

## Guidelines for Submitting Revised Reports

A Revised Program Report does not require the submission of all components of the original report. In most cases, the revised report will focus on the submission of revised or new assessments that better provide evidence for standards found unmet by reviewers. In some cases, reviewers will also ask for clarification or additional information related to other parts of the original report. Revised program reports are submitted in the same way as new program reports. Institutions must notify CAEP through the Manage Programs component in AIMs which programs they plan to submit no less than one month before a submission deadline.

To plan what to submit in responding to a “further development required/recognized with probation” decision, the program should refer to the comments for unmet standards (Part B of the National Recognition Report), as well as comments in Part E, Areas for Consideration. Parts C and F of the report may also provide information on the aspects of the original report that are deficient, lacking, or require clarification.

**Example:** The National Recognition Report states that three standards are not met. Two standards—primarily content-based—used grades in content courses (Assessment #2) as a primary assessment, but reviewers indicate that more information is needed about the content of courses, and the range of grades that candidates received in those courses. For the third unmet standard, the program had relied on an assessment (Assessment #6) that reviewers found too generic to provide direct evidence. In Part E of the report, reviewers also noted that clinical faculty were not listed on the faculty chart under Section I.

The Revised Program Report, therefore might consist of:

- (1) Section VI - Describe what changes or additions have been made to address the standards that were not met in the original submission. Provide new responses to questions and/or new documents to verify the changes described in this section (i.e. the following four items);
- (2) A revised Assessment #2, including all four parts of the assessment—the two page narrative plus the assessment description, the four part, formatted course grades submission and the grades themselves (Section IV, Assessment #2);
- (3) A new assessment and scoring guide for Assessment #6, as well as a statement noting when the new assessment will be implemented and piloted (Section IV, Assessment #6); and
- (4) A revised Section II chart, listing the changed list of assessments;
- (5) A revised faculty chart (Section I, Question 5)

