

Annual Report Submittal Policy and Timeline

The Annual Reporting System (ARS) opens in January each year for educator preparation providers (EPPs) to submit annual reports.

The EPP Annual Report open and close dates are set under CAEP [Accreditation Policy](#) 6.01 (Annual Report). This policy states that the report will open in January each year and be open for 90 days.

Email reminders will be sent throughout the annual reporting season. All EPPs will receive the report open email. Upon submission, EPPs should receive no further reminder emails. If you continue to receive reminder emails, please check that your report was submitted. You can expect to receive reminders at various points in time¹:

- At report open: All EPP Heads and Coordinators, as specified in AIMS, are notified that the ARS is accepting reports for 90 days (January-April). The opening message details the annual reporting timeline; any changes to templates or reporting requirements; resources; and consequences for not submitting the annual report.
- One (1) month before submission deadline a reminder is sent to those EPPs that have not yet submitted reports. The relevant state liaisons are copied.
- One (1) week before submission deadline another reminder is sent.
- Three (3) days prior to the deadline, a final reminder email is sent.
- Upon the passing of the deadline, EPPs are notified of non-submission and of consequences, established below. In addition to the EPP Head and Coordinator, the EPP CEO is copied on this automated message sent upon passing deadline.

Consequence of non-submittal

The consequence for not submitting the EPP Annual Report is stated in CAEP [Accreditation Policies](#) 5.13 (Adverse Actions) & 6.01 (Annual Report); Failure to submit an Annual Report will result in referral to the Accreditation Council for review. Adverse action or lapse of eligibility may result.

- Upon missing the established deadline, CAEP will notify the EPP of its non-compliance through email and allow a 14-day period for submission.
- If no submission is received within the 14-day period, the EPP will receive a certified letter from CAEP.
 - The certified letter will be sent to EPP CEO, EPP Head, Coordinator, and State Primary Contact.
 - The certified letter will state that the EPP must submit the report by the deadline specified, which will be set no less than 30 days from the EPP's receipt, else the EPP will be referred to the Annual Report Monitoring (ARM) committee under Accreditation Policy 5.13 (Adverse Action).
- At the end of the specified deadline, if no EPP Annual Report has been submitted, CAEP will send another certified letter.
 - The certified letter will be sent to the EPP CEO, EPP Head, Coordinator, and State Primary Contact.

¹ Please note this timeline is approximate and precise days may vary depending on the calendar.

- The letter will state that the EPP is being referred to ARM under Policy 5.13. The letter will also state that the EPP can write a rationale or show cause (no more than 600 words) for not submitting.
- ARM will receive documents pertaining to each case, including any provided rationale or cause, along with communication timelines.
- ARM makes a recommendation to the Accreditation Council.
- The Accreditation Council votes on the recommendation.