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

Foreign Veterinary Agency On-line Submission Process User Guide



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1. Introduction

Effective July 1, 2015, the U.S. Department of Education (Department) is charged with determining whether a foreign accrediting agency or organization (agency) is acceptable to the Secretary of Education for the purpose of evaluating veterinary programs. In making this determination, the Department developed and uses guidelines for evaluation of foreign accrediting bodies for veterinary medicine using commonly accepted practices of accrediting agencies. The Department is concerned with the quality assurance processes that an agency uses to accredit its veterinary schools. These processes should include the application of widely-accepted standards, and the review of licensure, as defined in the glossary.

When a foreign veterinary agency contacts the Department and asks to have its accreditation standards reviewed, the Department requests that the agency answer questions regarding its accreditation standards and processes and also provide supporting documents (e.g., copies of statute and regulations, standards, etc.). The questions are designed to solicit information pertinent to The Guidelines for Requesting an Acceptability Determination for A Foreign Veterinary Accrediting Agency. Additional information concerning foreign veterinary applications is available in the Guidelines which can be found at https://surveys.ope.ed.gov/erecognition/docs/Foreign vet agency guidelines.pdf

2. Access and Login

Prior to accessing the system, in preparation for using the online submission process, you should:

- Review the questions in the Guidelines and consider your response to each.
- Have <u>English translations</u> of the documents that you wish to upload to support your responses to
 the questions available. 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 37 MB.
- All supporting documents must be Adobe PDF files format ("PDF" extension).
- Be prepared to verify your country's contact information and to update it, if necessary.

Contact the Help Desk to obtain your User ID and initial password. For security purposes, the 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.

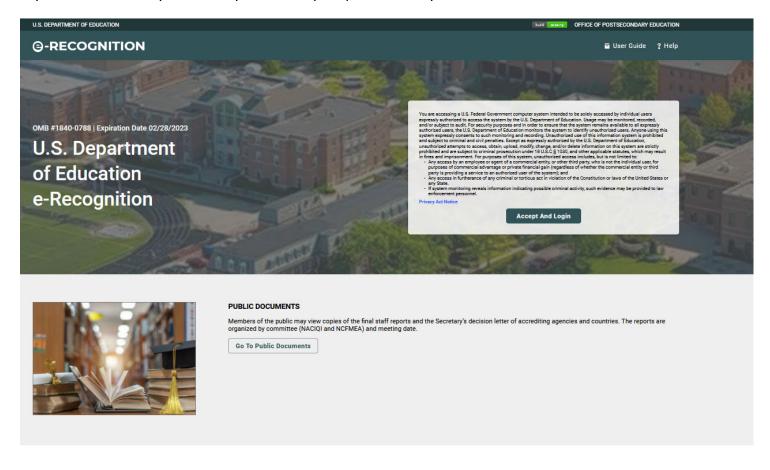
If you need help while using the system, you may contact the help desk by clicking the 'Contact the Help Desk' link.

2.1. Accessing the System

To access the system, enter the URL https://surveys.ope.ed.gov/erecognition in the address box of the browser. Before logging into the system, a security warning message will display. Click the **Accept and Login** button, to confirm that you have read the contents of the access *Warning*. 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. The contact information to the e-recognition help desk is located within the ? **Help** page.

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.



NATIONAL ADVISORY COMMITTEE ON INSTITUTIONAL QUALITY AND INTEGRITY (NACIQI)

Accrediting agencies desiring to be recognized by the Secretary of Education must apply for recognition by demonstrating their compliance with the Criteria for Secretarial Recognition. An agency's application for recognition consists of a narrative addressing the agency's compliance with each of the subparts of the criteria for recognition and evidence of the agency's compliance with each of the criteria for recognition by appending supporting documentation.

Degree-Granting Institutions. The Accreditation Group supports NACIQI to develop recommendations regarding whether to authorize new graduate degree programs offered by a Federal government agency or institution, in particular, military educational institutions under the Department of Defense. NACIQI Guidelines

Go To NACIQI



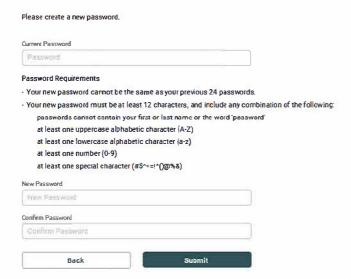
2.2. Change Password

Department staff 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 log in to the e-Recognition system for the first time or if your password has expired, the *Change Password* screen will display.

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

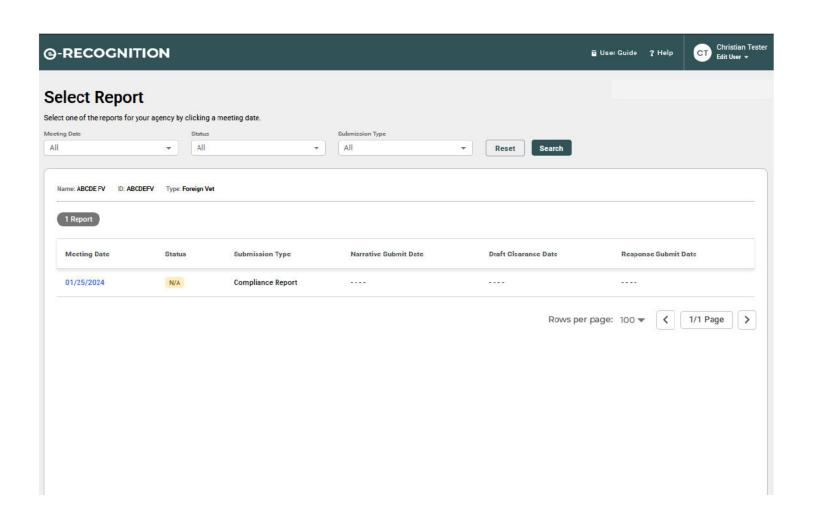


Change Password



2.3. Select Report

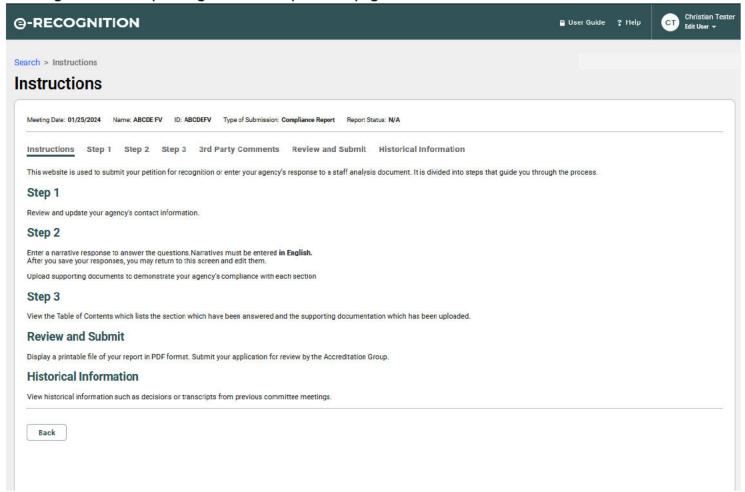
After you log into the system, the *Select Report* screen will display. Select the meeting date from the ones displayed and click directly on the desired meeting date, displayed in blue.



3. Enter Your Application

3.1. Instructions Screen

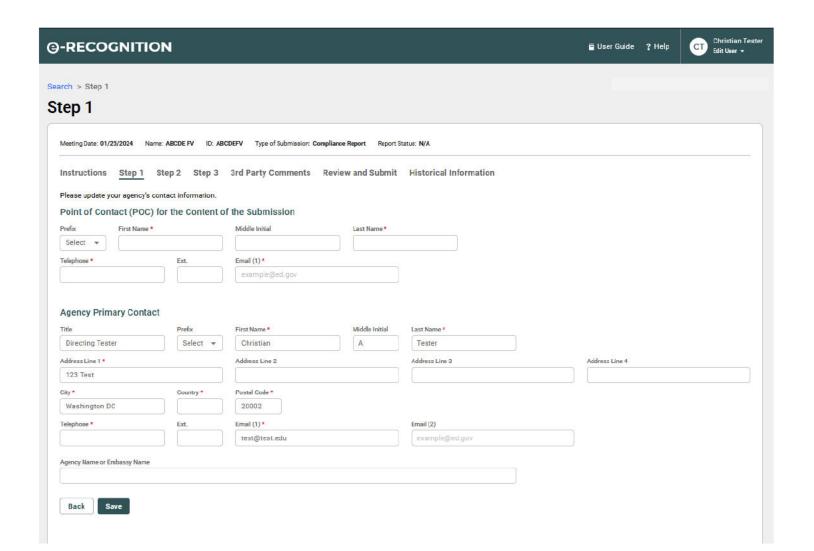
After you select the meeting date on the *Agency Confirmation* screen, the *Instructions* screen will display. The process of entering your application has been divided into four steps. Each step may be accessed by either clicking on the corresponding link at the top of each page or on the *Instructions*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



The following sections explain each of the screens which you can access from the Instructions screen.

3.2. Step 1 – Contact Information

Step 1 allows you to review and update your contact information. Department staff will use this information to contact your country regarding your submission.



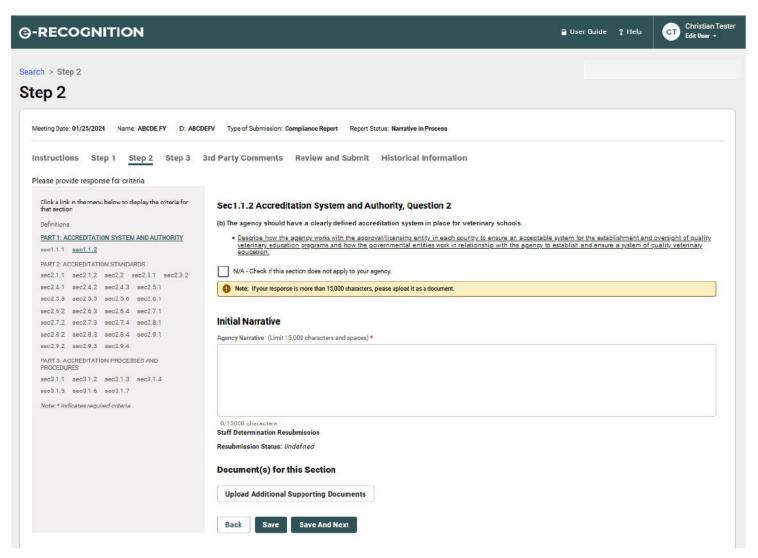
- Enter the Point of Contact name, phone number, and email address.
- Verify that the Department has current contact information.
- All fields marked with a red * are required.
- Enter any necessary changes to the primary or secondary contact information and click the Save button.
- A confirmation email will be sent to the Point of Contact email address on this screen when you submit your application.

3.3. Step 2 – Respond to Questions

Enter your responses to the questions in English in the text boxes and click the **Save** button after you have finished. Please enter plain text only in the text boxes. Do not use formatting features, such as tables, bold, or underlining. The text box provided for each response may accommodate a maximum of 15,000 characters. A counter is located on the left-hand corner below each text box that tracks the number of characters remaining. After 45 minutes the system will timeout. Please make sure to save your input prior to the timeout period otherwise your input will be lost.

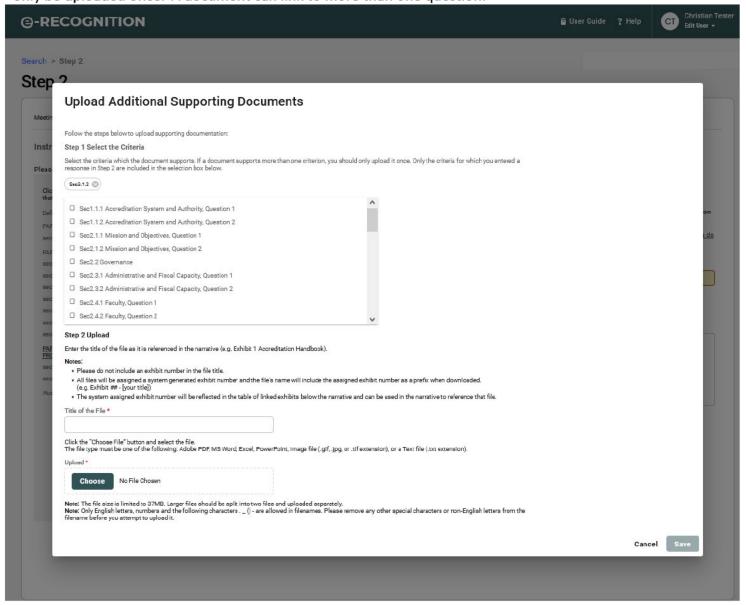
Be sure to reference each supporting document's name, page number, and paragraph number within the narrative response and explain what point(s) the document supports. Name each supporting document in two parts: in sequential order and using a name that describes the document, e.g., Exhibit 1 – Policy and Procedure

Manual. We suggest that you keep a running list of the supporting documents you plan to upload on a scratch paper as you enter the responses to help manage them.



- You must click the Save button on each page to save your responses. You are not required to answer all
 of the questions on the page before you save your responses. You may return to any of the pages in Step
 2 and edit the answers you have given.
- The screens in Step 2 have been divided into three parts to correspond with the Guidelines. Each
 part has a separate screen for each section. There is a separate textbox for each question.
- Click on a "Section number' link in the left side of the screen to access the questions in that section.
- Text boxes for responses are limited to 15,000 characters and spaces. A counter is provided to track
 the number of characters remaining.
- English translations of documents in PDF format which you reference in your answers must be uploaded as part of your application. You will do this on the same Step 2.

You may upload as many documents as you wish to support the answers to the questions you entered in Step 2. You must provide English translations of all documents. All documents uploaded must be in Adobe PDF format with a .PDF file extension. Name each supporting document in two parts: in sequential order and using a name that describes the document, e.g., Exhibit 1 – Policy and Procedure Manual. Each document should only be uploaded once. A document can link to more than one question.

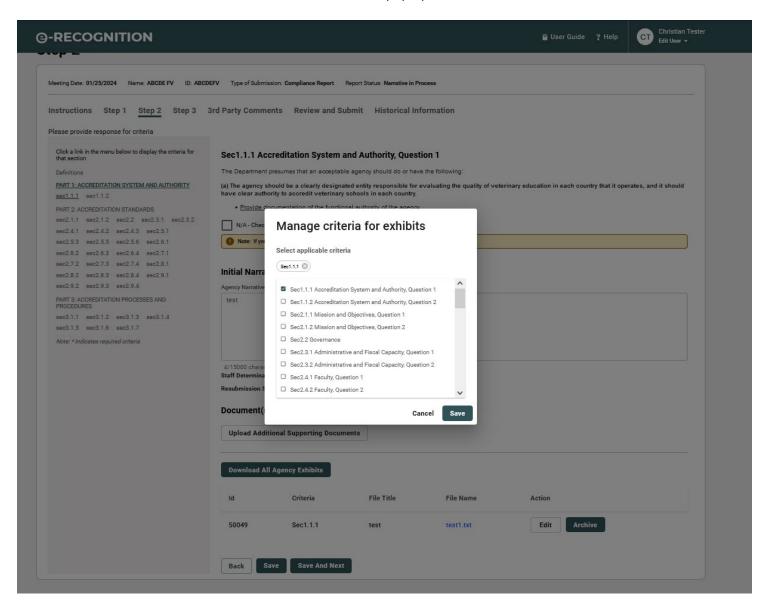


For each document you wish to upload:

- 1. Select one or more questions which the document supports.
- Enter a title for the document.
- 3. Click the Choose button and select the file from your desktop.
- 4. Click Save
- 5. The Step 2 and 3 screen will redisplay with a list of uploaded documents at the bottom.

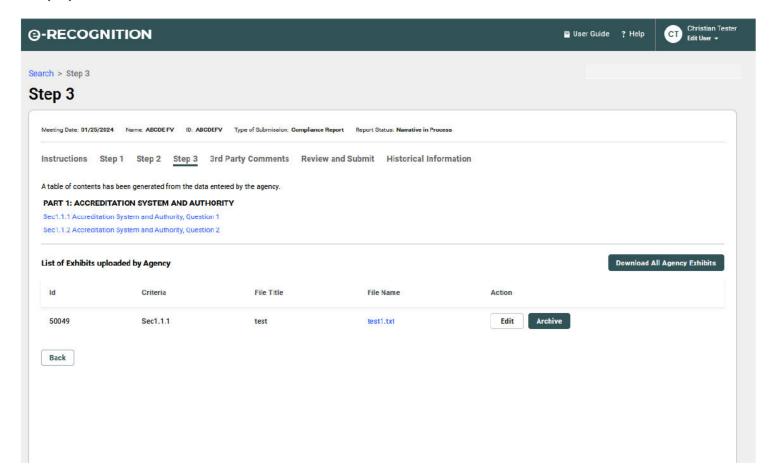
Once you have uploaded a file, you may perform any of the following actions on it:

- **Remove the Last Question Linked** To remove a question linked to the document, click the **Edit** button and deselect the linked question.
- **Link More Questions** To link additional questions to a document, click on the question in **Edit** and click on the questions you would like to link then click save.
- **Archive the Document** To remove a document from the system, click the Archive button. Click the **Archive** button on the Archive Exhibit confirmation pop-up.



3.4. Step 3 - Table of Contents

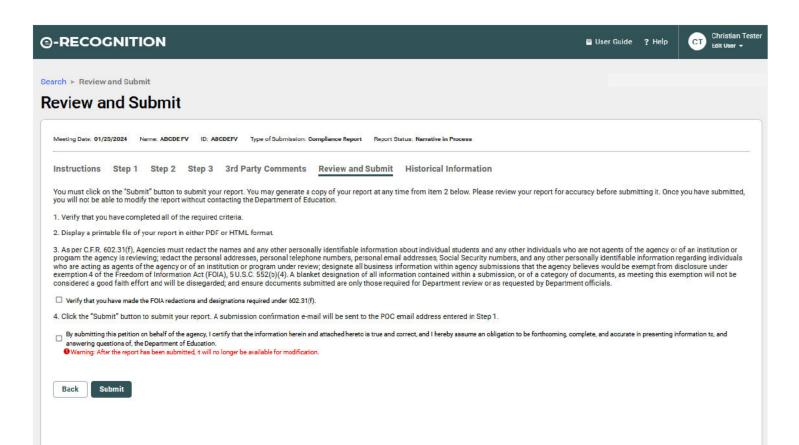
The Table of Contents is automatically generated based on your input. The link on each question will take you to the response entry in Step 2. All of the documents you uploaded in Step 2 will be listed here with a link to display the document.



3.5. Review and Submit Screen

Use the *Review and Submit* screen to submit your application. Your application is **NOT** submitted to the Department until you click on the **Submit** button. **Once you have submitted your application, you will no longer be able to update it.**

If there are any questions to which you have not responded, you will not be able to submit your application. The unanswered questions will be listed with a link to Step 2. You must also complete Step 1 and Step 2 before you can submit.



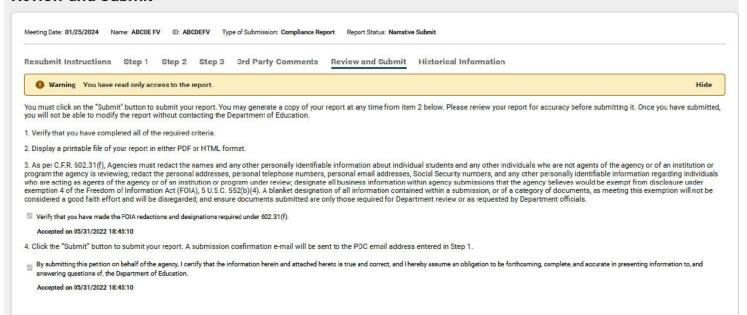
When you click the **Submit** button, the application will be submitted to the Department and a confirmation email will be sent to the point of contact email entered in Step 1. The following screen will display.



Search > Review and Submit

Back

Review and Submit



3.6. Display Application

You can display your application in PDF format by clicking on the 'Display a printable file of your application in PDF format' link on the *Review and Submit* screen. Once the PDF document displays, you can save it for your records by clicking the **Save a Copy** button.

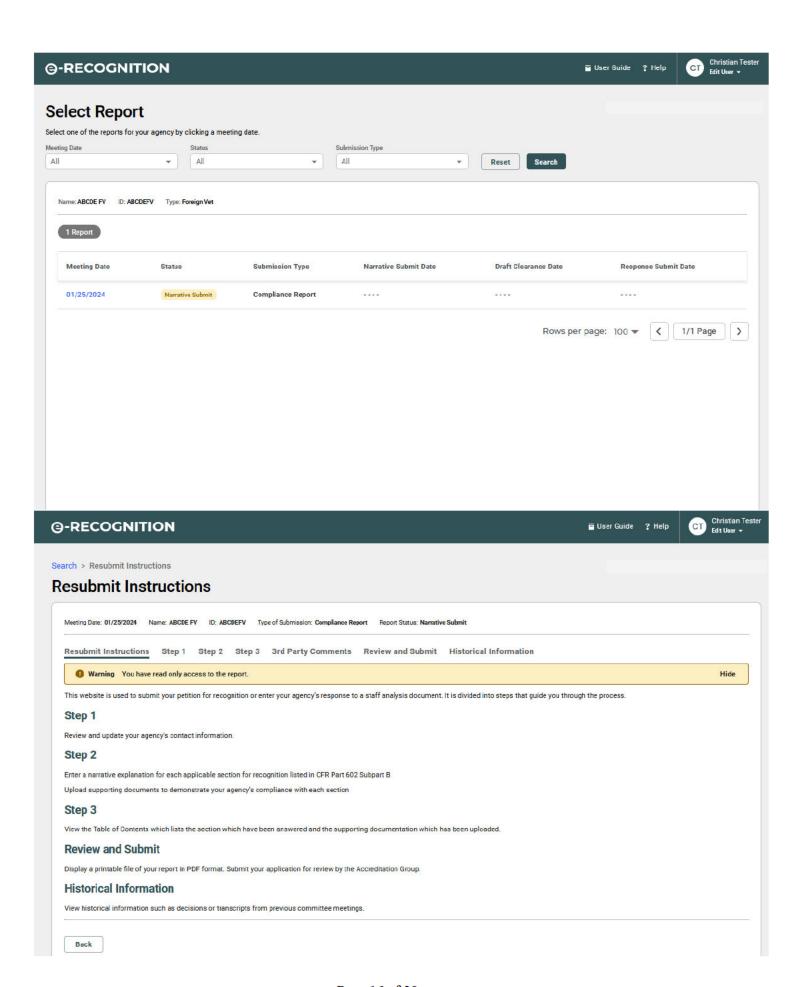
Adobe Acrobat Reader is required to view the file. To download a free copy, go to the Adobe Web site.

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

3.7. After Submission

Once your application is submitted, an Analyst is assigned to review the application and documents. Upon review, the Analyst may request additional information and/or supporting documentation. Using the documentation provided by the country, the Analyst prepares an analysis of the comparability of the country's standards to those used in the United States for accrediting medical schools. A copy of the analysis is sent to the country for review and comment.

Once your application is submitted, it cannot be updated unless it is re-opened by Department staff. If you login to the system after submitting, the following screen will display after you select your meeting date from the *Select Report* screen.



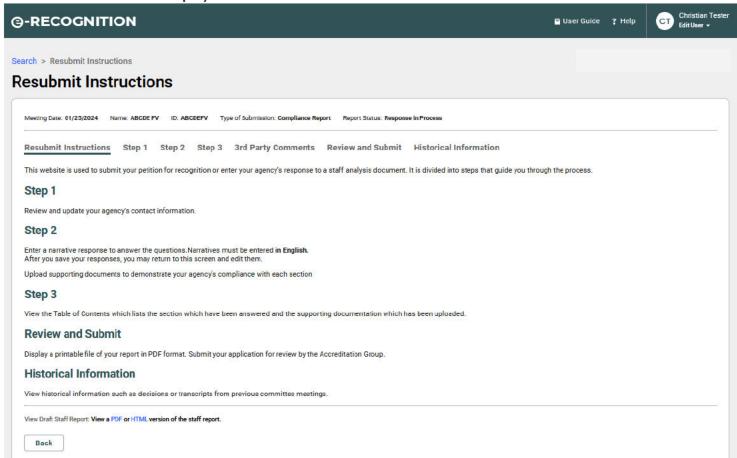
- Click the 'Original Submission' link to display your application in PDF format.
- If the Final Analysis of your application has been completed, you will be able to click a link to generate
 the Final Analysis Document and the Final Staff Report.
- If you would like to update your contact information, click the Contact Information button.
- Click the 'Log Out' link to log out of the system.

4. Enter Your Response

After your application is submitted, it will be reviewed by Department staff. If they need additional information, an email will be sent to the email addresses entered on the *Step 1 – Contact Information* screen. When you log into the system, you will be allowed to enter a response to the remarks made by Department staff and upload supporting documentation.

4.1 Resubmit Instructions

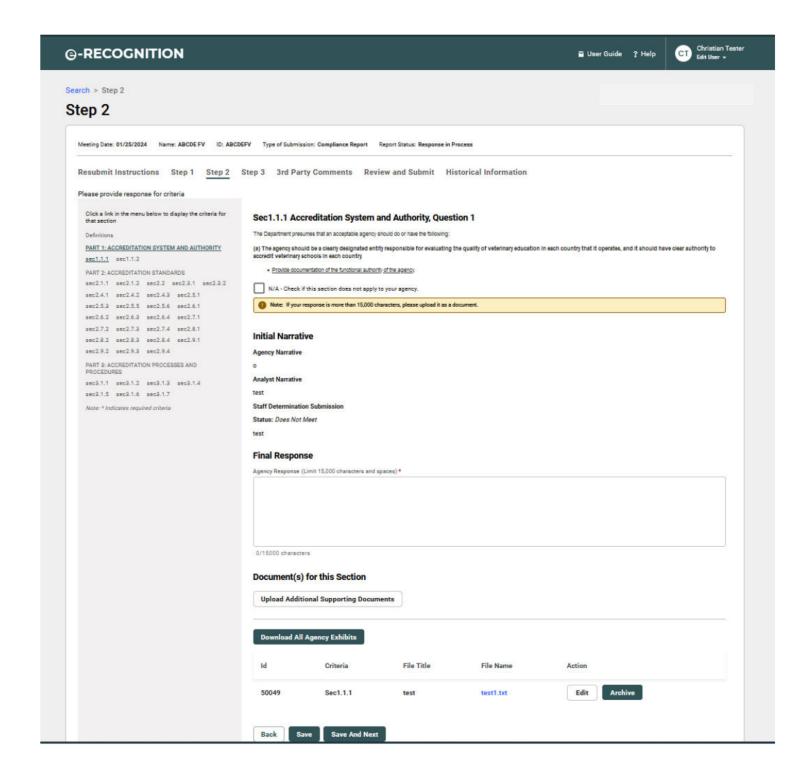
After you log into the system and select your meeting date from *Select Report* screen, the *Resubmit Instructions* screen will display.



- To update your contact information, click the 'Step 1' link. Refer to Section 3.2 for more information.
- To enter your response to the remarks for each question, click the 'Step 2' link. Refer to the following section for more information.
- To upload supporting documentation, click the 'Step 2' link. Refer to Section 3.4 for more information.
- To submit your response, click the 'Review & Submit' link. Refer to Section 3.6 for more information. You must enter a response in Step 2 for each question for which Department staff indicated they needed more information before you can submit.

4.2 Resubmit Step 2

In Resubmit Step 2, you enter an explanation for each question for which Department staff requested additional information.



Click the 'Question' link to display the Department staff remarks for that question and enter your response.

When the 'Question' link is clicked, the Narrative screen will display.

This screen displays:

- The information entered on your original submission.
- The supporting documents uploaded for this question.
- Department staff remarks explaining what additional information is needed.
- · Any documents uploaded by Department staff.

Enter your response to the Analyst's remarks in English and click the **Save** button. Click a question link on the left side of the page to display the *Narrative* screen for that question.

After you have finished entering your responses and have uploaded any additional supporting documentation, click the 'Review and Submit' link to resubmit your application to the Department. Once you have resubmitted your application, you will no longer be able to update it.