# CAEP Welcome to the AIMS 2.0 Self-Study Report (SSR)!

PLEASE FOLLOW THESE INSTRUCTIONS TO ACCESS, COMPLETE, AND SUBMIT YOUR CAEP SELF-STUDY REPORT.

- 1) Go to <u>https://caep.accreditor.com</u>
  - a. If you haven't ever logged into AIMS 2.0, please follow the handout "AIMS 2.0 Access Instructions available at <a href="https://caepnet.org/about/aims-2">https://caepnet.org/about/aims-2</a>.
- 2) From the AIMS 2.0 Home screen, click on "CAEP Accreditation". Then click on "All Self-Study Reports".

Council for Accreditati Educator P	e Council for the Accreditation of Educator Preparation of  aparation
Annual Accreditation Rep	(s) > Welcome to Attract are Council for the Accreditation of Educator Preparation's accreditation information management system
All Self Study Reports	ist an account of the set of t
Messaging	its intended purpose.
EPPs/States Details	
Programs	
Locations	
AFI/Stipulations	
Users	
liggs	

3) Click on your Organization name.

AEP Accreditation > All Self Study	Report		
Search			Show Advanced Search 🗸 Reset
Organization Name	Program Name	Application Status	
CAEP College of Education	Self Study Report (SSR)	SSR In Progress	
			Items per page: 1. • 1 - 1 of 1 < >
Here is a video	on how to use the	6	Technical Assistance? Email: techsupport@caepnet
https://caepne	t.org/about/aims-2		Other SSR Questions? Email: learning@caepnet.org

CAEP College of Edu	ucation			K Back to All Applications
Self Study Report (SSR)	Evidence	Reviews		
Application Title	Created Date	Application 9	Action	
 Self Study Report (SSR)	02/29/2024	SSR In Progress	View	Print

5) Click on "Start" to review Section 0. Click on "Start" to complete Section 1.

ction I. EPP Overview and Standard R6: Fiscal and Admin	istrative Capacity
Section	Action
0. Site Review Information	Start
1. EPP Overview	Start
2. EPP Details	Start
3. EPP Accreditation Status	Start
4. EPP Locations	Start
5. EPP Programs	and
6. EPP-based Clinical Educators	Start
6. EPP-based Clinical Educators 7. Capacity Table	Start

6) Begin completing each section.

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-	CAEP College of Education Self Study Report (SSR) Evidence Site Reviews	section? Click "Ma Section Complete".
	Self Study Report (SSR) > Section I. EPP Overview Girld Standard Ro. Histor and Adm A Hitting the back button without saving your changes A social in loss of data. a. Context and Unique Characteristics	inistrative Capacity > EPP Overview
	b. Description of Organizational Structure	Want to finish a section later? Click "Save Changes".
	c. Vision, Mission, and Goals	

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#### 7) There are three Sections in the Self Study Report. Complete all parts of Sections I and II.

a. Section III - Previous AFIs and Stipulations are "view only". No narrative is required by EPPs.



8) Submitting the Self-Study Report (SSR).

Section	Finished with the required	Action
Previous AFI(s)	sections?	Start
	Click "Submit Self-Study Report"	

9) Confirm that the SSR has been submitted. Go back to the SSR homepage and check under "Application Status".

Name	Program Name	Application Status
lege of Education	Self Study Report (SSR)	SSR Submitted
lege of Education	Self Study Report (SSR)	SSR Submitted



https://caepnet.org/about/aims-2.

Other SSR Questions? Email: learning@caepnet.org

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### SSR General Formatting Information

- ✓ Each standard narrative component box has a 10,000-character limit. Spaces, letters of the alphabet, numbers, and punctuation all count toward a character limit.
- ✓ Formatting is available in the narrative text boxes.
  - You cannot copy formatting into the report.
  - Please do formatting in AIMS 2.0.

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- ✓ Please don't put any tables in the narrative. Please attach the tables as evidence in the component.
- ✓ The maximum evidence file size is 20MB.
- ✓ Documents attached in the SSR Template can be:
  - DOC and DOCX

XLS and XLSX

PDF



- $\checkmark$  The maximum number of evidence files is 135 for initial and advanced together.
  - 90 if **only** initial <u>or</u> **only** advanced.



You have submitted your CAEP Self-Study Report!

Here is a video on how to use the SSR Template in AIMS 2.0

https://caepnet.org/about/aims-2.



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