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.

- 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.

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

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'

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**

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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