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

National Committee on Foreign Medical Education and Accreditation (NCFMEA) Online Submission Process User Guide



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### 1 Introduction

The purpose of the National Committee on Foreign Medical Education and Accreditation (NCFMEA) is to review the standards used by foreign countries to accredit medical schools and determine whether those standards are comparable to standards used to accredit medical schools in the United States. The NCFMEA does not review or accredit individual foreign medical schools. The NCFMEA only reviews the standards that a foreign country uses to accredit its medical schools. The request by a foreign country for review by the NCFMEA is voluntary.

When a country contacts the U.S. Department of Education (Department) and asks to have its accreditation standards reviewed, the Department requests that the country 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 NCFMEA Guidelines for Determinations of Comparability

Additional information concerning NCFMEA applications is available in the NCFMEA Guidelines.

# 2 Access and Login

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

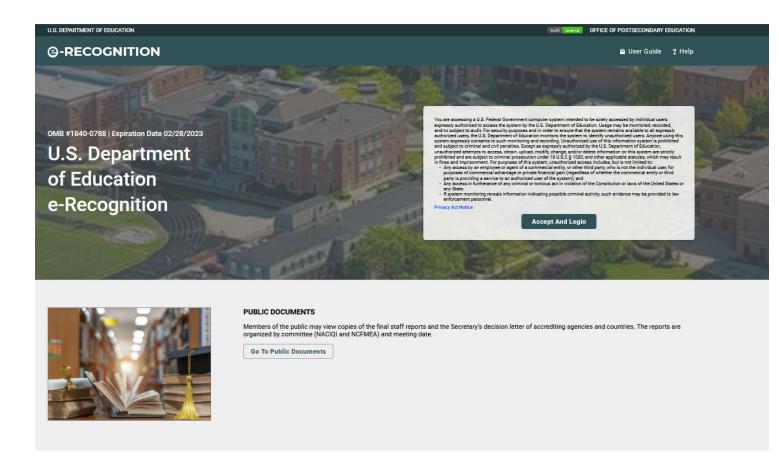
- Review the questions in the Guidelines and consider your response to each.
- Have English translations of the documents that you wish to upload to support your responses to the questions available. We encourage you to separate large files into smaller ones, so they will upload more quickly. The files uploaded are limited to a size of 37 MB.
- All supporting documents must be in Adobe PDF (.pdf extension) files.
- Be prepared to verify your country's contact information and to update it, if necessary.

For security reasons, 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 can click the 'Contact the Help Desk' link to contact the help desk.

# 2.1 Accessing the System

To access the system, enter the URL <a href="https://surveys.ope.ed.gov/erecognition">https://surveys.ope.ed.gov/erecognition</a> 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.



### 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 Forgot Password

If you forget your password, you can click the 'Forgot Password?' link and enter 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.



# Forgot Password

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

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

Username

Email

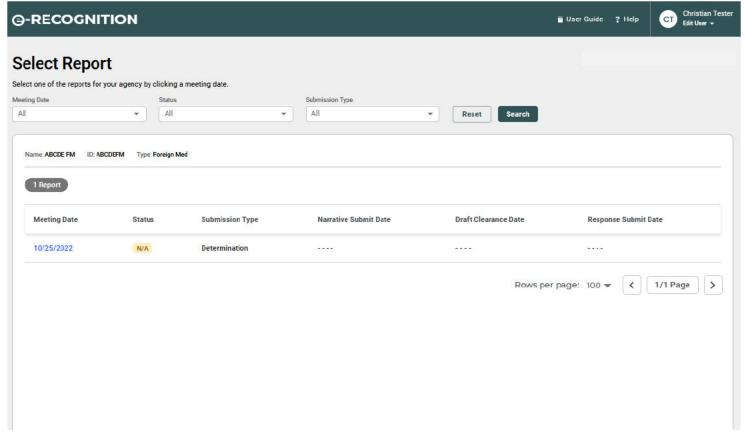
Email Address

Cancel

Send Password

# 2.3 Login Confirmation

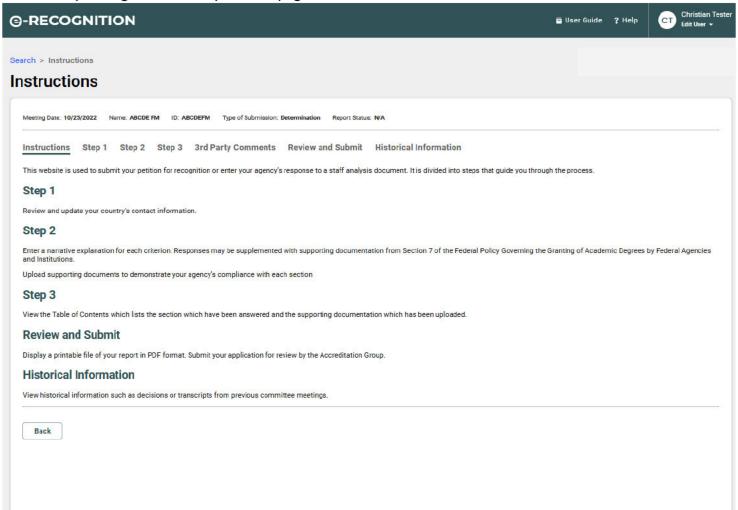
After you log into the system, the *Select Report* screen will display. Select the meeting date from the list of displayed reports by clicking on the meeting date highlighted in blue.



# 3 Enter Your Application

### 3.1 Instructions Screen

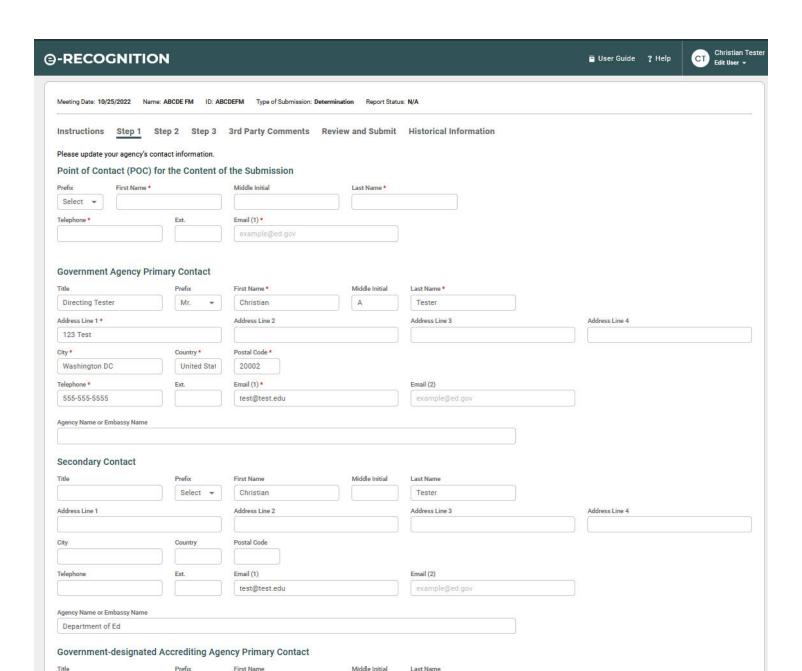
After you select the meeting date on the *Select Report* screen, the *Instructions* screen will display. The process of entering your application has been divided into three steps. Each step may be accessed by either clicking on the corresponding link at the top of each page.



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.



• Verify that the Department has current contact information.

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All fields marked with a red \* are required.

Select ▼

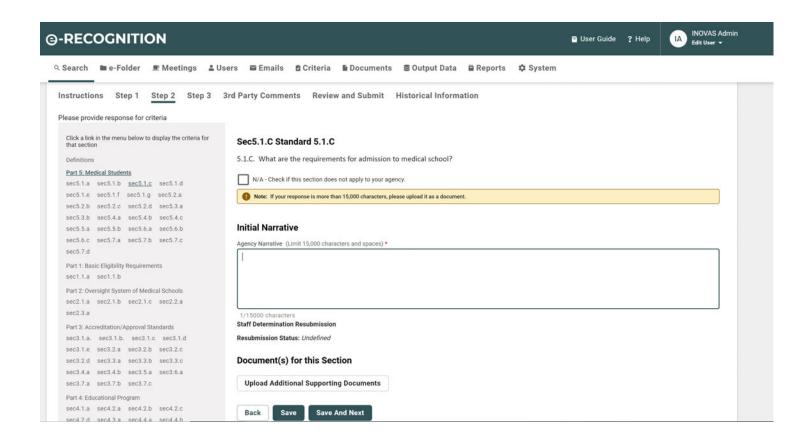
- Enter any necessary changes and click the **Save** button.
- A confirmation email will be sent to the Point of Contact email address on this screen when you submit your application.

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# 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. A spell checker has been built into the text boxes for your convenience. You will have the option to change or ignore any spelling errors.

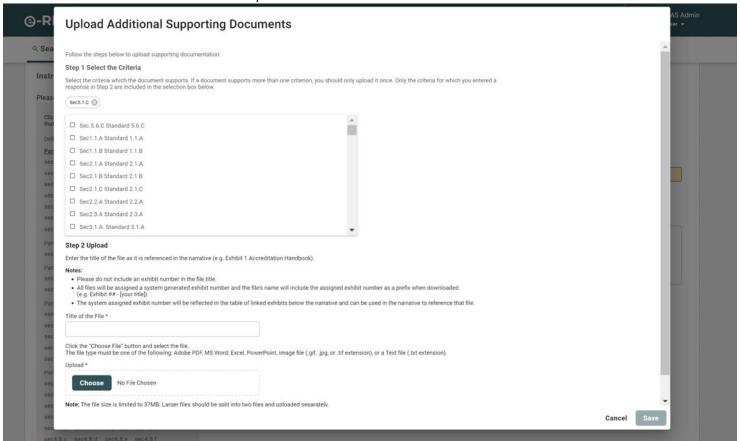
Be sure to reference each supporting document's name, page number, and paragraph number within the narrative response and explain what point(s) the document supports. Name each supporting document in two parts: in sequential order and using a name that describes the document, e.g., Exhibit 1 – Policy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



• 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.

- For Determination and Redeterminations, the screens in Step 2 have been divided into four parts to correspond with the Guidelines. Each part has a separate screen for each section. There is a separate textbox for each question.
- For Reports, there is a separate textbox for each item requested.
- Click on a Part link in the blue box in the upper left corner of the screen to access the questions in that part. Click on a Section number link in the upper right corner 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.
- A spell checker has been built into the text boxes for your convenience. You will have the option to change or ignore any spelling errors.
- 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 Step 2 screen (see the next section.)

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 Adobe PDF format. 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.

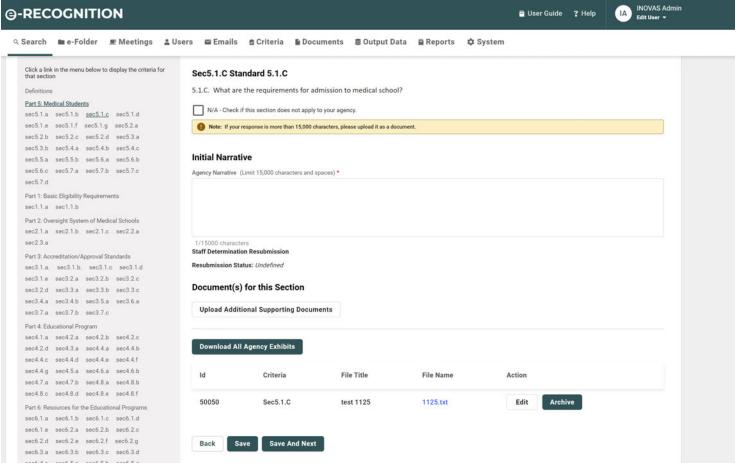


For each document you wish to upload:

- 1. Select one or more questions which the document supports. To select multiple questions, click on the appropriate question.
- 2. Enter a file title for the document.
- 3. Click the **Choose** button and select the file from your desktop.
- 4. Upload the File and click save button.
- 5. The Step 3 screen will redisplay with a list of uploaded documents.

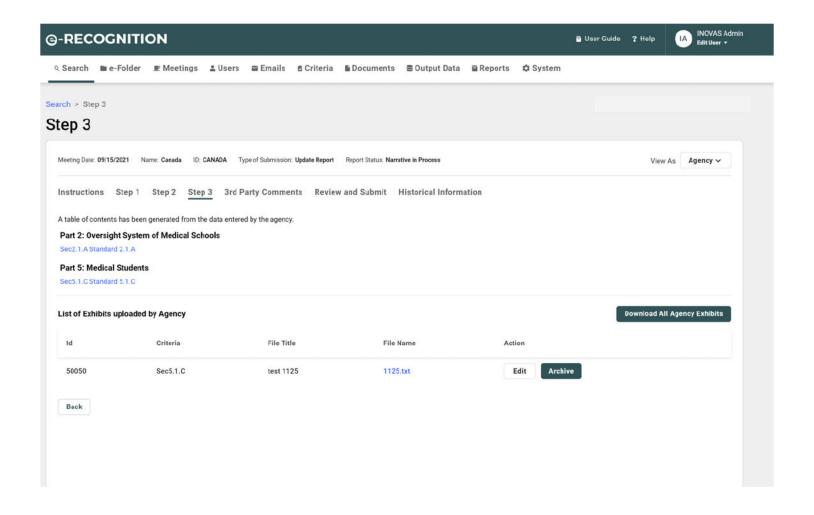
Once you have uploaded a file, you may perform any of the following actions on it:

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



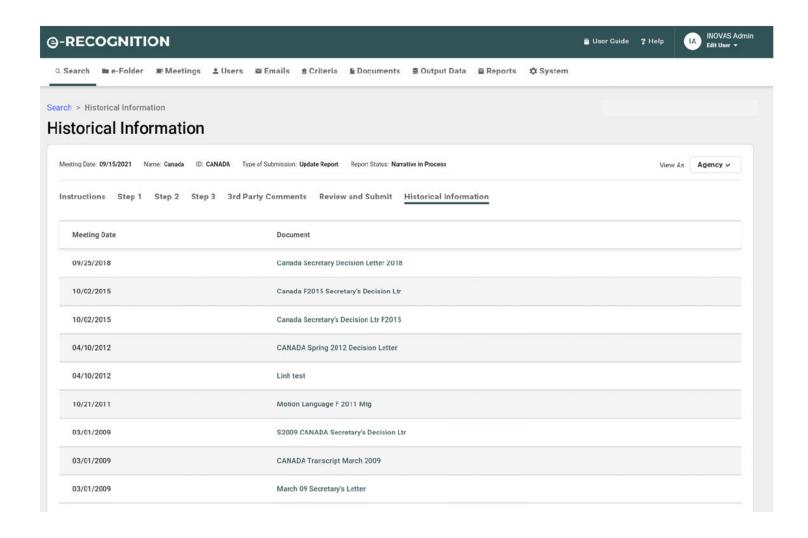
# 3.4 Step 3 - Table of Contents

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 the documents you uploaded in Step 2 will be listed here with a link to display the document.



### 3.5 Historical Information

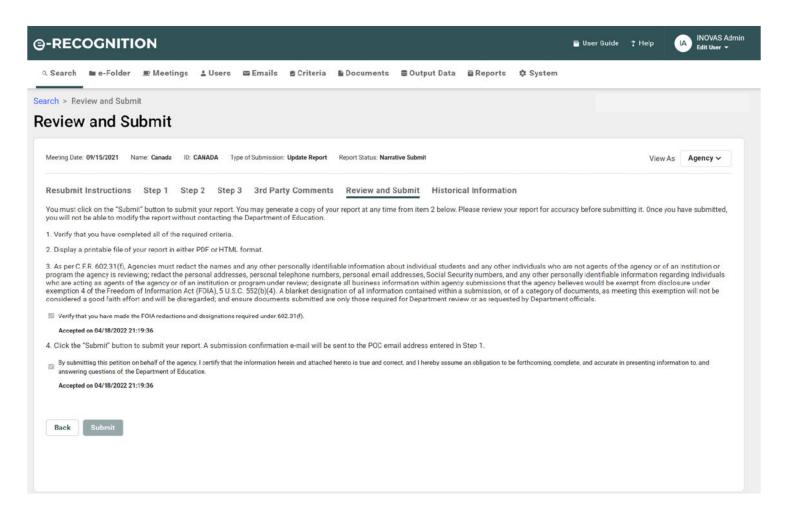
If historical documents have been uploaded for your country, you will be able to access them by clicking the Historical information link on the *Instructions* screen. When the screen displays, click the document name link to display the document.



### 3.6 Review and Submit Screen

Use the Review and Submit screen to submit your application. Your application is **NOT** submitted to the Department of Education 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.

### 3.7 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.

### 3.8 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.

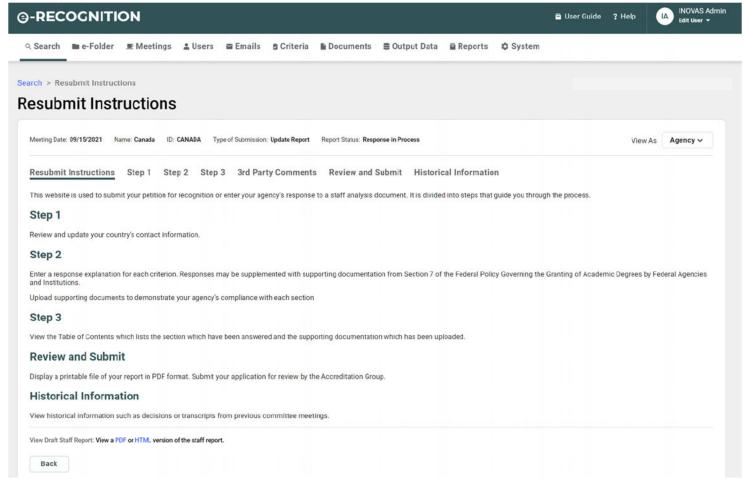
- Click the Original Submission link to display your application in PDF format.
- If the Final Analysis of your application has been completed, you will be able to click a link to generate the 'Final Analysis Document' and the 'Final Staff Report'.
- If historical documents have been uploaded by Department staff, you will be able to view the document by clicking on the link.
- 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 *Instructions* screen will display.

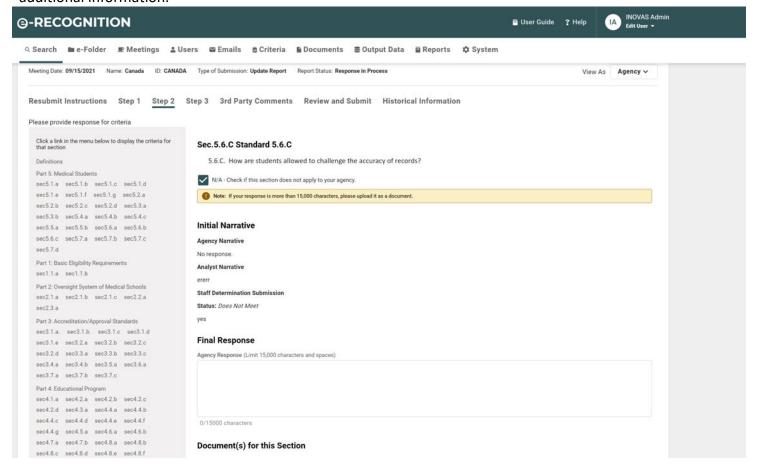


The Resubmit process has been divided into the following steps:

- 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, which Department staff indicated they needed more information, before you can submit.

### 4.2 Resubmit Step 2

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



Click the question link to display the 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 in English to the Analyst's remarks 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 finishing 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.