

# U.S. Department of Education Office of Postsecondary Education E- recognition 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](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 [English translations](#) 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.



#### 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](#)

#### 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

Please create a new password.

Current Password

### Password Requirements

- Your new password cannot be the same as your previous 24 passwords.
- Your new password must be at least 12 characters, and include any combination of the following:
  - passwords cannot contain your first or last name or the word 'password'
  - at least one uppercase alphabetic character (A-Z)
  - at least one lowercase alphabetic character (a-z)
  - at least one number (0-9)
  - at least one special character (#\$%^&\*()@%&)

New Password

Confirm 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.

## Select Report

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

Meeting Date:  Status:  Submission Type:

Name: ABCDE FV ID: ABCDEFV Type: Foreign Vet

1 Report

Meeting Date	Status	Submission Type	Narrative Submit Date	Draft Clearance Date	Response Submit Date
01/25/2024	N/A	Compliance Report	----	----	----

Rows per page: 100

## 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.

Meeting Date: 01/25/2024   Name: ABCDE FV   ID: ABCDEFV   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 response to answer the questions. Narratives must be entered in **English**. After you save your responses, you may return to this screen and edit them.  
Upload supporting documents to demonstrate your agency's compliance with each section.

**Step 3**  
View the Table of Contents which lists the section 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](#)

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.

Search &gt; Step 1

## Step 1

Meeting Date: 01/25/2024 Name: ABCDE FV ID: ABCDEFV 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 Select ▾	First Name * <input type="text"/>	Middle Initial <input type="text"/>	Last Name * <input type="text"/>
Telephone * <input type="text"/>	Ext. <input type="text"/>	Email (1) * <input type="text" value="example@ed.gov"/>	

### Agency Primary Contact

Title Directing Tester	Prefix Select ▾	First Name * Christian	Middle Initial A	Last Name * Tester	
Address Line 1 * 123 Test	Address Line 2 <input type="text"/>		Address Line 3 <input type="text"/>		Address Line 4 <input type="text"/>
City * Washington DC	Country * <input type="text"/>	Postal Code * 20002			
Telephone * <input type="text"/>	Ext. <input type="text"/>	Email (1) * test@test.edu	Email (2) example@ed.gov		

Agency Name or Embassy Name

 

- 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.

Meeting Date: 01/25/2024 Name: ABCDEFV ID: ABCDEFV 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

**PART 1: ACCREDITATION SYSTEM AND AUTHORITY**

sec1.1.1 **sec1.1.2**

**PART 2: ACCREDITATION STANDARDS**

sec2.1.1 sec2.1.2 sec2.2 sec2.3.1 sec2.3.2

sec2.4.1 sec2.4.2 sec2.4.3 sec2.5.1

sec2.5.3 sec2.5.5 sec2.5.6 sec2.6.1

sec2.6.2 sec2.6.3 sec2.6.4 sec2.7.1

sec2.7.2 sec2.7.3 sec2.7.4 sec2.8.1

sec2.8.2 sec2.8.3 sec2.8.4 sec2.9.1

sec2.9.2 sec2.9.3 sec2.9.4

**PART 3: ACCREDITATION PROCESSES AND PROCEDURES**

sec3.1.1 sec3.1.2 sec3.1.3 sec3.1.4

sec3.1.5 sec3.1.6 sec3.1.7

Note: \* Indicates required criteria

**Sec1.1.2 Accreditation System and Authority, Question 2**

(b) The agency should have a clearly defined accreditation system in place for veterinary schools.

- Describe how the agency works with the approval/licensing entity in each country to ensure an acceptable system for the establishment and oversight of quality veterinary education programs and how the governmental entities work in relationship with the agency to establish and ensure a system of quality veterinary education.

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 (Limit 15,000 characters and spaces) \*

0/15000 characters

Staff Determination Resubmission

Resubmission Status: Undefined

**Document(s) for this Section**

Upload Additional Supporting Documents

Back Save Save And Next

- 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.

**e-RECOGNITION** User Guide ? Help CT Christian Tester Edit User

Search > Step 2

## Step 2

### 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.

Sec2.1.2

- Sec1.1.1 Accreditation System and Authority, Question 1
- Sec1.1.2 Accreditation System and Authority, Question 2
- Sec2.1.1 Mission and Objectives, Question 1
- Sec2.1.2 Mission and Objectives, Question 2
- Sec2.2 Governance
- Sec2.3.1 Administrative and Fiscal Capacity, Question 1
- Sec2.3.2 Administrative and Fiscal Capacity, Question 2
- Sec2.4.1 Faculty, Question 1
- Sec2.4.2 Faculty, Question 2

**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 questions which the document supports.
2. 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.

The screenshot shows the e-RECOGNITION system interface. At the top, there is a header with the logo and user information for Christian Tester. Below the header, a navigation bar includes 'Instructions', 'Step 1', 'Step 2' (active), 'Step 3', '3rd Party Comments', 'Review and Submit', and 'Historical Information'. The main content area displays a document titled 'Sec1.1.1 Accreditation System and Authority, Question 1'. A modal window titled 'Manage criteria for exhibits' is open, showing a list of criteria with 'Sec1.1.1 Accreditation System and Authority, Question 1' selected. The modal has 'Cancel' and 'Save' buttons. Below the modal, there is a table of exhibits with columns for Id, Criteria, File Title, File Name, and Action. The table contains one row with Id 50049, Criteria Sec1.1.1, File Title test, File Name test1.txt, and Action buttons for Edit and Archive. At the bottom of the page, there are 'Back', 'Save', and 'Save And Next' buttons.

### 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.

The screenshot shows the 'Step 3' interface. At the top, there is a header with the 'e-RECOGNITION' logo, 'User Guide', 'Help', and a user profile for 'Christian Tester'. Below the header, the page title is 'Step 3'. A navigation bar includes 'Instructions', 'Step 1', 'Step 2', 'Step 3' (highlighted), '3rd Party Comments', 'Review and Submit', and 'Historical Information'. The main content area displays metadata: Meeting Date: 01/25/2024, Name: ABCDEFV, ID: ABCDEFV, Type of Submission: Compliance Report, Report Status: Narrative in Process. A message states: 'A table of contents has been generated from the data entered by the agency.' Below this, 'PART 1: ACCREDITATION SYSTEM AND AUTHORITY' is listed with two sub-sections: 'Sec1.1.1 Accreditation System and Authority, Question 1' and 'Sec1.1.2 Accreditation System and Authority, Question 2'. A 'List of Exhibits uploaded by Agency' section features a table with columns: Id, Criteria, File Title, File Name, and Action. A 'Download All Agency Exhibits' button is located to the right of the table. The table contains one row with Id 50049, Criteria Sec1.1.1, File Title test, and File Name test1.txt. The Action column for this row has 'Edit' and 'Archive' buttons. A 'Back' button is positioned at the bottom left of the exhibit list.

Meeting Date: 01/25/2024 Name: ABCDEFV ID: ABCDEFV 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

A table of contents has been generated from the data entered by the agency.

**PART 1: ACCREDITATION SYSTEM AND AUTHORITY**

[Sec1.1.1 Accreditation System and Authority, Question 1](#)

[Sec1.1.2 Accreditation System and Authority, Question 2](#)

List of Exhibits uploaded by Agency [Download All Agency Exhibits](#)

Id	Criteria	File Title	File Name	Action
50049	Sec1.1.1	test	<a href="#">test1.txt</a>	<a href="#">Edit</a> <a href="#">Archive</a>

[Back](#)

### 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.

[Search](#) > [Review and Submit](#)

## Review and Submit

Meeting Date: 01/25/2024 Name: ABCDEFV ID: ABCDEFV 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.
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 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

# Review and Submit

Meeting Date: 01/25/2024 Name: ABCDE FV ID: ABCDEFV Type of Submission: Compliance Report Report Status: Narrative Submit

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

**Warning** You have read only access to the report. Hide

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.
2. Display a printable file of your report in either PDF or HTML format.
3. As per C.F.R. 502.31(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 502.31(f).

Accepted on 05/31/2022 18:45:10

4. Click the "Submit" button to submit your report. A submission confirmation e-mail will be sent to the PDC 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.

Accepted on 05/31/2022 18:45:10

### 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.

# Select Report

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

Meeting Date:  Status:  Submission Type:

Name: ABCDE FV ID: ABCDEFV Type: Foreign Vet

1 Report

Meeting Date	Status	Submission Type	Narrative Submit Date	Draft Clearance Date	Response Submit Date
01/25/2024	Narrative Submit	Compliance Report	---	---	---

Rows per page: 100 < 1/1 Page >

Search > Resubmit Instructions

# Resubmit Instructions

Meeting Date: 01/25/2024 Name: ABCDE FV ID: ABCDEFV Type of Submission: Compliance Report Report Status: Narrative Submit

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

**Warning** You have read only access to the report. Hide

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 section for recognition listed in CFR Part 602 Subpart B

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

## Step 3

View the Table of Contents which lists the section 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.



- 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.

The screenshot shows the 'Resubmit Instructions' page in the e-RECOGNITION system. At the top, there is a dark green header with the 'e-RECOGNITION' logo on the left and 'User Guide' and 'Help' links on the right. A user profile for 'Christian Tester' is visible in the top right corner. Below the header, a breadcrumb trail reads 'Search > Resubmit Instructions'. The main heading is 'Resubmit Instructions'. A metadata bar displays: Meeting Date: 01/25/2024, Name: ABCDEFV, ID: ABCDEFV, Type of Submission: Compliance Report, Report Status: Response in Process. A navigation menu includes 'Resubmit Instructions' (underlined), 'Step 1', 'Step 2', 'Step 3', '3rd Party Comments', 'Review and Submit', and 'Historical Information'. The main content area contains an introductory paragraph and four sections: 'Step 1' (Review and update your agency's contact information), 'Step 2' (Enter a narrative response to answer the questions. Narratives must be entered in English. After you save your responses, you may return to this screen and edit them. Upload supporting documents to demonstrate your agency's compliance with each section), 'Step 3' (View the Table of Contents which lists the section 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.), and 'Historical Information' (View historical information such as decisions or transcripts from previous committee meetings.). At the bottom, there is a link to 'View Draft Staff Report: View a PDF or HTML version of the staff report.' and a 'Back' button.

The Resubmit process has been divided into the following steps:

- 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.

Search > Step 2

## Step 2

Meeting Date: 01/25/2024 Name: ABCDEFV ID: ABCDEFV 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

**PART 1: ACCREDITATION SYSTEM AND AUTHORITY**

[sec1.1.1](#) [sec1.1.2](#)

**PART 2: ACCREDITATION STANDARDS**

[sec2.1.1](#) [sec2.1.2](#) [sec2.2](#) [sec2.3.1](#) [sec2.3.2](#)

[sec2.4.1](#) [sec2.4.2](#) [sec2.4.3](#) [sec2.5.1](#)

[sec2.5.3](#) [sec2.5.5](#) [sec2.5.6](#) [sec2.6.1](#)

[sec2.6.2](#) [sec2.6.3](#) [sec2.6.4](#) [sec2.7.1](#)

[sec2.7.2](#) [sec2.7.3](#) [sec2.7.4](#) [sec2.8.1](#)

[sec2.8.2](#) [sec2.8.3](#) [sec2.8.4](#) [sec2.9.1](#)

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**PART 3: ACCREDITATION PROCESSES AND PROCEDURES**

[sec3.1.1](#) [sec3.1.2](#) [sec3.1.3](#) [sec3.1.4](#)

[sec3.1.5](#) [sec3.1.6](#) [sec3.1.7](#)

Note: \* Indicates required criteria

### Sec1.1.1 Accreditation System and Authority, Question 1

The Department presumes that an acceptable agency should do or have the following:

(a) The agency should be a clearly designated entity responsible for evaluating the quality of veterinary education in each country that it operates, and it should have clear authority to accredit veterinary schools in each country.

\* Provide documentation of the functional authority of the agency.

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

o

Analyst Narrative

test

Staff Determination Submission

Status: Does Not Meet

test

#### Final Response

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

0/15000 characters

#### Document(s) for this Section

Upload Additional Supporting Documents

Download All Agency Exhibits

Id	Criteria	File Title	File Name	Action
50049	Sec1.1.1	test	test1.txt	<a href="#">Edit</a> <a href="#">Archive</a>

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

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.