the 'Manage Agencies' link at the top of the page to return to this screen and select a different agency. You cannot have two sessions with two different agencies open at once and should not open the same agency in two different screens. The system will not accept changes made to a report when the same agency is open in two different screens.
- The number of narratives/responses only displays for agencies in a Narrative Submit status. It indicates the number of criteria or questions for which the agency/country has entered a response.

2.2 Introduction

Click the agency/country's name link to review the submission. The Introduction screen will display.

This screen has links to all of the screens needed to complete your review.

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🖹 User Guide 🛛 ? Help

Testing Accred

Manage Agencies > Introduction

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ay the table of contents ay the table of contents with list of the responses entered and the files uploaded.	ntroduction Tabl	e of Contents Review	3rd Party Comments	Analysis Infor	mation Historical	Information	Submit	
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information for the staff report.	Analysis Inform	ation						
	Enter information for the	staff report.						
Draft Staff Report: View a PDF or HTML version of the staff report.	View Draft Staff Report: Vie	v a PDF or HTML version of the sta	ff report.					
Draft Analysis: View a PDF or HTML narratives, responses, and the corresponding analyst worksheet.	View Draft Analysis: View a	PDF or HTML narratives, responses	, and the corresponding analyst wo	orksheet.				

Click on the relevant links to begin the staff analysis. Depending on the status and type of the submission, the following links are displayed:

2.3 Table of Contents

Displays each of the criteria/questions for which the agency/country entered a response with a link to the view the narrative. It also lists the files uploaded by the agency/country with a link to view the document.

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Page 1 Re	ligious Mission (HEOA section 495(1)(A))			
Page 2a D	istance Education and Correspondence Education			
Page 2b D	istance Education and Correspondence Education			
Page 2c D	istance Education and Correspondence Education			
Page 3 Sti	udent Achievement Standard (HEOA section 495(1)(B) & (p)(2))			
	e Process and Appeals (HEOA section 495(1)(C))			
	creditation Team Members (HEOA section 495(2)(A))			
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2.4 Review

Lists the criteria/questions for accrediting agencies and countries and the status of the analyst's review. From here you will have access to the *Narrative Review* screen to access the agency's

narrative and documentation, complete the review elements, and upload any relevant documents to support your findings.

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eeting Date: 07/15/2009 Name: National Ac	crediting Commissi	ion of Career Arts and Science	es ID: NACCAS. Type of Submission: Compliance with HEOA Report Status: Narrative Submit
troduction Table of Contents	Review 3rd	d Party Comments	Analysis Information Historical Information Submit
To access each narrative or reponse and worksheet Reponse column. Note: The agency will only be able Neet" or "Substantially Compliant" in the narrative a	to enter a response fi		Narrative Review Worksheet Requested Scope of Recognition
Criteria	Narrative	Response	This is the current scope of recognition for your agency which was granted by the Secretary of Education:
Requested Scope Of Recognition	Not Reviewed		Scope of Recognition: The accreditation throughout the United States of postsecondary schools and departments of cosmetology arts and sciences and massage therapy.1
Compliance with HEOA			Agency Narrative
Page 1 Religious Mission (HEOA Section 495(1)(A))	N/R	N/A	No response Analyst Narrative (Limit 64,000 characters and spaces)
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Page 2b Distance Education And Correspondence Education	N/R	N/A	
Page 2c Distance Education And Correspondence Education	N/R	N/A	0/64000 characters Check if scope of recognition is reviewed.
Page 3 Student Achievement Standard (HEOA Section 495(1)(B) & (P)(2))	N/R	N/A	Back Save And Next
Page 4 Due Process And Appeals (HEOA Section 495(1)(C))	N/R	N/A	
Page 5 Accreditation Team Members (HEOA Section 495(2)(A))	N/R	N/A	
Page 6a Operating Procedures	N/R	N/A	
Page 6b Operating Procedures	N/R	N/A	
Page 6c Operating Procedures	N/R	N/A	
Page 6d Operating Procedures	N/R	N/A	
Rows per page: 100 🛩	< 1/1	Page >	
Note: * Indicates required criteria			

The screen has two columns for the agency's Narrative submission, the Narrative and Response column.

The status column will contain the following values for agencies:

- Reviewed This status only displays for the requested scope of recognition after the analyst has completed their review of it.
- Does not Meet The analyst indicated on the compliance worksheet that the agency did not

meet the requirements for this criterion. The agency will need to enter a response for this criterion after the report is set for resubmissions

- Substantially Compliant The analyst indicated on the compliance worksheet that the agency was substantially compliant for the requirements of this criterion.
- Meets The analyst indicated on the compliance worksheet that the agency met the requirements for this criterion.
- N/N The analyst indicated on the compliance worksheet that the agency did not need to respond to this criterion.
- N/R The analyst has not begun their review.

The status column will contain the following values for countries and foreign veterinary agencies:

- OK Comprehensive Response Provided
- Not OK Additional information is requested
- N/R The analyst has not begun their review.

- **3**rd **Party Comments** View any 3rd party comments and oral comment requests and enter a staff analysis of the third party's written comments. The number of third-party comments is displayed on the *Introduction* screen. This link is not display for countries and foreign veterinary agencies. (See Section 2.7)
- **Historical Information** View the Department's decision letters and transcripts from prior meetings. The number of historical documents is listed on the *Introduction* screen. (See Section 2.8)
- **Generate Draft/Final Staff Report** Generate the draft or final staff report in PDF or HTML format. Once you submit and the status has been changed to Response in Process the report in PDF format, it will be saved in the e-folder. Any prior versions of the report will be deleted. (See Section 2.10)
- **Generate Draft/Final Agency/Country Report** –Generate the draft or final agency/country report in PDF, Word, or HTML format. If you generate the report in PDF format, it will be saved in the e-folder. Any prior versions of the report will be deleted. (See Section 2.11)
- Set for Draft Clearance If the agency or country is in Narrative Submit status, this link will display. After you have finished reviewing the agency/country, click this link to notify the reviewers via email that the draft staff analysis is ready for Draft Clearance.
- **Resubmit Agency** If the agency or country is in Narrative Submit status, this link will display. After reviewing the agency/country, click this link to resubmit the agency/country petition for additional input.
- **Resend Email** If the agency or country is in Response in Process status, this link will display. After reviewing the agency/country, click this link to resend the Draft Analysis Notification email to the agency/country.
- Set for Final Review If the agency or country is in Response Submit status, this link will display. After you have finished reviewing the agency/country, click this link to notify the reviewers via email that the final staff analysis is ready for Final Review.
- **Resend Final Email** If the agency or country is in Final Review status, this link will display. After you have finished reviewing the agency/country, click this link to resend the final review to the agency/country.
- **Meeting Date** At the bottom of the screen, you can select a different meeting date for the agency from the dropdown menu. The *Introduction* screen will redisplay for the date selected to allow you to view the agency's report.

Click the 'Introduction' link in the top menu to return to the *Introduction* screen from any of the other review screens.

You can perform the following actions on this screen:

- Review the narrative or response.
- If the agency/country uploaded any supporting documents, they will display beneath the narrative. Click the document title to view the document. You may enter your comments about a document in the Analyst Comments text box.
- Indicate if the agency met the requirements for this criterion or not. For countries, indicate if a comprehensive response was provided or if additional information is needed.
- Enter your remarks in the Staff Analysis textbox. Your remarks are limited to 64,000 characters and spaces. A counter below the textbox tracks the number of remaining characters.
- Upload your supporting documents at the bottom of the page. Enter the title and click the **Choose File** button to select the file from your desktop. After you save, the uploaded file is displayed at the bottom of the screen. The document will be added to the e-folder also.
- To delete a document which you uploaded, click the **Delete** button next to it. The document will be deleted from the e-folder also.
- If you click 'Does not Meet' as the status of the criteria, a Staff Determination text box will display. The text you enter here must be added to the staff report by clicking the **Populate** from Criteria button on the 'Analysis Information' link located on the Introduction screen. This text box will also display for foreign veterinary agencies when you click the Additional Information Requested option. Click the Save button at the bottom of the Analysis Information screen.

Click the **Save** button to save your entry and perform one of the following actions:

- Save Redisplay the screen to upload another supporting document.
- Save and Return Return to the Review screen.
- Save and Display Next Criterion Display the Compliance Worksheet screen for the next sequential criterion for which the agency entered a narrative or response.

If the agency is not in Narrative Submit or Response Submit status, the Save buttons are disabled.

If the report is in Narrative Submit or Response Submit status and you need the agency to enter additional information, contact the Department's Accreditation Group Records Manager to have the agency's report unsubmitted. NOTE: This action will save the draft staff analysis entered and will be viewable by the agency.

The Compliance Worksheet screen has the following additional links in the menu bar at the top which are not displayed on the other screens:

• Back to Review – Returns to the Review screen (see Section 2.4)

The following links will display in a separate window:

- Criteria Displays the list of criteria page appropriate to the agency type on ED's web site.
- Contact Agency/Country Pops up a new email window with the To: field pre-populated with the email for the agency/country's point of contact.
- ED Home Displays ED's Accreditation home page.
- OPE ED Home Displays the Office of Postsecondary Education home page.
- NACIQI Displays ED's National Advisory Committee on Institutional Quality and Integrity home page and only displays for domestic agencies.
- NCFMEA Displays ED's National Committee on Foreign Medical Education and Accreditation home page and only displays for countries.

2.5 3rd Party Comments

When you click the '3rd Party Comments' link on the screen, the 3rd Party Comments screen will display.

🖹 User Guide 🤶 Help

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Manage Agencies > 3rd Party Comments

leeting Date: 12/01/2006 Name: Accreditation Commission for Educatio	n in Nursing ID: ACEN Type of Submiss	ion: Renewal Petition Report Status:	Final Review
ntroduction Table of Contents Review 3rd Part	y Comments Analysis Informat	ion Historical Information	
• Warning You have read only access to the report.			Hide
rd Party Written Comments			
Document Title	Date	Pro/Con	Oral/Written
Linda Shanta	-	Con	Oral
Analysis of Third-Party Written Comments		Pro	Oral
taff Analysis of 3rd Party Written Comments esponse (Limit 64,000 characters and spaces)			
	NAC's petition for renewal of recognitio	n. The commenter outlined the co	oncerns below. All comments are related to one distance education
competence in acquisition of curriculum competencies. The co	mmenter writes that the accredited prog	ram does not have a supervised p	C accredited distance program relies only on testing to ascertain practice in its curriculum plan, nor are practice learning
environments selected and monitored by faculty, two required el	ements of NLNAU's curriculum standard	n Na 1978 artist viel S	
gency Response to 3rd Party Comments he 3rd Party Comment letter received by DDE expresses concerns stabilished for adult letarners who are unable to achieve their educa ares by Commission decision. The program is due to be visited in t	tional goals in a traditional program setti the 2007 accrediting cycle. As with all pro	ng. The AD Program of Excelsior w grams, ongoing monitoring has be	en conducted throughout the review cycle. The writer of the letter has
gency Response to 3rd Party Comments he 3rd Party Comment letter received by DOE expresses concerns tabilished for adult learners who are unable to achieve their educa ears by Commission decision. The program is due to be visited in 1 advertently included nomenclature that NLNAC does not use in lail t are guidelines for elements that programs must discuss in their credited program must follow a traditional nursing model of struc aming is self-paced. Students entering the program are expected if learning in this program will not be the same as a campus-base amonstrate knowledge and/or skills. Tables are presented depictin it team verified that the curroulum was developed by the faculty, he Program does not state that the testing contact time me used by programs. NLNAC provided the guideline of lecture an ass and dinicals. In Criterion 14, Excelsion discussed the clinical ere selected based on the program. Sin is not consistent with NLN am's findinga, review by the evaluation review panel, and review by procument(s) Uploaded in response to 3rd Party Comments	tional goals in a traditional program setti the 2007 accrediting cycle. As with all pro- beling the items under 'Documentation C self-study report during their self-seulau tured classroom and clinical learning exp to hold certain experience and knowledge tional model with a group of students and d program. In the self-study materials, E go the philosophy/mission as it relates to and all expected documentation was pre experience; it is testing for verification of d clinical time for those programs who co facilities used for performance testing in sess were in place. The presentation of the cr's comments are related to the areas of IAC Standards. This Program was found the	ng. The AD Program of Excelsior v grams. ongoing monitoring has be- onfirms: as 'required elements.' The ion process as part of accreditatio ereinces. The Excelsior Program related to healthcare. The program instructor. As the writer states, Ex- xcelsior describes specifically wha- the program outcomes. The prese- sented as specified under Criterion skills. This model is widdely used by tention stated by Excelsior College induct class in a more traditional fs accordance with the design and de ed was clear and concise and four documentation that programs mus	ras visited in 1999; the program was granted continuing accreditation fo en conducted throughout the review cycle. The writer of the letter has e items listed under each criterion are not prescribed program standards in review. Unfortunately, the writer is presenting the argument that every states in its self-study, on the website, and in program materials that the n does not state in its presentation that students will be enrolled in celsior demonstrates integrity in its documents by telling the students th
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gency Response to 3rd Party Comments he 3rd Party Comment letter received by DDE expresses concerns stabilished for adult learners who are unable to achieve their educa stars by Commission decision. The program is due to be visited in t advertently included nomenclature that NLNAC does not use in lai tare guidelines for elements that programs must discuss in their credited program must follow a traditional nursing model of struc arning is self-paced. Students entering the program are expected i furcured supervised practice settings as in the better-known tradi- eff learning in this program will not be the same as a campus-base monstrate knowledge and/or skills. Tables are presented depictri sit team verified that the curriculum was developed by the faculty. Program does not state that the testing is a supervised clinical sciplines. The writer goes on to state that the testing contact time used by programs. NLNAC provided the guideline of lecture an ass and clinicals. In Criterion 14, Excelsion discussed the clinical ser selected based on the program. This is not consistent with NLN am's findings, review by the evaluation review panel, and review by socument(s) Uploaded in response to 3rd Party Comments here are no documents.	tional goals in a traditional program setti the 2007 accrediting cycle. As with all pro- beling the items under 'Documentation C self-study report during their self-seulau tured classroom and clinical learning exp to hold certain experience and knowledge tional model with a group of students and d program. In the self-study materials, E go the philosophy/mission as it relates to and all expected documentation was pre experience; it is testing for verification of d clinical time for those programs who co facilities used for performance testing in sess were in place. The presentation of the cr's comments are related to the areas of IAC Standards. This Program was found the	ng. The AD Program of Excelsior v grams. ongoing monitoring has be- onfirms: as 'required elements.' The ion process as part of accreditatio ereinces. The Excelsior Program related to healthcare. The program instructor. As the writer states, Ex- xcelsior describes specifically wha- the program outcomes. The prese- sented as specified under Criterion skills. This model is widdely used by tention stated by Excelsior College induct class in a more traditional fs accordance with the design and de ed was clear and concise and four documentation that programs mus	rear visited in 1999; the program was granted continuing accreditation fo en conducted throughout the review cycle. The writer of the letter has e items listed under each criterion are not prescribed program standard n review. Unfortunately, the writer is presenting the argument that every states in its self-study, on the website, and in program materials that the n does not state in its presentation that students will be encolled in celsior demonstrates integrity in its documents by telling the students to t students are expected to know and how they will be expected to nation of material is clear in terms of expectations for the students. The 13. This Program utilizes competency testing as described by the write y institutions of higher education to award proficiency credit in a variety that the testing time will be calculated in the traditional model of contact shilon to ensure consistency among programs in terms of contact time filtery of their program. Visitors verified evidence that the expecies used to to be in compliance with the standard by the visitors, evaluation revier t speak to as they complete their self review and self-study report as
stablished for adult learners who are unable to achieve their educa ears by Commission decision. The program is due to be visited in i advertently included nomenclature that NLNAC does not use in all ut are guidelines for elements that programs must discuss in their coredited program must follow a traditional nursing model of struc arning is self-paced. Students entering the program are expected i tructured supervised practices settings as in the better-known tradit eff learning in this program will not be the same as a campus-base monstrate knowledge and/or skills. Tables are presented depictin sist team verified that the curriculum was developed by the faculty. He Program does not state that the testing is a supervised clinical isciplines. The writer goes on to state that the testing contact time me used by programs. NLNAC provided the guideline of lecture an ass and clinicals. In Criterion 14, Excelsior discussed the clinical eree selected based on the program scriteria and evaluation proce- anel members, and the NLNAC commission. Summary: The write	tional goals in a traditional program setti the 2007 accrediting cycle. As with all pro- beling the items under 'Documentation C self-study report during their self-seulau tured classroom and clinical learning exp to hold certain experience and knowledge tional model with a group of students and d program. In the self-study materials, E go the philosophy/mission as it relates to and all expected documentation was pre experience; it is testing for verification of d clinical time for those programs who co facilities used for performance testing in sess were in place. The presentation of the cr's comments are related to the areas of IAC Standards. This Program was found the	ng. The AD Program of Excelsior v grams. ongoing monitoring has be- onfirms: as 'required elements.' The ion process as part of accreditatio ereinces. The Excelsior Program related to healthcare. The program instructor. As the writer states, Ex- xcelsior describes specifically wha- the program outcomes. The prese- sented as specified under Criterion skills. This model is widdely used by tention stated by Excelsior College induct class in a more traditional fs accordance with the design and de ed was clear and concise and four documentation that programs mus	rear visited in 1999; the program was granted continuing accreditation fo en conducted throughout the review cycle. The writer of the letter has e items listed under each criterion are not prescribed program standard n review. Unfortunately, the writer is presenting the argument that every states in its self-study, on the website, and in program materials that the n does not state in its presentation that students will be encolled in celsior demonstrates integrity in its documents by telling the students to it students are expected to know and how they will be expected to ntation of material is clear in terms of expectations for the students. The 13. This Program utilizes competency testing as described by the write y institutions of higher education to award proficiency credit in a variety that the testing time will be calculated in the traditional model of conta- shion to ensure consistency are programs in terms of contact time livery of their program. Visitors verified evidence that the agencies used d to be in compliance with the standard by the visitors, evaluation revier to speak to as they complete their self review and self-study report as

Any 3rd Party written comments and requests to make oral comments for this agency are displayed on this screen. The name of the person making the comment and an indication of whether the comment is pro or con is displayed.

• To view a document, click on the 'File Name' link.

- Enter comments on the 3rd party files or review of the agency's response to the thirdparty comments, in the text box and click the **Save** button.
- If the agency uploaded any files in response to the comments, they will display at the bottom of the screen.

2.6 Historical Information Documents

Click the 'Historical Information' link on the screen to display Department decision letters or transcripts from prior meetings for this agency/country. To view a document, click on the document name link.

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Manage Agencies > Historical Information **Historical Information**

roduction Table of Cor	ntents Review 3rd Party Comments Analysis Information Historical Information	
Warning You have read	only access to the report.	Hide
Meeting Date	Document	
02/07/2018	ACEN decision letteer 2-18	
02/07/2018	ACEN transcript 2-2018	
12/16/2015	ACEN F2015 Senior Department Official's (SDO) Decision Letter	
12/16/2015	ACEN December 2015 Transcript	
06/25/2015	ACEN S2015 Appeals Package	
06/18/2014	ACEN June 2014 Transcript	
06/18/2014	ACEN SP2014 Senior Department Official's (SDO) Decision Letter	
06/25/2012	ACEN June 2012 Transcript	
06/25/2012	NLNAC June 2012 Senior Department Official's Decision Ltr	
06/01/2008	ACEN SP2008 Senior Department Official's (SDO) Decision Letter	
06/01/2008	ACEN SP2008 Transcript	
12/01/2006	NLNAC December 2006 Secy. decision letter	
12/01/2006	NLNAC December 2006 transcript portion	
12/01/2006	December 2006 Secretary's Letter	
12/01/2006	December 2006 Transcript Portion	
06/01/2003	NLNAC June 2003 transcript portion	
06/01/2003	ACEN SP2003 Senior Department Official's (SDO) Decision Letter	

2.7 **Analysis Information**

Click the 'Analysis Information' link on the screen. The screen displays as follows for agencies:

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troduction Table	e of Contents	Review 3rd	Party Comments	Analysis Information	Historical Informatio	n	
O Warning You ha	ave read only acces	s to the report.					
port Title			Prepared Mon	th and Year:			
ckground (Limit 7,500 cha	racters and spaces)						
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cognition History (Limit 7,	500 characters and sp	aces)					
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• Enter the analysis information and click the **Save** button.

2.8 Generate Staff Report

- When you click the 'Generate Draft/Final Staff Report PDF' link on the Introduction or the Analysis Information screen, the Staff Report PDF will display in a separate window. When in Narrative Submit status, the analyst will complete the review section for each criteria. Only when the analyst clicks on the analysis information link, populates the issues and problems and saves the updated information, will the draft staff report will be saved in the e-folder.
- Once in Response Submit, the same process occurs. When the updated information is saved, the staff report will be updated and that version will be uploaded to the e-folder. Any prior versions of the draft/final staff report will be deleted.
- When the agency's report is set for resubmission, the draft version of the PDF is available to them when they log into the e-recognition system.
- When the agency is placed in final review status, the final version of the staff report is available to them when they log into the e-recognition system.

U.S. DEPARTMENT OF EDUCATION

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U.S. Department of Education Staff Report to the Senior Department Official on Recognition Compliance Issues

Recommendation Page

1. Agency: Accreditation Council for Pharmacy Education

(1952/2012)

(The dates provided are the date of initial listing as a recognized agency and the date of the agency's last grant of recognition.)

2. Action Item: Petition for Continued Recognition

- 3. Current Scope of Recognition: The accreditation and preaccreditation, within the United States, of professional degree programs in pharmacy leading to the degree of Doctor of Pharmacy, including those programs offered via distance education.
- 4. Requested Scope of Recognition: Same.
- 5. Date of Advisory Committee Meeting: 05/22/2018
- 6. Staff Recommendation: Continue the agency's current recognition and require the agency to come into compliance within 12 months, and submit a compliance report 30 days after the 12 month period that demonstrates the agency's compliance with the issue identified below.
- 7. Issues or Problems: Additional information is requested for the following questions. These issues are summarized below and discussed in detail under the Staff Analysis section. [undefined] -

Executive Summary

PART I: GENERAL INFORMATION ABOUT THE AGENCY

The Accreditation Council for Pharmacy Education (ACPE) accredits and preaccredits professional degree programs in pharmacy leading to the Doctor of Pharmacy degree. Currently, the agency accredits approximately 114 programs, and preaccredits 16 programs, throughout the United States, Puerto Rico and the District of Columbia. Those programs are within institutions that are accredited by regional and national accrediting agencies recognized by the Secretary of Education. Since ACPE is not an institutional accreditor, and does not serve as a gatekeeper of Title IV funds, the agency is not required to meet the Secretary's separate and independent requirements.

Recognition History

The agency was on the first list of nationally recognized accrediting agencies published in 1952. Since that time, the Secretary has periodically reviewed the agency and granted continued recognition. Originally known as the American Council on Pharmaceutical Education, the agency was renamed the Accreditation Council on Pharmacy Education (ACPE) in 2003. The last full review of ACPE took place at the June 2012 meeting of the National Advisory Committee on Institutional Quality and Integrity (NACIQI). After that review, the Department extended the agency's previous grant of recognition and required a compliance report on the issues cited in the staff analysis. As part of its evaluation of the agency's current petition for continued recognition. Department staff reviewed the agency's narrative and supporting documentation. Furthermore, no third-party comments were received in connection with the agency's petition. The agency petition for continued recognition by the Secretary Is the subject of this analysis and report hello

PART II: SUMMARY OF FINDINGS

602.15 Administrative and fiscal responsibilities

(4) Educators and practitioners on its evaluation, policy, and decision-making bodies, if the agency accredits programs or single-purpose institutions that prepare students for a specific profession;

The agency provided its board appointment criteria, qualifications, and current board roster, which clearly indicates that there are both educators and practitioners included. The agency provided the policy relating to the appeals panel composition, which clearly requires both educator and practitioner representation. As the agency stated in Section 602.15(a)(2) that it has not convened an appeals panel, it therefore could not provide documentation to verify implementation of its policies and procedures. In regards to site visitors, the agency included its on-site evaluation policy which requires representation of its provided sample on-site evaluation teams as documentation, which include both practitioners and educators. However, the agency did not provide resumes or CV's for its Educator/Practitioner/ Representatives members (see Sec 602.15(a)(2)) to verify their qualifications. ACPE also failed to indicate (Exhibit 27) which board member are serving as educators or practitioners and or public members (which is required for Sec 602.15(a)(5)). The Department is also concerned that the agency indicates that a Board member serves as a site team member without providing any evidence of recusais of the Board membering decision meetings.

The agency needs to provide resumes or CV's to verify the qualifications of its educator and practitioner representatives. The agency also needs to clarify the position of its board members on site evaluation teams and what if any procedure is put in place for recusals of those members during commission decision meetings.

Analyst Remarks to Response:

The Board of Directors is ACPE's policy and decision-making body. As described, the Board is composed of 10 members, three each appointed by three pharmacy organizations representing pharmacy educators, practitioners, and regulators and one public member appointed by the American Council on Education. Full qualifications for all board members are provided in EXHIBIT A, Full Board Qualifications. Furthermore, EXHIBIT B, Board Roles, list the role served by each member of the current board (e.g., educator, practitioner, regulator or public member). Board member roles can also be found on ACPE's website at https://www.acpe-accredit.org/about/acpeleadership/. The spring 2017 on-site evaluation cycle schedule also lists members of the evaluation team for each comprehensive on-site evaluation team member's role on the evaluation team individual's role is clearly stated. ACPE was established in 1932 and has been continuously recognized by the Secretary of Education since 1952. Throughout its history ACPE has included Board members as members of the on-site evaluation team and finds that this process. In accordance with this process is a applicable to ACPE Board members, evaluation team members, professional staff, consultants, and other representatives participating in or observing the program accreditation process. In accordance with this process, conflict of Interest Tatements are signed annually by Board members and staff, as well as prior to each visit or meeting by evaluation team are carefully created to ensure a balance of perspectives, evaluation there and EXHIBIT D2. Example Conflict of Interest Torm). Evaluation teams for potential conflicts of interest. In addition, individual program serview the proposed site teams for groups accreditation process in applicating and evaluation team members, and evaluation team serview of Proposed Teams). Given ACPE board members are carefully created to ensure a balance of perspectives, evaluation team to protext against conflicts of interest. In addition, individu

PART III: THIRD PARTY COMMENTS

The Department did not receive any written third - party comments regarding this agency.

2.9 Generate Agency/Country Report

When you click the 'Generate Draft/Final Agency/Country Report PDF or Word' link on the Introduction screen, the report document will display in a separate window. If you display the HTML version, it will display in the same window. The draft report contains all of the narratives and analyst

remarks with a list of uploaded documents for each criterion/question. The final report includes the responses and the analyst remarks for the responses. A list of third-party documents is also included for agencies.

3 Reviewer

This section describes the screens used by the reviewers.

3.1 Manage Agencies and Countries

When a user is assigned access as a reviewer, the *Manage Agencies and Countries* screen will display a list of the agencies and countries with a current meeting date for the analysts assigned to the reviewer.

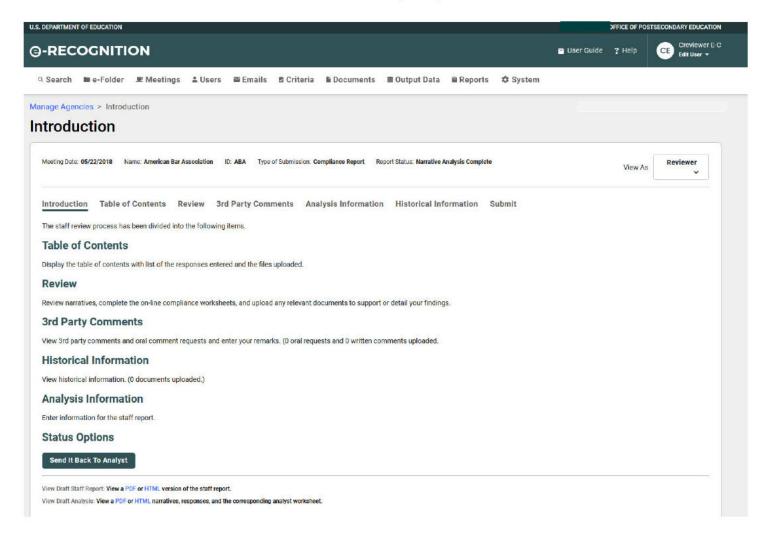
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ID	Name	Туре	Meeting Date	Status	Submission Type	Narrative Submit Date	Draft Clearance Date	Response Submit Date	Final Clearance Date	Analyst	Meeting User
ABCDEFM	ABCDE FM	Foreign Med	10/25/2022	Narrative in Process	Determination					Christian Alfaro	
ABCDEFM	ABCDE FM	Foreign Med	10/25/2022	N/A	Update Report					Christian Alfaro	
ACEN	Accreditation Commission for Education in Nursing	Accrediting	12/01/2001	Narrative in Process	N/A				(1777)	Christian Alfaro	
ACEN	Accreditation Commission for Education in Nursing	Accrediting	06/01/2003	Narrative in Process	N/A					Christian Alfaro	

Click the 'Name' link to begin reviewing the agency or country. The Introduction screen will display

(see Section 2.2). Seven links display across the top for reviewers on this screen.

3.2 Introduction

Click the agency/country's name link to review the submission. The Introduction screen will display. This screen has links to all of the screens needed to complete your review.



3.3 Table of Contents

Displays each of the criteria/questions for which the agency/country entered a response with a link to the view the narrative. It also lists the files uploaded by the agency/country with a link to view the document.

DEPARTMEN	IT OF EDUCATION			OFFICE OF POST	SECONDARY EDUCATION
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	ncies > Table of Contents				
able o	of Contents				
Meeting Date	e: 05/22/2018 Name: American Bar Association ID:	ABA Type of Submission: Compliance Report Report Status: Narrative Analysis Complete		View As	Reviewer ~
Introduct	tion Table of Contents Review 3rd F	Party Comments Analysis Information Historical Information Submit			
A table of c	contents has been generated from the data entered b	by the agency.			
	tional & Administrative Requirements				
	 Staffing/Financial Resources Competency of Representatives 				
	(3) Academic/Administrator Representatives				
Required	Standards & Their Application				
	(1)(viii) Program Length				
602.17(b)	Self-Study				
List of Exi	hibits uploaded by Agency		٥	ownload All A	gency Exhibits
Id	Criteria	File Title F	ile Name	Action	
36898	602.15(a)(1)	Exhibit 1 Section of Legal Education Staff Listing 2017-18	xhibit 117-18.pdf	Edit	
		Exhibit 1 Section of Legal Education Start Listing 2017-18	Anion Frank Population	Edit	Archive
36899	602.15(a)(3)		xhibit 10 2016.pdf	Edit	Archive
36899 36900	602.15(a)(3) 602.15(a)(3)	Exhibit 10 Memo Notice and Comment Rules 35 37 38 August 2016			
		Exhibit 10 Memo Notice and Comment Rules 35 37 38 August 2016 Exhibit 11 Memo to Council from Staff Rules 35 37 to 38 October 2016	xhibit 10 2016.pdf	Edit	Archive
36900	602.15(a)(3)	Exhibit 10 Memo Notice and Comment Rules 35 37 38 August 2016 E Exhibit 11 Memo to Council from Staff Rules 35 37 to 38 October 2016 E Exhibit 12 Council Meeting Minutes October 2016 E	xhibit 10 2016.pdf xhibit 11 2016.pdf	Edit	Archive

3.4 Review

Lists the criteria/questions for accrediting agencies and countries and the status of the review. From here you will have access to the *Narrative Review* screen to access the agency's narrative and documentation, complete the review elements, and upload any relevant documents to support your findings.

RTMENT OF EDUCATION			OFFICE OF POSTSECONDARY EDUCATION
RECOGNITION			■ User Guide ? Help CFE Creviewer E-C Eatt User →
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eting Date: 05/22/2018 Name: American E	Bar Association ID: A	BA Type of Submissio	n: Compliance Report Report Status: Narrative Analysis Complete View As Reviewer
troduction Table of Contents	Review 3rd P	arty Comments	Analysis Information Historical Information Submit
To access each narrative or reponse and worksheet Reponse column. Note: The agency will only be able Meet" or "Substantially Compilant" in the narrative s	to enter a response for the		Narrative Review Worksheet 602.15(a)(1) Staffing/Financial Resources
Criteria	Narrative	Response	The agency must have the administrative and fiscal capability to carry out its accreditation activities in light of its requested scope of recognition. The agency meets this requirement if the agency demonstrates that-
Requested Scope Of Recognition	Not Reviewed		(a) The agency has-
Basic Eligibility Requirements			(1) Adequate administrative staff and financial resources to carry out its accrediting responsibilities;
602.10 Link To Federal Programs	N/R	N/R	Agency Narrative Attached as Exhibit 1 is the staff listing for the Section of Legal Education and Admissions to the Bar at the American Bar Association 2017-18. Attached as Exhibit 2 are the resumes of all staff members. This information is submitted as evidence of the sufficiency of the
602.11 Geographic Scope Of Accrediting Activities.	N/R	N/R	staff credentials and qualifications to administer its accreditation activities in an effective manner within our scope of recognition.
602.12(a) Accrediting Experience Initial	N/R	N/R	Analyst Narrative (Limit 64,000 characters and spaces) Previous Issue: The agency did not provide resumes for twelve of its staff members responsible for accreditation activities for the 202 law schools it accredits for Department staff to assess the sufficiency of the staff credentials and qualifications to administer its
602.12(b) Expansion Of Scope	N/R	N/R	accreditation activities in an effective manner within its scope of recognition.
602.13 Acceptance Of The Agency By Others.	N/R	N/R	Discussion: The agency is now compliant with this criterion. It has provided a 2017-18 Legal Education Staff list along with the resumes or curriculum vitas (OVs) of its members. The resumes and OVs provide evidence that each of the staff members have 772/64000 characters
Organizational & Administrative Requirem	ents		
602.14(a) Category Of Agency	N/R	N/R	
602.14(b) Separate And Independent	N/R	N/R	Analyst Worksheet
602.14(c) Joint Use Of Personnel	N/R	N/R	Staff Determination The staff determination entered will populate in the Issues and Problems section on the analysis screen. Do not include the
602.14(d)(e) Separate & Independent			criteria number, it will be populated for you. Submission
002.14(d)(e) Separate & Independent Waiver	N/R	N/R	Status:
602.15(a)(1) Staffing/Financial Resources	М	N/R	Neet: Viot reviewed: Voes viot neet: Viot necessary Visuostantiality Compliant Staff Determination Submission to 602.15(a)(1) (Limit 1,000 characters and spaces)
602.15(a)(2) Competency Of Representatives	М	N/R	
602.15(a)(3) Academic/Administrator Representatives	М	N/R	
602.15(a)(4) Educator/Practitioner Representatives	N/R	N/R	0/1000 characters
602.15(a)(5) Public Representatives	N/R	N/R	Document(s) for this Section
602.15(a)(6) Conflict Of Interest	N/R	N/R	List of Exhibits uploaded by Agency
602.15(b) Recordkeeping	N/R	N/R	Id Document Title Analyst Comments Exhibit Comments
Required Standards & Their Application			
602.16(a)(1)(i) Student Achievement	N/R	N/R	36898 Exhibit 1 Section of
602.16(a)(1)(ii) Curricula	N/R	N/R	36909 Exhibit 2 Section of
602.16(a)(1)(iii) Faculty	N/R	N/R	Upload Additional Supporting Documents
602.16(a)(1)(iv) Facilities/Equipment /Supplies	N/R	N/R	Back Save Save And Next
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3.5 3rd Party Comments

When you click the '3rd Party Comments' link on the screen, the 3rd Party Comments screen will display.

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nage Agencies > 3rd Party Comments				
d Party Comments				
Meeting Date: 05/22/2018 Name: American Bar J	Association ID: ABA Type of Submission: Compliance Report Report Sta	tus: Narrative Analysis Complete	View As.	viewer
Introduction Table of Contents R	Review 3rd Party Comments Analysis Information Hi	storical Information Submit		
3rd Party Written Comments				
Document Title	Date	Pro/Con	Oral/Written	
TCF-ABA comments	2018-03-05T19:05:53.583	Con	Oral	
Staff Analysis of 3rd Party Written Comments Response (Limit 64,000 characters and spaces)				
leadership roles at a non-ABA approved onl	The commenter also had concerns about one specific employee (i.e., B line law school affiliated with Kaplan Legal Education from 2004 to 20 Kaplan's provision of online programs. Further, the commenter pointer	0. The commenter emphasized that during su	ch time, a Senate investigation of Kaplar	1
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Any 3rd Party written comments and requests to make oral comments for this agency are displayed on this screen. The name of the person making the comment and an indication of whether the comment is pro or con is displayed.

- To view a document, click on the 'File Name' link.
- Enter comments on the 3rd party files or review of the agency's response to the thirdparty comments, in the text box and click the **Save** button.
- If the agency uploaded any files in response to the comments, they will display at the bottom of the screen.

3.6 Historical Information Documents

Click the 'Historical Information' link on the screen to display Department decision letters or transcripts from prior meetings for this agency/country. To view a document, click on the document name link.

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Meeting Date	Document	
05/22/2018	ABA May 2018	
05/22/2018	ABA May 2018	
05/22/2018	ABA transcript 5-2018	
06/23/2016	ABA S2016 Senior Department Official's (SDO) Decision Letter	
06/23/2016	ABA June 2016 Transcript	
06/06/2013	ABA June 2013 Senior Department Official's (SDO) Decision Letter	
06/06/2013	ABA June 2013 Transcript	
06/01/2011	ABA June 2011 Senior Department Official's Decision Ltr	
06/01/2011	ABA June 2011 Transcript Portion	
12/01/2006	December 2006 Transcript	
12/01/2006	December 2006 Sec Decision Ltr	
06/01/2002	ABA June 2002 transcript portion	

3.7 Analysis Information

Click the 'Analysis Information' link on the screen. The screen displays as follows for agencies:

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¹ Managa Agencias — a-Folder — Emails — Il Output Data

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• Enter the analysis information and click the **Save** button.

3.8 Submit Screen

When you click the 'Submit' link on the screen for an agency or country in Narrative Analysis Complete status, the Submit screen will display. The draft analysis notification email will display at the bottom of the page. The date the email was updated and the user ID of the user who updated it will also display.

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3.9 Finalize Submission

When you click the 'Finalize Submission' link at the *Introduction* screen for an agency or country in Response Analysis Complete status, the *Finalize Submission* screen will display. The final analysis notification email will display at the bottom of the page. The date the email was updated and the user ID of the user who updated it will also display.

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Meeting Date: 05/22/2018 Name: American Bar Association ID: ABA Type of Submission: Compliance Report Report Status: Response Analysis Complete		View As	Reviewer ~
Introduction Table of Contents Review 3rd Party Comments Analysis Information Historical Information Submit			
The finalize submission process will enable the submission for committee review.			
Once you have reviewed the agency's responses and the analysis's analysis, click on the "Finalize Submission" button. The agency's administrator will be notified by email.			
The final analysis notification email which will be sent to the agency is displayed below.			
Subject: Draft NACIQI Notification 3			
Dear Christian Alfaro,			
The purpose of this e-mail is to inform you that you may gain access to a copy of your agency's Draft Department staff report, third party comments, and requests to make an oral p E-Recognition Web site. https://surveys.ope.ed.gov/erecognition. Pursuant to the regulations change effective July 1, 2020 the Accreditation Group is beginning to lengthen the rev deadline for your submission is September 27th, 2021.	resentation and y lews of the draft s	our original sub aff analysis an	omission at the d as a result, the
You may access a copy of your draft Department staff report and the detailed staff analysis and respond at the Accreditation Division e-Recognition Web site: https://surveys.opu.e and Password provided to you during the initial submission process. For your convenience the login information is provided below: Once you have logged in, you may edit your cont to the draft staff analysis (Draft Analysis) is located in the blue box on the left side of the screen at Step 2. You will also see a table listing only "met" of "not met" criteria taff analysis (Draft Analysis) is located in the blue box on the left side of the screen at Step 3. You can also view your original narrative, documentation, and the detailed submitted your response, Department staff will complete a written evaluation of each response. If your agency now meets a particular oriterion that we cited, we will charge the sta staff analysis. The revised staff analysis will become the official document. If you have any questions or need more information, please feel free to call me at (2021) 453-7615.	act information if lyst's Request for a staff analysis of y	you so choose Agency's Respo our submission	at Step 1. The link onse'. Step 2. I. Once you have
Herman Bounds Jr., Ed.S. Director, Accreditation Group			
Please confirm this is ready for submission. Please note, the document will be set to Read Only once submit has been pressed.			
Back Submit			

When you click the **Finalize Submission** button, the status is set to Final Review. No further updates will be allowed. The agency's administrator and point of contact will be notified by email.

4 e-Folder

This section describes *e-Folder* screens used by the administrator.

4.1 e-Folder

The e-Folder contains all of the documents added to the system by agencies, countries, analysts, or administrators. You can view the documents from this screen. The *e-Folder* link at the top of the screen will display by default.

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	ABCDE	05/16/2031	3rd Party Comments		my response	05/19/2022	Christian PocSecond
	ABCDE	05/16/2031	3rd Party Comments		Third Party Comment	05/19/2022	INOVAS Admin
	ABCAA	05/21/2031	3rd Party Comments		dsadsa	05/16/2022	Roger Delacruz
	NECHE	03/22/2025	3rd Party Comments		test upload	05/16/2022	Charity Helton
	ABCAA	05/16/2031	3rd Party Comments		pp	05/16/2022	Paul Florek
	ACEND	05/16/2031	3rd Party Comments	10000	regular files names	05/16/2022	Paul Florek
	ABCAA	05/16/2031	3rd Party Comments		ppt	05/16/2022	INOVAS Admin
	ACEND	03/22/2025	3rd Party Comments		nfikne5	05/16/2022	INOVAS Admin
	ACEND	03/22/2025	3rd Party Comments		test5	05/16/2022	INOVAS Admin

- Click the document title to view the document.
- By default, all documents for current meetings are displayed.
- To filter the list of documents displayed, select a value from the Agency Type, Agency, Meeting Date, or Current/Archived dropdowns and click the **search** button.

4.2 Advanced Search

To do an advanced search, click on the 'Advanced Search' link on the screen. When the *e-Folder* screen displays.

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	.*	Select			All	* 2	All			•	All		
a		Search for											
		Select		-			Select	*	Reset	Searc	ch	Simple Search	1
	Agency	Meeting Date	Sec	tion	Туре	Title			Date	Added		Added By	^
	ABCDE	05/21/2031	Age	ncy	Agenda	test			06/01	/2022	2	Admin Use	
	ABCDE	05/16/2031		Party ments		my response			05/19	/2022		Christian P	ocSecond
	ABCDE	05/16/2031		Party ments		Third Party (Comment		05/19	/2022		INOVAS Ad	min
	ABCAA	05/21/2031		Party Iments	* * * *	dsadsa			05/16	/2022		Roger Dela	cruz
	NECHE	03/22/2025		Party ments	****	test upload			05/16	/2022		Charity Hel	ton
	ABCAA	05/16/2031		Party nments		рр			05/16	/2022		Paul Florek	
	ACEND	05/16/2031		Party iments		regular files	names		05/16	/2022		Paul Florek	
	ABCAA	05/16/2031		Party nments		ppt			05/16	/2022		INOVAS Ad	min
	ACEND	03/22/2025		Party		nflkne5			05/10	/2022		INOVAS Ad	min

To search for documents in the e-folder:

• Enter your search criteria.

- By default, only Current meetings will be searched. To search archived meetings, select archived from the Archived/Current Meetings dropdown.
- If you select an agency from the dropdown, the meeting date dropdown will populate with meeting dates for that agency.
- To search document titles or comments, enter the word or words you wish to search for in the Search For text field. By default, the document or narrative must contain all of the words you enter. If you want to search for any of the words or an exact phrase, select that option from the dropdown.
- Click the **Search** button.
- The *e-Folder Search Results* screen will display with a list of the documents that match your search criteria.
- Your search criteria will be displayed at the top of the screen.