

UNITED STATES DEPARTMENT OF EDUCATION

Office of Postsecondary Education (OPE)

**Database of Accredited Postsecondary
Institution and Programs:
Collection System User Guide**

September 2025

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1 Introduction

In the United States, institutions of higher education are permitted to operate with considerable independence and autonomy. The United States has no Ministry of Education or other centralized federal authority exercising control over the quality of postsecondary educational institutions, and the states assume varying degrees of control over education. As a consequence, American educational institutions can vary widely in the character and quality of their programs. To ensure a basic level of quality, the practice of accreditation arose in the United States as a means of conducting non-governmental, peer evaluation of educational institutions and programs.

A college, university, or other institution of higher education seeking accreditation status must complete several primary steps in the accreditation process. Each of these primary steps is designated by the particular accrediting agency from which the institution is seeking accreditation status. The institution must first prepare materials that demonstrate the institution's accomplishments and exhibit the level of quality of the areas of operation that are under scrutiny. Next, the institution undergoes a peer review of the prepared materials. Finally, action is taken by the accrediting agency to determine whether accreditation will be granted to the institution.

The U.S. Department of Education (Department) does not accredit educational institutions and/or programs. However, the Department provides oversight of the postsecondary accreditation system through its monitoring and periodic review of all nationally recognized accrediting agencies. The Department holds accrediting agencies accountable by ensuring that they enforce their accreditation standards effectively. Also, as a part of the Department's oversight roles, the Secretary of Education is required by law to publish a list of nationally recognized accrediting agencies that the Secretary determines to be reliable authorities as to the quality of education or training provided by the institutions of higher education and the higher education programs they accredit.

In order to be recognized by the Secretary, all accrediting agencies undergo an initial evaluation process and periodic reevaluation reviews. After an agency is approved for recognition, the Department will identify the scope of recognition for which an agency is recognized. The recognized agencies and their scopes of recognition are posted online, along with other information about the accreditation process at the Accreditation in the United States website at <http://www2.ed.gov/admins/finaid/accred/index.html>.

The Department's Office of Postsecondary Education (OPE) has subsequently made information about accrediting agencies, as well as information about accredited institutions and programs, available to the public through the online Database of Accredited Postsecondary Institutions and Programs at <https://ope.ed.gov/dapip/>. The public site is compiled from public information submitted to the Department by recognized accrediting agencies and state approval agencies. This information is collected and maintained in the Department's web-based Database of Accredited Postsecondary Institutions and Programs: Collection System at <https://surveys.ope.ed.gov/dapip/>. This information is used for a variety of purposes, including by employers to ensure that job applicants obtained their education from an accredited institution or program.

1.1 Types of Accreditation

There are two basic types of educational accreditation, one referred to as "institutional" and the other referred to as "programmatic."

- **Institutional Accreditation** normally applies to an entire institution, indicating that each of an institution's parts is contributing to the achievement of the institution's objectives, although not necessarily all at the same level of quality. For Title IV purposes, some agencies are recognized for Institutional Accreditation of freestanding, single discipline institutions and educational programs.
- **Programmatic Accreditation** normally applies to specific educational programs, including those that prepare students in specific academic disciplines or for entry into a profession, occupation, or vocation.
- **Internship/Residency Accreditation** is a subset of Programmatic Accreditation that applies to the evaluation of internship or residency programs.

1.2 Types of Institution/Additional Location/Branch Campus/Site

The database includes Institutions, which are defined as:

- **Institution:** An Institution of Higher Education (IHE) which has as its sole purpose, or one of its primary missions, the provision of postsecondary education.

Each institution may also have one or more additional locations or sites affiliated with it, as defined below:

- **Additional Location:** (1) A physical facility that is geographically separate from the main campus of the institution and within the same ownership structure of the institution, at which the institution offers at least 50 percent of an educational program. An additional location participates in the title IV, HEA programs only through the certification of the main campus. (2) A Federal, State, or local penitentiary, prison, jail, reformatory, work farm, juvenile justice facility, or other similar correctional institution is considered to be an additional location even if a student receives instruction primarily through distance education or correspondence courses at that location.
- **Branch Campus:** A physical facility that is geographically separate from the main campus of the institution and within the same ownership structure of the institution, and that also— (1) Is approved by the Secretary as a branch campus; and (2) Is independent from the main campus, meaning the location— (i) Is permanent in nature; (ii) Offers courses in educational programs leading to a degree, certificate, or other recognized education credential; (iii) Has its own faculty and administrative or supervisory organization; and (iv) Has its own budgetary and hiring authority.
- **Site:** Any non-IHE setting (e.g. hospital, research center, social services agency, etc.) in which accredited educational programs – internships, residencies and programs—are administered.

1.3 Subtypes of Programs

Internships and residencies are a subtype of programs that may be offered at a non-IHE setting such as a hospital, research center, or social services agency. The subtypes are listed and defined below:

- **Internship:** An internship is the supervised practical training of advanced students, or recent graduates, in areas such as medicine, psychology, or dietetics. This option applies to the accreditation of qualified internships, including Predoctoral Internships in Pediatric Dentistry or internship programs in Nurse-Midwifery.
- **Residency:** A residency is the clinical training of physicians, where recent graduates practice medicine under the supervision of fully licensed medical professionals, usually in a hospital or clinic. This option applies to programs for the accreditation of qualified residency programs, such as Postdoctoral residencies in Optometry or Podiatry.

2 Getting Started

The following information is provided to assist users in performing basic tasks in the *Database of Accredited Postsecondary Institutions and Programs: Collection System* including user types, logging in, registering, navigating the system, and helpful hints and tips

2.1 Helpful Hints and Tips

- The Accredited Schools List Help Desk is available to assist with technical issues and can be reached at 855-831-9922 or dapip@inovas.net.
- A glossary is available under the **Help** menu. You can search by term to find the definition of a keyword, or by definition to find terms with the keyword included in the definition.
- System and Accreditation FAQs are available under the **Help** menu.
- For changes to your agency's scope of recognition or for questions about compliance, please contact your Accreditation Group analyst. This would include requests to add a new degree level or program.
- Any information except the "Confidential Action" entered into the *Database of Accredited Postsecondary Institutions and Programs: Collection System* is subject to public display on the *Database of Accredited Postsecondary Institutions and Programs* website at <https://ope.ed.gov/dapip/>.
- A decision letter is required to be posted by the agency who serves as Title IV gatekeeper for the institution that is placed on probation or equivalent status, or a more severe action, or a status that results in loss of accreditation. At a minimum, the document for a summary of any such action to an institution or program is required by all other agencies. The system will not allow modification submissions for the following actions without an attached upload:
 - Loss of Accreditation or Preaccreditation: Denial
 - Loss of Accreditation or Preaccreditation: Other
 - Affirm Denial Following Appeal
 - Institution Closed
 - Removal of Approval of a Program

- Approval of Program Reinstated Following Appeal
 - Removal of Approval of Program Affirmed Following Appeal
 - Probation or Equivalent or a More Severe Status: Probation
 - Probation or Equivalent or More Severe Status: Monitoring
 - Probation or Equivalent or a More Severe Status: Show Cause
 - Probation or Equivalent or a More Severe Status: Warning
 - Probation or Equivalent or a More Severe Status: Other
- The document for a decision letter or summary is optional for any other reported accreditation action. An 'Upload Documentation' function is now available to upload the decision letter. Read more in [section 5.4 Modify Accreditation](#).
 - Agency submissions under 34 CFR 602.30 and 602.31 should be submitted to the Department's Accreditation Group at <https://surveys.ope.ed.gov/erecognition>, or directly to the Accreditation Group analyst if so requested (for purposes of complaints against the agency, etc.).

Materials and actions that are neither required to be made public nor appropriate for public posting should be submitted to the Department through the following email addresses: CaseTeams@ed.gov and AslRecordsManager@ed.gov.

Also, the new ***Database of Accredited Postsecondary Institutions and Programs: Collection System*** is designed to allow agencies to report agency actions directly under the sections of the regulation listed below:

1. 34 CFR 602.27(a)(1) – 602.27(a)(6)
Including agency annual reports, directory, annual data summary, proposed/notification of changes in policies and standards; reporting of fraud, abuse, and compliance with Title IV responsibilities, etc.
2. 34 CFR 602.19(e)
Reporting a drastic increase in enrollment in distant education or correspondence courses at an institution accredited by an agency that had previously notified the Department of a change in scope.
3. 34 CFR 602.28(c)
Providing a thorough and reasonable explanation why an adverse or probation/equivalent action by one accrediting or State approval agency does not preclude an agency's grant of accreditation or preaccreditation.

2.2 Login and Register

To access the ***Database of Accredited Postsecondary Institutions and Programs: Collection System*** home page, browse to <https://surveys.ope.ed.gov/dapip> . After entering the User ID and Password to log in, click the **Log In** button.

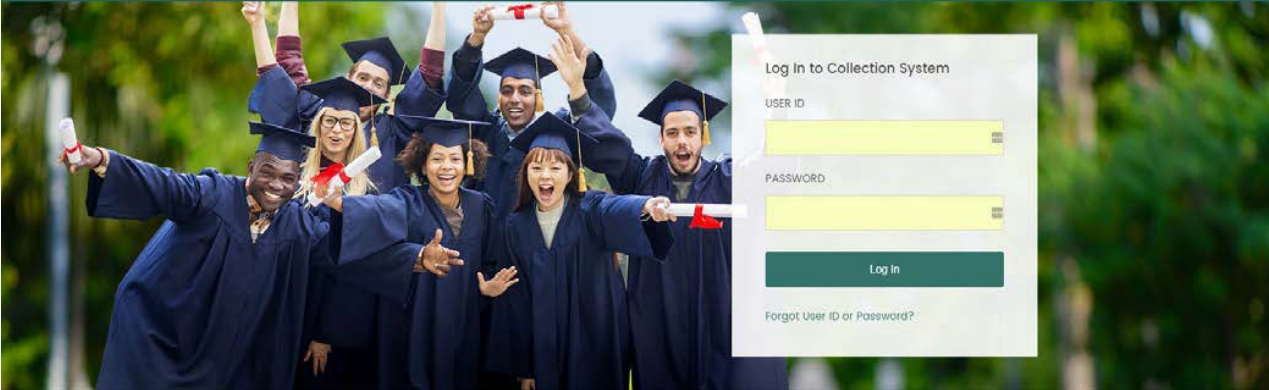
NOTE: Your User ID and Password will be provided to you in an email from the Accredited Schools List Help Desk. If you have not received this email or need assistance, please contact the Accredited Schools List Help Desk at 855-831-9922 or dapip@inovas.net.

Figure 1 Login Page

U.S. DEPARTMENT OF EDUCATION OFFICE OF POSTSECONDARY EDUCATION

DAPIP Database of Accredited Postsecondary Institutions and Programs
COLLECTION

1-855-831-9922
dapip@inovas.net



Log In to Collection System

USER ID


PASSWORD

Log In


[Forgot User ID or Password?](#)

Accreditation Information Collection

The purpose of this information collection is to provide an accurate list of accredited postsecondary institutions and programs. Further, information regarding accreditation actions along with the reasons for those actions is included per 34 CFR 602. These data are reported to the U.S. Department of Education directly by recognized accrediting agencies and state approval agencies that are required to provide information for each institution and/or program accredited by that agency. Data collected in this system will be published by the Office of Postsecondary Education on the Database of Accredited Institutions and Programs website.



Database of Accredited Postsecondary Institutions and Programs



U.S. Department of Education, Recognition and Accreditation

Accreditor Burden

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1840-0838. Public reporting burden for this collection of information is estimated to average 20 minutes per response including time for reviewing instructions, completing online forms, and creating and posting the URL for decision letters. The obligation to respond to this collection is required to obtain or retain recognition (34 CFR 602.26). If you have comments or concerns regarding the status of your individual submission of this form, please contact the U.S. Department of Education, Office of Postsecondary Education, Accreditation Group, 400 Maryland Ave SW, Washington, DC 20202.

OMB Clearance Number 1840-0838
Expiration Date 11/30/2019


Database of Accredited Postsecondary Institutions and Programs | U.S. Department of Education, Recognition and Accreditation | Privacy Policy

Upon initial login, you will be asked to change your password. Once a new password has been entered and confirmed, click **Reset Password**.

NOTE: The system will automatically log off after changing the password, therefore, users will need to log back in to complete registration and agency related information.

Figure 2 *Change Password*

The screenshot shows a web interface for the DAPIP Collection. At the top, there is a dark green header with the DAPIP Collection logo on the left, the text "Database of Accredited Postsecondary Institutions and Programs" in the center, and contact information "1-855-831-9922" and "dapip@inovas.net" on the right. Below the header is a light gray background containing a white-bordered box with the "Reset Password" form. The form has the title "Reset Password" and three input fields: "OLD PASSWORD*", "NEW PASSWORD*" (with an information icon), and "CONFIRM NEW PASSWORD*". A dark green "Reset Password" button is at the bottom of the form.

The  icon refers to password rules and they are as follow:

- Must be between 8 and 14 characters long
- Must contain at least one upper case character (A, B, C ...)
- Must contain at least one lower case character (a, b, c...)
- Must contain at least one numeric character (1, 2, 3 ...)
- Must contain at least one special character (!, @, #, \$, %, ^, & or *)

2.3 User Types

As of July 2018, the *Database of Accredited Postsecondary Institutions and Programs: Collection System* will have different user types with permissions as shown in the table below:

USERS	Agency		View Only	Administrator
Functions	Agency, Main	Agency, Proxy	Restricted ED (FSA)	DAPIP Admin
Manage Institutions/Sites and Accreditations	Can Edit	Can Edit	View Only	Edit with Historical Permissions
Manage Additional Users	Yes	No	No	Yes
Agency Information	Edit	Edit	View Only	Can Edit
Confidential Actions	Add View Own	Add View Own	View	View
Reports	No	No	Yes	Yes

NOTE: Each user will view a different screen with different permissions as shown in [section 2.4 Menu](#).

2.4 Menu

Upon successful log in, the Main Menu is displayed on the left side of the screen. As its name implies, this menu contains links and navigation controls to all other parts of the system. Select the desired menu option to view a list of available tasks.

NOTE: As mentioned in [section 2.3 User Types](#), the figures below show the different screens that each user type will see.

Figure 3 *Agency Main Menu*

Agency Main users will have the ability to do the following:

- Edit Manage Institutions/Sites and Accreditations
- Manage Additional Users
- Edit Agency Information

NOTE: Agency main users will NOT have access to Reports page.

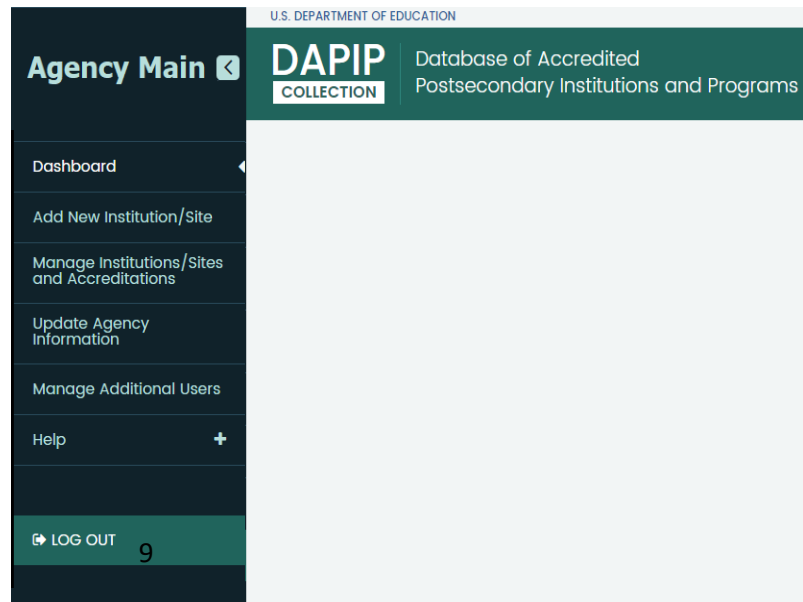


Figure 4 *Agency Proxy Menu*

Agency Proxy users will have the ability to do the following:

- Edit Manage Institutions/Sites and Accreditations
- Edit Agency Information

NOTE: Agency main users will NOT have access to Reports page and Managing Additional Users.

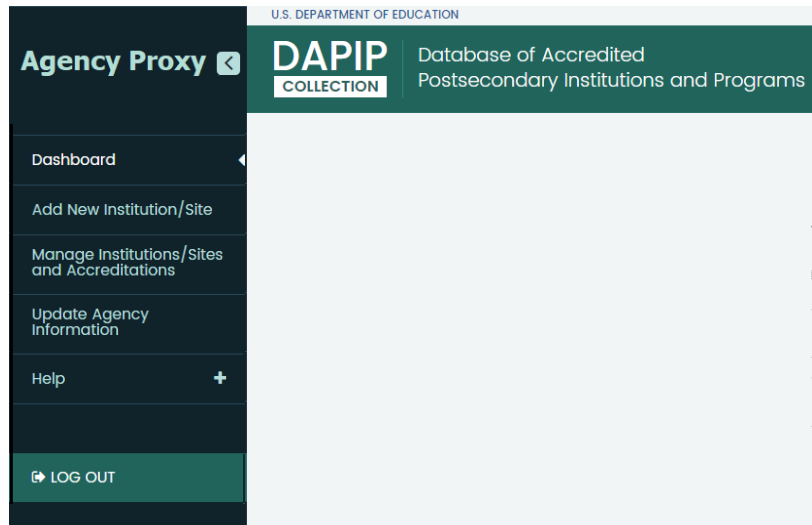


Figure 5 *Restricted ED (FSA) Menu*

Restricted ED (FSA) users will have the ability to do the following:

- View Institutions and Accreditations
- View Agency Information
- Access Reports Page

NOTE: Restricted ED (FSA) will NOT have access to Manage Additional Users.

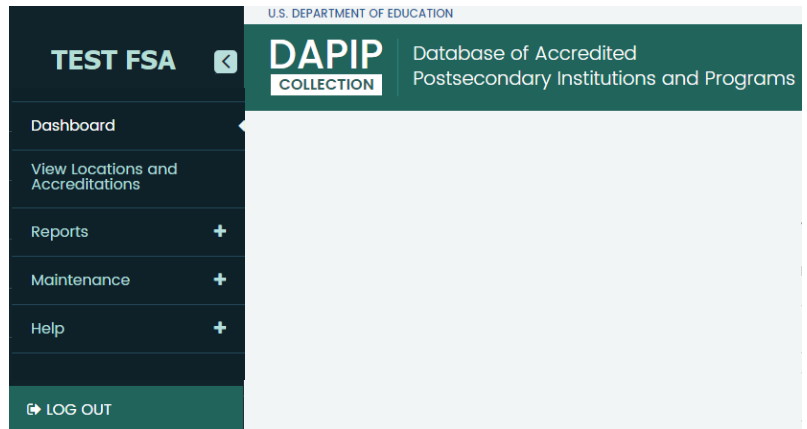


Figure 6 *ED/ EDManager Menu*

Both ED and ED Manager users will have the ability to do the following:

- Access Reports Page

NOTE: ED/ ED Manager will NOT have access to Manage Additional Users.

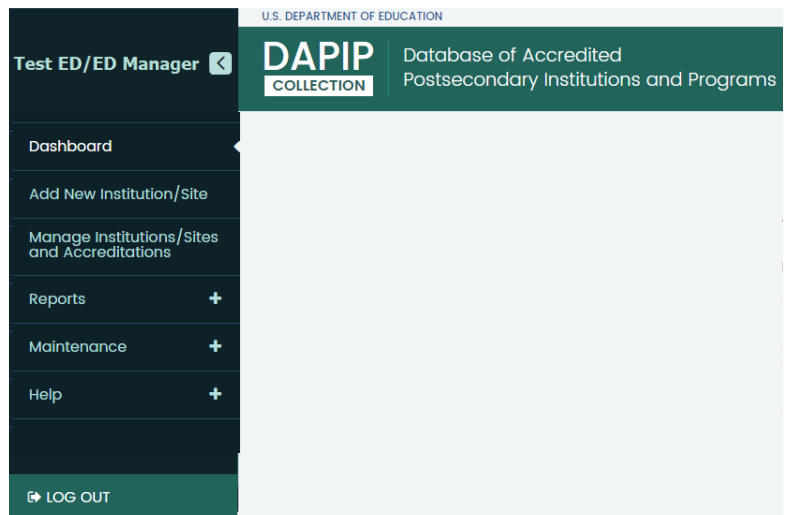
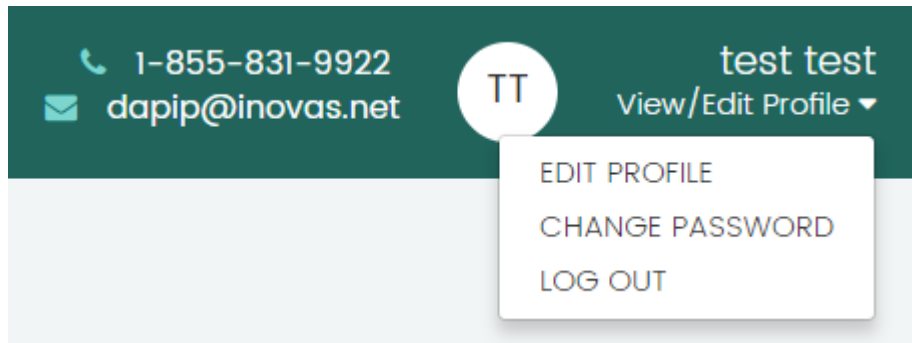


Figure 7 *User Reference*

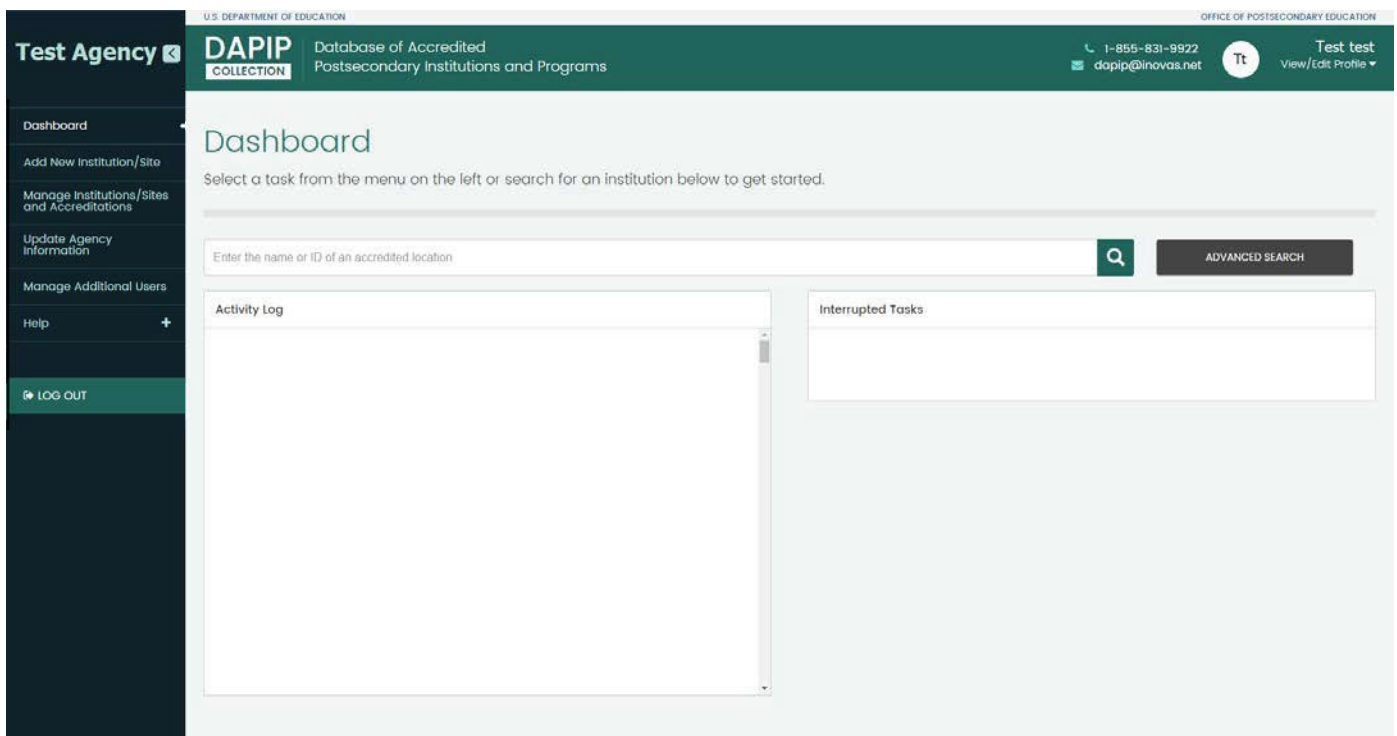


On the top right-hand corner there will be user reference pages such as edit profile, change password and log out. Follow the instructions in [section 3.2 Registration](#) to update your registration.

2.5 Dashboard

In addition to the user reference options, the dashboard will be the point of access to select a task from the menu or search for a Institution/Site in the search box or by using the Advanced Search. More will be described in [section 5 Manage Accreditations](#).

Figure 8 *Dashboard*



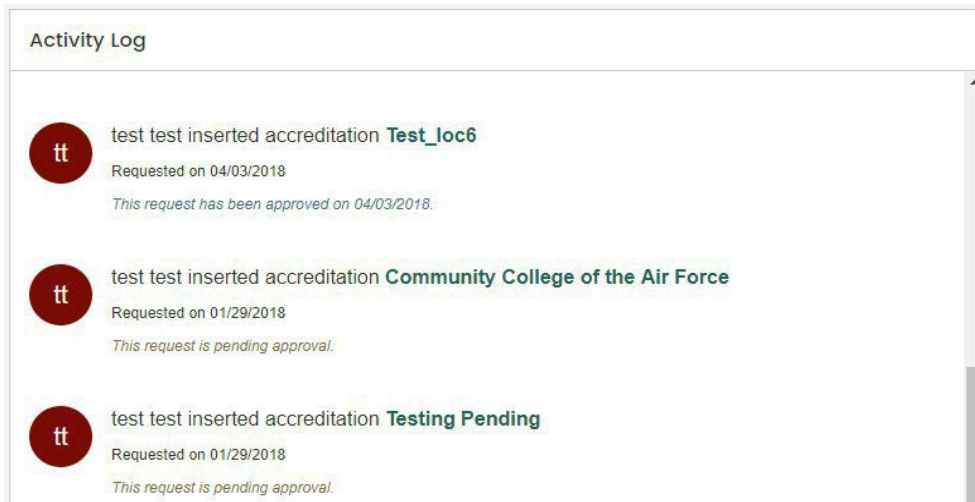
2.5.1 Activity Log

The Dashboard will contain the “**Activity Log**” box as it will show activity for users under purview (i.e. own activity, proxy user activity if main agency user) Displays user name, institution name, change, and screen, as well as the current status of the change. An example is shown in figure 9.

The three main statuses will be:

- Pending approval
- Change visible on public site (when it is approved and migrated)
- Rejected

Figure 9 *Activity Log*



2.5.2 Interrupted Tasks

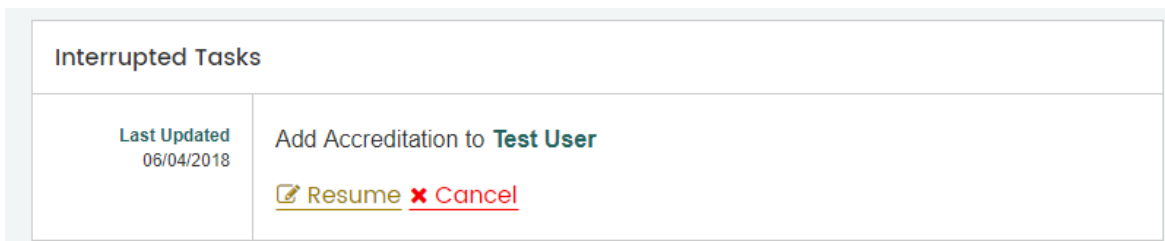
The Dashboard will also contain the “**Interrupted Tasks**” box as it will show a list of user changes that were not completed (only for person logged in). Moreover, it displays changes, screen, and last updated information.

Interrupted Tasks Includes: 1) added school but did not add accreditation

Agencies may resume to open the draft or cancel to delete the draft from the system.

NOTE: If an Agency added an Institution/Site, accreditation information must be added.

Figure 10 *Interrupted Tasks*



3 Agency Tools

In order to update your agency’s information, click on Update Agency Information from the main menu. From this screen you can update your agency information and the request will be pending approval by the helpdesk. You can also report agency actions. Follow the instructions in [section 3.1 & 3.2](#) to learn how to update information or add actions.

NOTE: This screen is accessible by Agency main and Agency Proxy only.

Figure 11 *Update Agency Information*

Agency Name Agency_main
Agency Acronym AM
Initial Recognition Year Test Recent Recognition Year 2018
Review Year Test Review Season Fall
Scope of Recognition Test
Title IV Note -
 This agency is recognized as a Title IV gatekeeper

Head of Agency Test
First Name Test Middle Name
Last Name Test
Title Email Address example@example.com
Address 1 Test
Address 2 Test
City Test
State Zip Code
Telephone 1 Telephone 1 Extension -
Telephone 2 Telephone 2 Extension -
Fax Web Address -

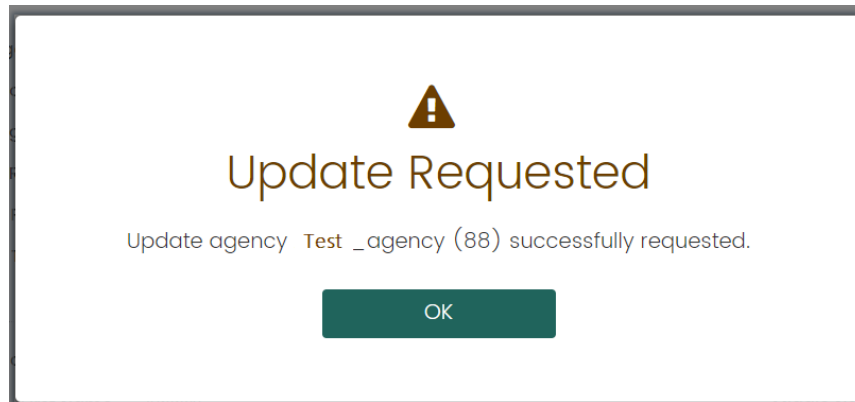
Agency Actions
06/01/2018 Annual Report (602 27)(a)(1)) Download File

3.1 Edit Agency Information

By clicking “Edit Agency Information” button on the right, you will be able to edit your Head of Agency’s contact information (prior Agency information are not accessible to Agencies). Once your changes are made, click **Submit** to continue or **Cancel** to delete changes.

NOTE: An alert message will pop-up to notify users that update agency information has been successfully requested as shown in figure 12.

Figure 12 *Update Requested Alert*



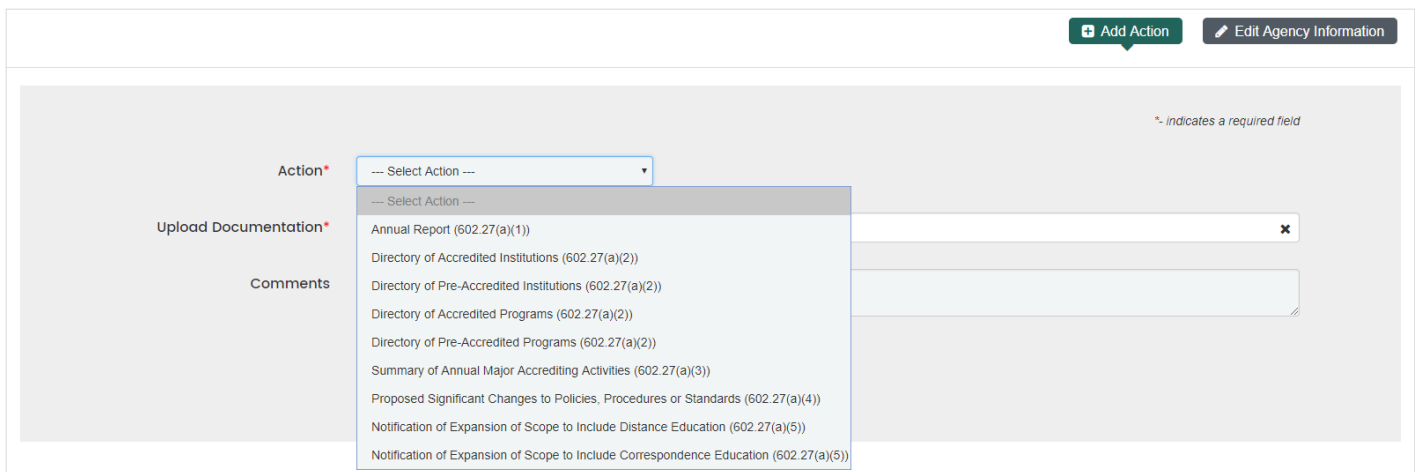
3.2 Agency Actions

In addition to “Edit Agency Information” button, “Add Action” button will be available and accessible within **Update Agency Information** page. Figure 13 shows the available actions for agencies to add.

Add Action:

- A drop-down list includes the available actions to select from. This selection is required.
- Upload document feature. This selection is required.
- Add comments. This field is optional.

Figure 13 *Add Action (list of actions)*



Once the action and document are added, click **Add**, then, you will be able to find your action under “+Agency Actions” tab at the bottom of the page.

NOTE: 1) Actions added in this section do not require an approval, users may refresh the page to see added actions 2) Agency actions are not migrated to the public website and are not visible to the public.

3.3 Registration

As mentioned in [section 2.2 Login and Register](#), upon initial login and after resetting the password, you will be asked to **Register**. On this screen, enter the name, address, and contact information for the person primarily responsible for the information found in this system.

Figure 14 *Complete Registration*

The screenshot shows the registration form for the DAPIP Collection. The header includes the U.S. Department of Education logo, the DAPIP Collection name, and contact information: 1-855-831-9922 and dapip@inovas.net. A user profile icon with the initials 'TT' and the name 'test test' is visible, with a 'View/Edit Profile' link. The form fields are: FIRST NAME* (test), LAST NAME* (test), ADDRESS 1* (empty), ADDRESS 2 (empty), E-MAIL ADDRESS* (empty), TELEPHONE* (empty), EXT. (empty), CITY* (empty), STATE* (--- Select State), and ZIP CODE* (empty). A 'SUBMIT' button is at the bottom right. A note at the bottom left states '* indicates a required field'.

Once all changes are made, click **Submit** to save your changes.

In order to update the contact information or change password for the person primarily responsible for the information found in this system, click **View/Edit Profile** on the top right of the screen and select the needed service. From the Edit Profile screen, the name, address, and contact information can be updated.

Figure 15 *View/Edit Profile*

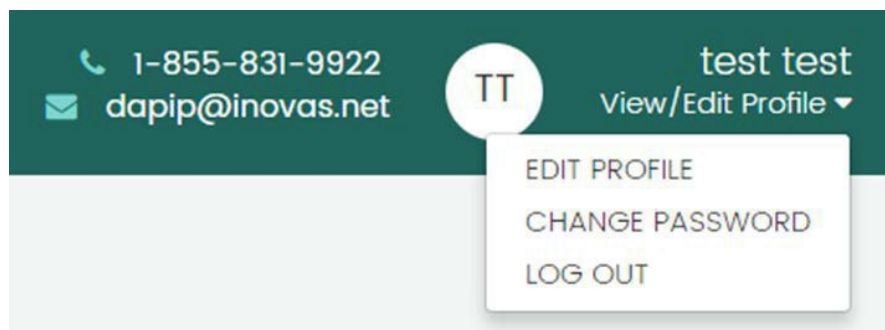


Figure 16 *Update Registration*

The screenshot shows the 'User Profile' page for 'Test test'. The page header includes 'U.S. DEPARTMENT OF EDUCATION', 'DAPIP COLLECTION', 'Database of Accredited Postsecondary Institutions and Programs', '1-855-831-9922', 'dapip@inovas.net', and 'Test test View/Edit Profile'. The left sidebar contains navigation options: Dashboard, Add New Institution/Site, Manage Institutions/Sites and Accreditations, Update Agency Information, Manage Additional Users, Help, and LOG OUT. The main content area is titled 'User Profile' and includes the instruction 'View/Update your profile.' Below this is a form titled 'User Profile (Test test)' with the following fields: FIRST NAME* (Jane), LAST NAME* (Doe), ADDRESS 1 (1500 Pennsylvania Ave NW), E-MAIL ADDRESS* (example@example.com), ADDRESS 2, TELEPHONE* (1234567890), EXT., CITY (Washington), STATE (District of), and ZIP CODE (20006). A legend indicates that an asterisk (*) denotes a required field. At the bottom of the form are 'UPDATE INFORMATION' and 'Cancel' buttons. The footer contains 'Database of Accredited Postsecondary Institutions and Programs | U.S. Department of Education, Recognition and Accreditation | Privacy Policy'.

Once all changes are made, click **Update Information** to save your changes.

3.4 Manage Additional Users


As described in [section 2.3 User Types](#), the Agency Main is the only user who will have the access to add new additional users and manage existing additional users (You can assign up to three additional users slots to your representatives). At any time, you can click on  icon to view, update, activate, deactivate or assign additional user.

Figure 17 *Manage Additional Users*

The screenshot shows the 'User & Password Maintenance' page for 'Agency Main'. The page header includes 'U.S. DEPARTMENT OF EDUCATION', 'DAPIP COLLECTION', 'Database of Accredited Postsecondary Institutions and Programs', '1-855-831-9922', 'dapip@inovas.net', and 'Agency Main View/Edit Profile'. The left sidebar contains navigation options: Dashboard, Add New Institution/Site, Manage Institutions/Sites and Accreditations, Update Agency Information, Manage Additional Users, Help, and LOG OUT. The main content area is titled 'User & Password Maintenance' and includes the instruction 'Assign up to three additional users slots to your representatives.' Below this are three user cards: 1. 'Agency Proxy (Active)' with User ID: A100882, 'Agency Proxy User AM', and a 'Deactivate' button. 2. '(Inactive)' with User ID: A100883, 'Agency Proxy User AS', 'Not Available', and an 'Assign' button. 3. '(Inactive)' with User ID: A100884, 'Agency Proxy User AS', 'Not Available', and an 'Assign' button. Each card has a right-pointing arrow icon.

To add New Additional User: click on **Assign** and follow the steps in figure 18.

Figure 18 *Add New Additional User*

Manage Additional User

Update, activate, deactivate or assign additional user.

Go to user & password maintenance

*. indicates a required field

User Id: A100883 Status: Inactive

Agency: Agency_main

First Name* Last Name*

Email Address* Telephone* Ext Ext

Address 1* Address

Address 2 Address

City* State* Zip*

--- Select State --- Zip code

SUBMIT Cancel

Once all fields are completed, click **Submit** to add the new additional user or **Cancel** to go back to User & Password Maintenance screen. Once a proxy user is assigned, and ID and password will be emailed to the user and must follow registration steps as mentioned in section 3.3 Registration.

To manage an Existing Additional User: click on **Deactivate** to either: 1) **Reactivate** the same proxy user or 2) **Reassign** to update the contact information to another proxy user.

NOTE: Editing, resetting password, etc. done through user maintenance/help desk.

Figure 19 *Manage Existing Additional User*

AP

Agency Proxy User

AM

Agency Proxy (Inactive)

User ID: A100882

example@example.com

[Reactivate](#) [Reassign](#)

→

Figure 19 shows the two options to Reactivate and Reassign the additional user.

4 Add New Institution/Site

To add new main Institution/Site, click on **Add New Institution/Site** from the main menu and enter the information for the new Institution/Site by completing few steps to verify that the Institution/Site is not already in the DAPIP system. The fields that are available for adding the new Institution/Site are: name, OPE ID, IPEDS Unit ID and other information. Click **Continue** to complete this step, **Cancel**, or, **Clear All** to start over (Request status will be shown in the **Activity Log** window on the **DASHBOARD**).

NOTE: Only Agency main and Proxy users can add a new Institution/Site.

Figure 20 Add New Institution/Site

The screenshot displays the 'Add New Institution/Site' form within the DAPIP system. The form is titled 'Add New Institution/Site' and includes a sub-header: 'Enter information for the new institution/site and complete the steps to verify that the institution/site is not already in the DAPIP system.' The form fields are as follows:

- Name* (required)
- OPE ID
- IPEDS Unit ID
- Alias
- Type* (dropdown menu, currently set to 'Institution')
- Address*
- City*
- State* (dropdown menu, currently set to '-- Select State --')
- Zip*
- Telephone
- Web Address (example: www.example.com)
- Admin Name
- Admin Title
- Admin Telephone
- Admin Email (example: email@domain.com)
- Ownership

At the bottom of the form, there are three buttons: 'CONTINUE', 'CANCEL', and 'Clear All'. A small note in the top right corner of the form area states: '* indicates a required field'.

4.1 Add New Main Institution/Site

After completing the steps in [section 4 Add New Institution/Sites](#), if the Institution/Site that was added is already in the DAPIP system, you will see a **“Possible duplicates found”** message with similar results. As shown in figure 21, if you think that the Institution/Site created is already in the system, click on the correct Institution/Site from the suggested list and if you need to edit the information, click on **“Edit Submission”**. To continue with adding the Institution/Site information click on **“Continue with Submission”**.

NOTE: If a new Institution/Site is added, accreditation information must be added and will be shown in interrupted tasks window on the **DASHBOARD** as described in [section 2.5.2 Interrupted Tasks](#).

Figure 21 *Duplicate Results*

The screenshot shows the 'Add New Institution/Site' page in the DAPIP system. The header includes 'Agency Main', 'DAPIP COLLECTION', and 'Database of Accredited Postsecondary Institutions and Programs'. The main content area displays the institution details: Name: 777, Type: Institution, OPE ID, Address: 1230 str, City: Frederick, State: MD. Below this, a message states 'Possible duplicates found. Select the location below, or continue submitting the new location.' A table lists four potential duplicates:

LOCATION NAME (OPE ID)	TYPE	DAPIP ID	ADDRESS	CITY	STATE
777_new campus Pending	Additional Location	900517001	q	q	LA
777_campus	Additional Location	900429001	123 str	Baltimore	AL
777_new school	Institution	900429	q	q	LA
777_test for campus Pending	Institution	900517	100 main str	Baltimore	LA

Buttons for 'EDIT SUBMISSION' and 'CONTINUE WITH SUBMISSION' are visible at the bottom.

4.2 Add New Additional Location

To add a new additional Location, search for the existing Institution/Site from the **DASHBOARD** by either using the simple search or advanced search. Once you select the desired Institution/Site, choose the **“Additional Location”** tab and click on **“+Add New Additional Location”** button as shown in figure 22, then complete the fields as shown in figure 23.

Figure 22 *Add New Additional Location*

The screenshot shows the '777_new school' institution page. The header includes 'Agency Main', 'DAPIP COLLECTION', and 'Database of Accredited Postsecondary Institutions and Programs'. The main content area displays the institution details: LA 12345, DAPIP ID: 900429. Below this, there are tabs for 'Institutional Accreditation', 'Specialized Accreditation', 'Internship/Residency', and 'Additional Locations'. The 'Additional Locations' tab is selected, and a message states 'No additional locations found for the given institution'. A button labeled '+ Add New Additional Location' is highlighted with a red box.

Figure 23 *Additional Location*

The screenshot displays the 'Additional Location' form within a web application. The interface includes a dark sidebar on the left with navigation options like 'Dashboard', 'Add New Institution/Site', and 'Manage Institutions/Sites and Accreditations'. The main content area shows the institution name '777_new school' and its DAPIP ID '900429'. Below this, there are four tabs: 'Institutional Accreditation', 'Specialized Accreditation', 'Internship/Residency', and 'Additional Locations'. The 'Additional Locations' tab is selected, and a '+ Add New Additional Location' button is visible. The form itself contains several required fields marked with an asterisk: 'Name*', 'Type*', 'Address*', 'City*', 'State*', and 'Zip Code*'. There are also optional fields for 'OPE ID', 'IPEDS Unit ID', and 'Alias'. A text area for 'Additional Location Description' is at the bottom. The form is styled with light gray inputs and a clean, modern layout.

NOTE: Adding a new additional Location feature is accessible by all users except for Restricted ED (FSA) users.

4.3 Add New Branch Campus

To add a new Branch Campus, search for the existing Institution/Site from the DASHBOARD by either using the simple search or advanced search. Once you select the desired Institution/Site, choose the “Additional Location” tab and click on “+Add New Additional Location” button as shown in figure 22, then complete the fields as shown in figure 23. Once you have submitted the additional location on the DAPIP collection portal, please contact the DAPIP Help Desk at dapip@inovas.net and request that the additional location you inserted be converted to a Branch Campus. Upon verification with the Accreditation Group, the DAPIP help desk will convert the additional location to a branch campus using admin functionality.

Figure 24 *Filter*

The screenshot shows a filter interface with the following elements:

- Buttons at the top right: **Filter** (with a downward arrow icon) and **Add New Additional Location** (with a plus icon).
- Search criteria fields:
 - NAME OF LOCATION:
 - DAPIP ID:
 - OPE ID:
 - ADDRESS:
 - CITY:
 - STATE/OUTLYING AREA:
- Buttons at the bottom left: **APPLY FILTER** and [Clear All](#).

You can also use the **Filter** button and search by name, DAPIP ID, OPE ID, and other information to refine your search. Once finished, click on **Apply Filter** to continue or **Clear All** to start over.

4.4 Additional Location Within Another Institution

If an institutional accrediting agency wants to insert an additional location that is physically located within a main campus/branch campus/additional location of another accrediting agency, please reference the host entity’s name when creating your additional location. For example, Institutional Accrediting Agency accredits ABC College. ABC College offers programs at an additional location that is located within University XYZ and the Agency reviews and decides to accredit this as an additional location of ABC. University XYZ is already listed in DAPIP. Now, when Agency adds the new additional location to DAPIP, it should do so under the existing entry for XYZ and name the location ‘ABC College at University of XYZ.’ This will avoid creating a standalone DAPIP entry and ensure the public understands that the additional location is housed within another entity.

Figure 25 *Additional Location Within Another Institution*

The screenshot shows the Search Results interface with the following details:

- Section Header: **Search Results**
- Instruction: Select a location to update its information or to add a new accreditation or action.
- Navigation: [Back to Search](#) (with a left arrow icon)
- Summary: Showing Results for "xyz". 3 Results Found. (2 Main Locations and 1 Additional Locations)
- Records per page: 15 records per page
- Table Data:

LOCATION NAME (OPE ID)	DAPIP ID	TYPE	ADDRESS	CITY	STATE
Abc Institute	244871	Institution	123 Abc	ABC	AK
<ul style="list-style-type: none"> Abc Institute at University XYZ 	244871001	Additional Location	123 Example St	Example	AL
University XYZ	244899	Institution	123 Example St	Example	AL
- Page Navigation: << 1 >>
- Legend: - Indicates Location History

4.5 Edit Institution/Site Information

In the Institution/Site page, you can update the information for an existing Institution/Site by clicking on “Edit Information” on the right. After that, and as shown in figure 25, update the fields you wish to change and click on **Submit** to continue with the request or **Cancel** to delete changes and to go back to Institution/Site page.

Figure 26 *Edit Institution/Site Information*

Edit Institution/Site Information

Update information for an existing institution/site and click 'Submit' to complete update.

*. indicates a required field

Name*	<input type="text" value="777_new school"/>	DAPIP ID	900429
OPE ID	<input type="text"/>	IPEDS Unit ID	<input type="text"/>
Alias	<input type="text"/>	Actual Date Updated*	<input type="text" value="02/10/2018"/>
Type*	Institution		
Address*	<input type="text" value="test"/>		
City*	<input type="text" value="test"/>	State*	<input type="text" value="Louisiana"/>
Telephone	<input type="text"/>	Zip*	<input type="text" value="12345"/>
	<input type="text"/>	Web Address	<input type="text" value="www.example.com"/>

Admin Name	<input type="text"/>	Admin Title	<input type="text"/>
Admin Telephone	<input type="text"/>	Admin Email	<input type="text" value="email@domain.com"/>

Ownership

After submitting changes, request status will be shown in the **Activity Log** window on the **DASHBOARD**.

NOTE: Editing Institution/Site information is accessible by all users except for Restricted ED (FSA) users.

5 Manage Accreditations

The first step in completing most tasks in the *Database of Accredited Postsecondary Institutions and Programs: Collection System* – from viewing an Institution/Site’s accreditation history to inserting a new Institution/Site – is searching for the Institution/Site or site whose records you want to view and/or modify.

You can access the search option at any time by going to the **DASHBOARD** in the main menu, and you will be able to use either the Search box or the Advanced Search.

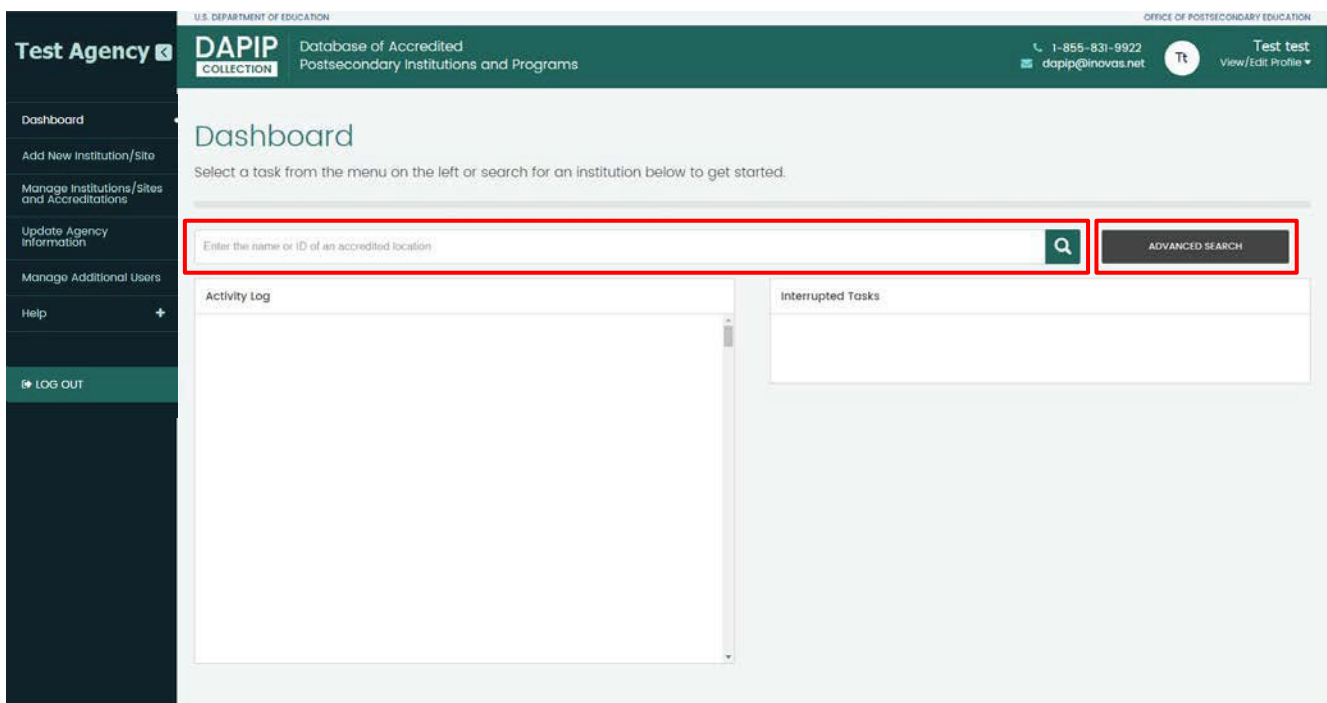
5.1 Search for an Institution/Site

To Search for an Institution, Additional Location or Site, start by using the simple search method as explained in [section 5.1.1 Simple Search](#), or, for a more precise search, use the Advanced search as explained in [section 5.1.2 Advanced Search](#).

5.1.1 Simple Search

From the **DASHBOARD** in the main menu, the simple search box will allow you to search by the Name, DAPIP ID or OPE ID of an accredited Institution/Site.

Figure 27 *Dashboard*



5.1.2 Advanced Search

For more assistance in the search criteria and to find a specific Institution, additional Location or site, you can click on the “Advanced Search” box which can be accessed from the Dashboard and you will be transferred to a new screen that will have options to fill in to help in the search process.

NOTE: Restricted ED (FSA) and ED/ ED Manager will have more fields on the Advanced Search screen such as: **agency, agency code, FSA region ID and IPEDS Unit ID¹**. Furthermore, they will NOT have access to the check box “Include Only Institutions Accredited by Your Agency”.

¹ The IPEDS Unit ID is assigned by the Integrated Postsecondary Education Data System (IPEDS); whereas the accreditation system’s Unit ID is a unique institution/campus/site identifier that is only used in this system

Figure 28 *Advanced Search*

U.S. DEPARTMENT OF EDUCATION OFFICE OF POSTSECONDARY EDUCATION

Test Agency **DAPIP** Database of Accredited Postsecondary Institutions and Programs COLLECTION

1-855-831-9922 dapip@inovas.net Test test View/Edit Profile

Advanced Search

Search for institutions/locations/sites.

NAME OF LOCATION	PROGRAM NAME	DAPIP ID	OPE ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ADDRESS	CITY	STATE/OUTLYING AREA	
<input type="text"/>	<input type="text"/>	<input type="text" value="Select State"/>	

Include Only Institutions Accredited by Your Agency

[Clear All](#)

Database of Accredited Postsecondary Institutions and Programs | U.S. Department of Education, Recognition and Accreditation | Privacy Policy

Once the needed fields are filled in, click **Search** to view the results, or, **Clear All** to start over.

5.2 Search result

The system will display a list of main Institution, Sites or additional Location, where available, that match the specified search criteria. Institution/Site Name (OPE ID), DAPIP ID, Type, Address, City and State as shown in figure 28. Additionally, the OPE ID is displayed alongside the Institution Name, where available.

NOTE: The OPE ID is assigned by the Office of Postsecondary Education (OPE) and used by Federal Student Aid (FSA).

Figure 29 Example Search Result

The screenshot shows the DAPIP Collection search results page. The header includes the U.S. Department of Education logo, the DAPIP Collection name, and contact information. The left sidebar contains navigation options like Dashboard, Add New Institution/Site, and Manage Institutions/Sites. The main content area displays 'Search Results' for 'University of Texas' with 19 results found. A table lists these results with columns for Location Name (OPE ID), DAPIP ID, Type, Address, City, and State. The table includes various locations such as 'English as a Second Language Services, University of Texas at Austin' and 'The University of Texas at Arlington'. A 'Back to Search' link is visible in the top right of the results area. At the bottom of the table, there are navigation arrows and a legend indicating that a magnifying glass icon indicates location history.

LOCATION NAME (OPE ID)	DAPIP ID	TYPE	ADDRESS	CITY	STATE
English as a Second Language Services, University of Texas at Austin	236887	Institution	PO Box A University Station	Austin	TX
The University of Texas at Arlington (00365600)	146296	Institution	701 S. Nedderman Dr.	Arlington	TX
The University of Texas at Brownsville and Texas Southmost College (03064600)	145761	Institution	80 Fort Brown	Brownsville	TX
The University of Texas at Dallas (00974100)	146311	Institution	800 West Campbell Rd	Richardson	TX
The University of Texas at El Paso (00366100)	146320	Institution	500 W. University Ave	El Paso	TX
The University of Texas at San Antonio (01011500)	146427	Institution	One UTSA Circle	San Antonio	TX
The University of Texas Health Science Center at Tyler (04243900)	235574	Institution	111937 U.S. Hwy. 271	Tyler	TX
The University of Texas Medical Branch (00495200)	146214	Institution	301 University Blvd.	Galveston	TX
The University of Texas of the Permian Basin (00993000)	146418	Institution	4901 E University	Odessa	TX
The University of Texas Rio Grande Valley (00359900)	145752	Institution	1201 W University Dr	Edinburg	TX
The University of Texas School of Health Professions (02555400)	180869	Institution	1515 Holcombe Blvd.	Houston	TX
University of Texas at Austin (00365800)	146302	Institution	1 University Station	Austin	TX
University of Texas at Tyler (01116300)	146339	Institution	3900 University Blvd.	Tyler	TX
Longview University Center (01116300)	146339004	Additional Location	3201 N. Eastman Road	Longview	TX
University of Texas Health Science Center Houston (00495100)	146533	Institution	7000 Fannin, Suite 1700	Houston	TX
University of Texas Health Science San Antonio (00365900)	146205	Institution	7703 Floyd Curl Dr	San Antonio	TX
Regional Academic Health Ctr (RAHC) (00365900)	146205005	Additional Location	1937 Bustamante Street	Laredo	TX
Regional Academic Health Ctr (RAHC) (00365900)	146205006	Additional Location	2102 Treasure Hills Blvd.	Harlingen	TX

Click on the Institution/Site name to view more information.

If the desired institution cannot be found, use one of the following methods:

- **Advanced Search:** Choose the advanced search from the **DASHBOARD** to search again using different criteria, to learn more, view [section 5.1.2 Advanced Search](#).
- **Sort Results:** By default, Search Results will be shown in alphabetical order by Parent Institution. You can sort your list of Search Results based on the Institution Name, Address, City, State or Accreditation. To do so, click on the corresponding column heading to sort the results. For example, you might click on the **City** column heading to view the resulting institutions in alphabetical order according to the city in which the institution is located. You can click on a column heading multiple times to toggle the view between ascending and descending order.




Additionally, the  icon might appear next to some Institution/Sites and by clicking on it, it will open a pop-up window containing a history of any changes made to that institution's name or address along with the change date as shown in figure 29.

Figure 30 *Institution History Information*

	The University of Texas School of Health Professions (02555400)	180869	Institution						
<table border="1"> <thead> <tr> <th>CHANGE DATE</th> <th>DETAIL</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;">Name Change</td> </tr> <tr> <td>08/21/2008</td> <td>The University of Texas MD Anderson Cancer Center</td> </tr> </tbody> </table>		CHANGE DATE	DETAIL	Name Change		08/21/2008	The University of Texas MD Anderson Cancer Center	146214	Institution
CHANGE DATE	DETAIL								
Name Change									
08/21/2008	The University of Texas MD Anderson Cancer Center								
		146320	Institution						
		145752	Institution						
	University of Texas Southwestern Medical Center (01001900)	146199	Institution						

5.3 Add New Accreditation

The Database of Accredited Postsecondary Institutions and Programs: Collection System serves as the primary means by which the Department of Education compiles and maintains information related to the accreditation of postsecondary institutions and programs in the United States.

Users can insert accreditation for a relevant Institution/Site, additional location or modify an Institution/Site's existing accreditation status, where applicable. Once an Institution/Site or educational program is accredited, the accrediting agency will continue to monitor and re-evaluate it throughout the period of accreditation to verify that it continues to meet the agency's standards.

NOTE: If a request was made in error or requires a change, please contact the DAPIP Help Desk at 855-831-9922 or dapip@inovas.net as soon as possible. Once a request is approved and migrated, it will appear on the public website. The process takes 1-2 days unless a specific request is made to the DAPIP Help Desk. No additional communication will take place after migration.

As described in [section 4.1 Add New Main Institution/Site](#), agencies are required to add accreditation information if a new Institution/Site was added.

To add an accreditation for an institution/campus/site in the **Database of Accredited Postsecondary Institutions and Programs: Collection System**, follow the steps below:

Step 1: Select the Institution, Additional Location or Site

Start by searching for the Institution/Site, additional Location of interest, as described in [section 5.1 Search for an Institution/Site](#).

Step 3: Insert New Accreditation

To Add a New Accreditation for the Institution/Site previously created, click on **“+Add New Accreditation”** and complete the fields shown in figure 30.

Figure 31 Add New Accreditation

The screenshot shows a web form for adding a new accreditation. At the top, there are four tabs: 'Institutional Accreditation' (selected), 'Specialized Accreditation', 'Internship/Residency', and 'Additional Locations'. Below the tabs is the form title 'Add New Accreditation' and a green button with a plus icon and the text 'Add New Accreditation'. The form contains several fields, each marked with a red asterisk to indicate it is required. The fields are: 'Agency Name*' with the text 'agency'; 'Accreditation Status*' with a dropdown menu showing '--- Select Statuses ---'; 'Accreditation Start Date*' with a date input field showing 'mm/dd/yyyy'; 'Start Date is Estimated*' with two radio buttons, 'Yes' and 'No', where 'No' is selected; and 'Next Review Date*' with a date input field showing 'mm/dd/yyyy'. Below these fields is a checkbox labeled 'Apply to Additional Locations'. At the bottom of the form are two buttons: 'SUBMIT' and 'Cancel'. A small red asterisk and the text '* indicates a required field' are located in the top right corner of the form area.

Available fields for adding institutional accreditations are outlined below:

Add Institutional Accreditation:

- **Institutional Accrediting Agency:** The agency name is displayed.
- **Select Accredited Status:** A drop-down list includes Pre-accredited, Accredited, and Denied Accreditation. This selection is required.
- **Enter Accreditation Start Date:** The accredited date is required and should be entered in MM/DD/YYYY format. You must also select whether the date is **Actual** or **Estimated**. **NOTE:** If you have marked the Accredited Date as Estimated, it will be displayed with an asterisk (*) in front of it.
- **Enter Next Review Date:** The date the accreditation will next be reviewed is required and should be entered in MM/DD/YYYY format. This date should be in the future.

NOTE: For all users excluding ED/ED Managers, the “Next Review Date” field MUST be in the future.

Figure 32 *Apply to Additional Location*

The screenshot shows a form with the following fields and controls:

- Agency Name***: Text input containing "agency".
- Accreditation Status***: Dropdown menu showing "-- Select Statuses --".
- Accreditation Start Date***: Date input field with the placeholder "mm/dd/yyyy".
- Start Date is Estimated***: Radio button group with "Yes" (unselected) and "No" (selected).
- Next Review Date***: Date input field with the placeholder "mm/dd/yyyy".
- Apply to Additional Locations**: A button highlighted with a red border.
- SUBMIT**: A green button.
- Cancel**: A text link.

You will also have the option to apply the New Accreditation Information to an existing Additional Location by clicking on **“Apply to Additional Location”** before the Submit button as shown in figure 31. Then, the system will show you a screen with list of available additional Location and you can click on the location name then click **Submit** to apply the new accreditation information to the selected Additional Location.

Figure 33 *Select Additional Locations*

The screenshot shows a dialog box titled "Select Additional Locations" with the following elements:

- Select All**: A checkbox on a dark green background.
- 777_campus**: A checkbox on a light gray background.
- SAVE**: A green button.
- CANCEL**: A dark gray button.

Once you are ready to add the new accreditation, click on **Submit** to save all entries and add the accreditation for the selected Institution/Site accordingly, or **Cancel** to delete all entries (Request status will be shown in the **Activity Log** window on the **DASHBOARD**).

Figure 34 *List of Agencies*

* - indicates a required field

Agency Name*	--- Select Agency ---
Accreditation Status*	--- Select Agency ---
Accreditation Start Date*	Academy of Nutrition and Dietetics, Accreditation Council for Education in Nutrition and Dietetics
Start Date is Estimated*	Accreditation Commission for Acupuncture and Oriental Medicine
Next Review Date*	Accreditation Commission for Education in Nursing, Inc. – May 6, 2013 Formerly: National League for Nursing Accrediting Commission
	Accreditation Commission for Midwifery Education
	Accrediting Bureau of Health Education Schools
	Accrediting Commission of Career Schools and Colleges
	Accrediting Council for Continuing Education and Training
	Accrediting Council for Independent Colleges and Schools
	American Bar Association, Council of the Section of Legal Education and Admissions to the Bar
	American Board of Funeral Service Education, Committee on Accreditation
	American Osteopathic Association, Commission on Osteopathic College Accreditation
	American Podiatric Medical Association, Council on Podiatric Medical Education
	Aseel_agency
	Association for Biblical Higher Education, Commission on Accreditation
	Association of Advanced Rabbinical and Talmudic Schools, Accreditation Commission
	Association of Institutions of Jewish Studies
	Commission on Accrediting of the Association of Theological Schools
	Commission on English Language Program Accreditation
	Commission on Massage Therapy Accreditation

When you are finished, you can use the Main Menu to navigate to a different task in the **Database of Accredited Postsecondary Institutions and Programs: Collection System**; or, if you are finished using the system, click on Logout in the upper right-hand corner of the screen to end your current session.

5.4 Modify Accreditation

All users except for Restricted ED (FSA) users are allowed to modify the accreditation added.

The process for updating an accreditation is the same whether you are updating an institutional accreditation, programmatic accreditation, or internship/residency accreditation. The additional field to select a program will be present. Features like “Apply to Additional Location” and “Apply Parent Accreditations” are not available for Programmatic/Internship/Residency accreditations.

To Modify an existing accreditation, click on “**Modify Existing Accreditation**” button to view the corresponding update accreditation screen and provide the required information.

NOTE: All actions except confidential are migrated to the public site.

Figure 35 *Modify Existing Accreditation*

Modify Existing Accreditation

Modify Existing Accreditation

* indicates a required field

Agency Name* agency

Accreditation Status* Preaccredited

Accreditation Start Date* 2018-06-05

Start Date is Estimated* Yes No

Next Review Date* 06/08/2018

Current Action* --- Select Actions ---

Date of Current Action* mm/dd/yyyy

Justification for Action* --- Select Justifications ---

Other Justification*

Upload Documentation Choose File No file chosen

Apply Action to Additional Locations

SUBMIT Cancel

Available fields for modifying institutional accreditations are outlined below:

Modifying Institutional Accreditations

- **Institutional Accrediting Agency:** The agency name is displayed.
- **The Accreditation Status:** The current status is displayed but may update based on the Current Action selected.
- **The Accredited Date:** The accredited date displayed along with whether it is the actual or estimated date.
- **Select Current Action:** A drop-down list of current actions is provided. This selection is required.

Figure 36 *Modify Accreditation- Current Action*

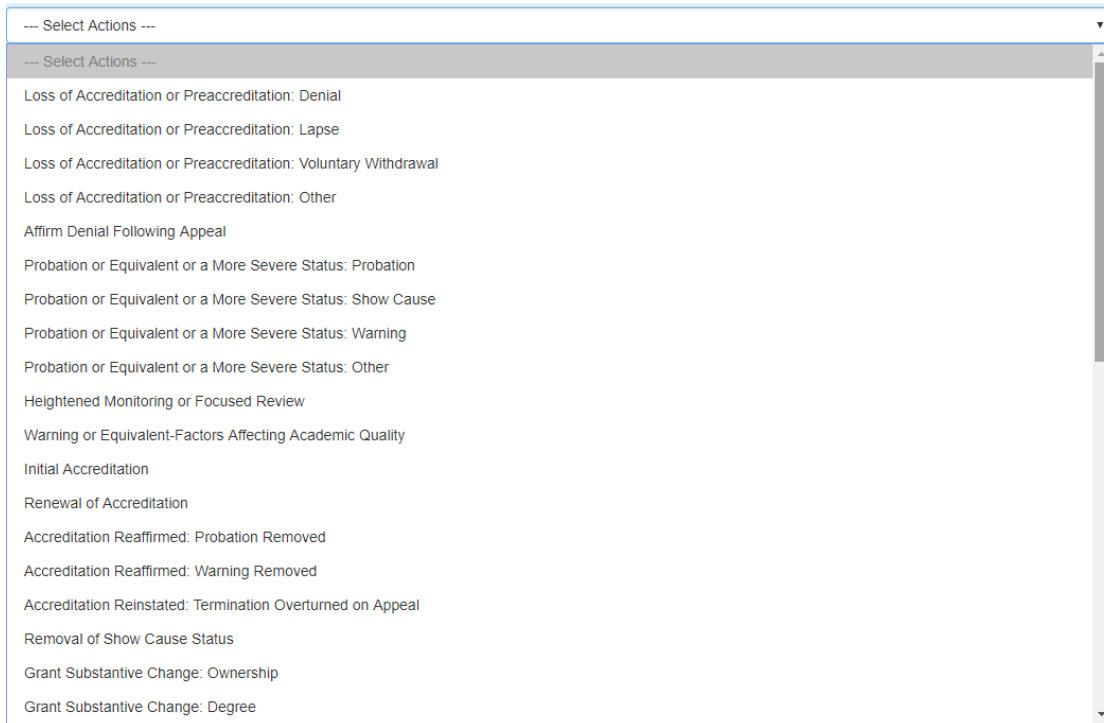
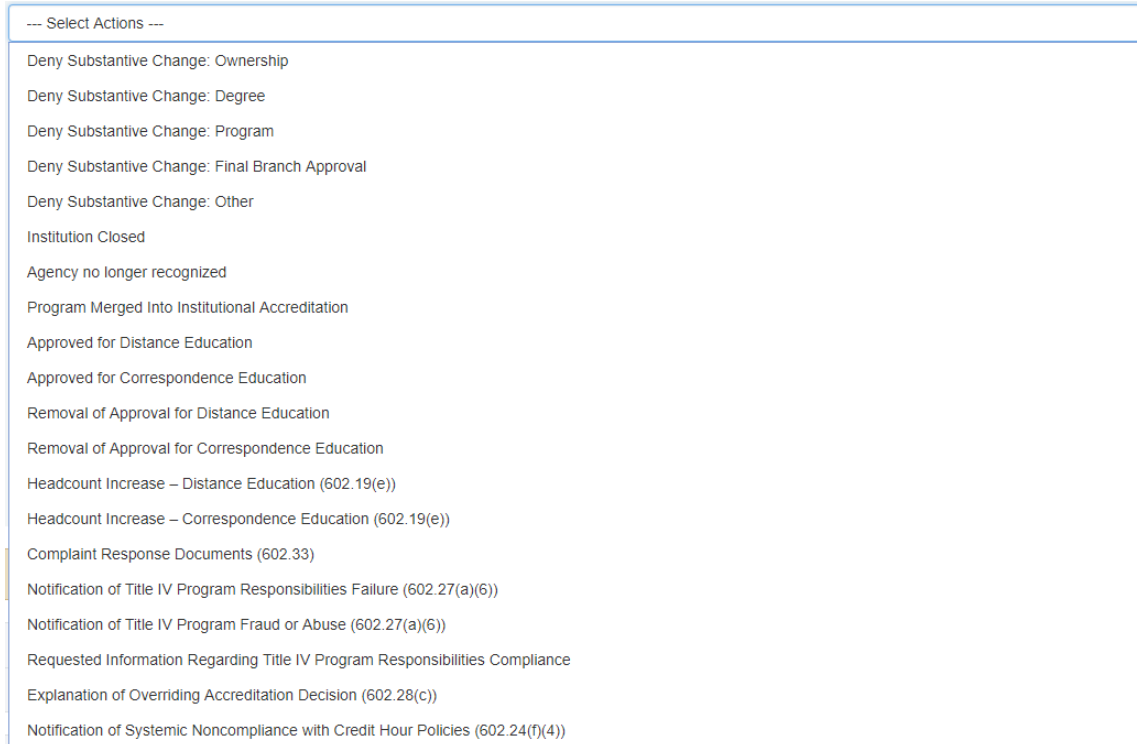


Figure 37 *Modify Accreditation- Current Action "CONTINUED"*



- **Enter the Date of Current Action:** The date the Current Action took place is required and should be entered in MM/DD/YYYY format.

- **Select Justification for Action:** A drop-down list of justifications is provided. This selection is required.

Figure 38 *Justification for Action*

The screenshot shows a web-based drop-down menu. The top bar contains the text "-- Select Justifications --" and a small downward-pointing triangle on the right. Below this, the menu is open, displaying a list of justification options. The first option is highlighted in grey. The options listed are:

- Select Justifications ---
- Select Justifications ---
- Failed to meet agency standards for initial or renewed accreditation
- Significantly out of compliance - student achievement
- Significantly out of compliance - fiscal and administrative capacity
- Significantly out of compliance - title IV, HEA responsibilities
- Significantly out of compliance - recruiting and admissions practices
- Additional oversight is required to ensure a resolution of compliance issues
- Concerns about title IV, HEA responsibilities/ potential fraud or abuse
- Concerns about issues affecting academic quality
- Has satisfactorily addressed all compliance concerns from previous actions
- Is in compliance with all of the agency's accreditation standards
- Other - Provide unlisted or multiple justifications

- **Other Justification:** To provide an unlisted or multiple justifications.
- **Upload Documentation:** Add required document.

You will also have the option to apply the New Accreditation Information to an existing additional Location by clicking on “**Apply to Additional Location**” before the Submit button (That this will be true if selected Additional Location has the same initial accreditation as parent).

Once you are ready to submit the changes, click on **Submit** to save all entries and make changes for the selected Institution/Site accordingly, or **Cancel** to delete all entries (Request status will be shown in the **Activity Log** window on the **DASHBOARD**).

NOTE: A decision letter is required to be posted by the agency who serves as Title IV gatekeeper for the institution that is placed on probation or equivalent status, or a more severe action, or a status that results in loss of accreditation. At a minimum, the document for a summary of any such action to an institution or program is required by all other agencies. The document for a decision letter or summary is optional for any other reported accreditation action.

When you are finished, you can use the Main Menu to navigate to a different task in the **Database of Accredited Postsecondary Institutions and Programs: Collection System**; or, if you are finished using the system, click Logout in the upper right-hand corner of the screen to end your current session.

NOTE: Agency Main and proxy users can only see their own confidential actions while FSA and ED/ED Managers can view all user’s actions.

5.5 Apply Parent Accreditation

For every new Additional Location, an institutional agency can apply accreditation for that Institution/Site by clicking on “**Apply Parent Accreditation**” from the selected Institution/Site page.

Figure 39 *Apply Parent Accreditation*

The screenshot shows a web interface for a campus named '777_campus'. The address is '123 str, Baltimore, AL 12345' and the DAPIP ID is '900429001'. Below this, there is a section for '777_new school' with address 'LA 12345' and a 'Main Location' label. A navigation bar includes 'Institutional Accreditation', 'Specialized Accreditation', 'Internship/Residency', and 'Related Locations'. Under 'Existing Accreditation Information', there are two buttons: 'Apply Parent Accreditation' (highlighted with a red box) and 'Add New Accreditation'. Below these buttons is a table of existing accreditations.

Existing Accreditation Information		
Test for Proxy users		
Test for Proxy users (1)	Accredited (05/04/2018)	Next Review Date (05/31/2018)
Test for Proxy users (2)	Accredited (05/04/2018)	Next Review Date (05/31/2018)
Test Regional Accreditation Agency		
	Accredited (05/01/2018)	Next Review Date (01/01/2020)

Click → to open accreditation details
* denotes an estimated date

Available fields for applying parent accreditations are outlined and showed in figure 37 below:

Apply Parent Accreditations for An Additional Location:

- **Existing Accreditation:** The agency name is displayed.
- **The Accreditation Status:** This fields is preloaded and cannot not be updated
- **Enter Accreditation Start Date:** The accredited is preloaded from the parent accreditation record and cannot be updated
- **Enter Next Review Date:** The date the accreditation is preloaded and cannot be changed

Figure 40 *Apply Parent Accreditation fields*

Apply Parent Accreditation

Apply Parent Accreditation

* indicates a required field

Existing Accreditation* agency

Accreditation Status* Preaccredited Accreditation Start Date* 06/05/2018

Start Date is Estimated* Yes No

Next Review Date* 2018-06-08

This step will load all of the accreditation record data from the main Institution/Site's accreditation record.

NOTE: Agencies can modify the dates to match the opening date of the additional Location, if they maintain those records.

Once you are ready to submit the changes, click on **Submit** to save all entries and apply accreditation accordingly, or **Cancel** to delete all entries (Request status will be shown in the **Activity Log** window on the **DASHBOARD**).

When you are finished, you can use the Main Menu to navigate to a different task in the **Database of Accredited Postsecondary Institutions and Programs: Collection System**; or, if you are finished using the system, click Logout in the upper right-hand corner of the screen to end your current session.

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