

# Annual Report: Submitting a Progress Report

## Program Director

- Click on Annual Report
- The Program Director will be able to read Reviewer comments and score (compliant or non-compliant). There may be comments in compliant sections as well as any non-compliant sections of the Annual Report.

#	SECTION	REVIEW SCORE
<b>ANNUAL REPORT</b>		
CP	<a href="#">Clinical Site Profiles</a>	<span style="color: green;">■</span> Compliant
FP	<a href="#">Faculty Profiles</a>	<span style="color: green;">■</span> Compliant
PP	<a href="#">Preceptor Profiles</a>	<span style="color: green;">■</span> Compliant
AR-I	<a href="#">Section I: General Program Information</a>	<span style="color: green;">■</span> Compliant
AR-II	<a href="#">Section II: Applicants &amp; Enrollment</a>	<span style="color: green;">■</span> Compliant
AR-III	<a href="#">Section III: Faculty</a>	<span style="color: green;">■</span> Compliant
AR-IV	<a href="#">Section IV: Program Operations</a>	<span style="color: green;">■</span> Compliant
AR-V	<a href="#">Section V: Outcomes</a>	<span style="color: green;">■</span> Compliant
AR-VI	<a href="#">Section VI: Access to Information and Compliance</a>	<span style="color: red;">■</span> Non-Compliant

- The Program Director may then upload requested documents for any non-compliant standards via the Review tab. There is a separate upload and Ready for Submission Status in each section.

Supporting Documents

If the program wishes to include a narrative to describe and/or explain the information submitted, please create as word or pdf document and include with the uploaded document(s).

TITLE	FILE NAME	ACTIONS	UPLOADED BY (DATE)
No files have been uploaded.			

**Title**

**Description**

**File**

Choose File Test document.docx

Upload at least one supporting document in the current review cycle to mark it as Ready for Submission.

▼ Status

Progress Report Status **✓ In Progress**

Ready for Submission

- Go to **Annual Report > Home** page, where a submit button appears when all sections have been marked 'Ready for Submission'

Home Users Profile Officials Students Directory Self Study File Cabinet Accreditation **Annual Rpt** Curriculum Benchmark Sub Change Email Help

Home Annual Report Review History

### Annual Report Review 2014

The CAATE has reviewed the Annual Report and voted to Reject your Annual Report because one or more sections are Non-Compliant. The Program must submit a Progress Report addressing the non-compliant Standards by 06-01-2015. Click [here](#) to see the Review and specific non-compliant Standards.

After reviewing the Commission's review of your Annual Report, please upload your Progress Report. Please address each non-compliant Standard by supplying the evidence specified in the Comment. Upload one document for each non-compliance of the section that was marked as "Not Compliant".

Submit Annual Report for Sign Off

**SUBMIT FOR SIGN OFF**

*Department Chair and Dean will receive a system email informing them that the progress report is ready for approval.*

## Chair & Dean

- On **Annual Report > Home** page, click 'Sign off Annual Report'

Home Users Profile Students Directory Self Study File Cabinet **Annual Rpt** Curriculum Email Help

Home Review History

### Annual Report Review 2014

The CAATE has reviewed the Annual Report and voted to Reject your Annual Report because one or more sections are Non-Compliant. The Program must submit a Progress Report addressing the non-compliant Standards.

#### Signature Status

SIGNATOR	NAME	SIGNATURE TIMESTAMP	STATUS
Chair	Eric Rawson		Pending
Dean	Jonathan Lincoln		Pending

Review the Annual Report and Sign Off

**SIGN OFF ANNUAL REPORT**

## Program Director

- Once signed by Chair and Dean, the program director will then be able to submit to the CAATE
- Go to **Annual Report > Home** page, click **Submit to CAATE**

Home Users Profile Officials Students Directory Self Study File Cabinet Accreditation Annual Rpt Curriculum Benchmark Sub Change Email Help

Home Annual Report Review History

### Annual Report Review 2014

The CAATE has reviewed the Annual Report and voted to Reject your Annual Report because one or more sections are Non-Compliant. The Program must submit a Progress Report addressing the non-compliant Standards by 06-01-2015. Click [here](#) to see the Review and specific non-compliant Standards.

After reviewing the Commission's review of your Annual Report, please upload your Progress Report. Please address each non-compliant Standard by supplying the evidence specified in the Comment. Upload one document for each non-compliance of the section that was marked as "Not Compliant".

**Submit Annual Report to CAATE**

**SUBMIT TO CAATE**