



Annual Report Submittal Policy and Timeline

[CAEP Accreditation Policy](#)

Policy V.3.01 Annual Accreditation Report

The Annual Accreditation Report (Annual Report) process, along with CAEP's review of any complaint against an EPP and information provided by other accreditors, is used to monitor and evaluate an EPPs continued compliance with CAEP's Standards and accreditation requirements. The Annual Accreditation Report requires, at a minimum:

- a) Information demonstrating that the EPP is correcting or has corrected any conditions leading to the identification of Areas for Improvement and Stipulations from prior accreditation decisions;
- b) Key data and indicators, including but not limited to, fiscal information and measures of completers' effectiveness and impact on P-12 student learning; and
- c) Current headcount enrollment data which will be used to monitor overall growth of the EPP; and
- d) Report substantive changes that may affect an EPP's accreditation status or eligibility.

In January of each year, CAEP will notify an EPP with an accreditation status that the Annual Accreditation Report has been opened. Such notification may be dispatched through CAEP's electronic accreditation platform. No later than 90 days after receiving access to the Annual Report template, an EPP must submit a complete Annual Accreditation Report using CAEP's reporting form.

An EPP's Annual Accreditation Report will be reviewed and evaluated by CAEP staff.

Following receipt of information from CAEP regarding an Annual Report deficiency, an EPP must take timely action to correct the deficiency in accordance with instructions provided by CAEP staff and, if applicable, provide any additional information requested so that CAEP can adequately monitor the growth of programs at any freestanding EPP experiencing significant enrollment growth. Any deficiency identified as serious must be corrected within a timeline established by CAEP. Evidence of an EPP's correction of any deficiency not identified as serious may be included in the EPP's next annual report.

Neither the lack of any Annual Report deficiencies nor an EPP's correction of Annual Report deficiencies are to be considered an assurance that an EPP is prepared or on track to successfully demonstrating compliance with CAEP Standards.

During every accreditation review, any Evaluation Team assigned to review the EPP and the Accreditation Council will be provided access to every Annual Report submitted by the EPP, including information on correction of deficiencies, from the date of the EPP's last full accreditation. Evaluation Team members and Councilors may consider all such information as evidence in making any accreditation decision or in instituting a Warning action.

CAEP also makes an EPP's Annual Reports, along with feedback provided by CAEP through the annual report review process, available to the state in which the EPP is located, so long as CAEP has a partnership agreement with the state.

Policy V.3.02 Continued Compliance with Standards

Failure to maintain compliance with all applicable Standards will be considered cause for immediate initiation of an Accreditation Council decision to revoke accreditation by issuing a directive that the EPP bring itself into compliance within a period of time specified by the Accreditation Council.

The period of time specified for an EPP to take corrective action and come into compliance will not exceed:

- a) 12 months, if the longest program offered by the EPP is less than 1 year in length;
- b) 18 months, if the longest program offered by the EPP is at least 1 year, but less than 2 years, in length; or
- c) 2 years, if the longest program offered by the EPP is at least 2 years in length.

If the EPP does not bring itself into compliance within the specified period, the Accreditation Council will take immediate Adverse Action unless it, for good cause, extends the period for achieving compliance.

CAEP may consider any concerns raised about an EPP by any nationally recognized accrediting agency as evidence of any EPP's failure to maintain compliance. The CAEP President may request, and the Accreditation Council may consider, a report from any such accreditor that describes the nature of the issues giving rise to concerns.

If the Accreditation Council determines that a Virtual Site Review or On-Site Review is required in order to verify that an EPP has come into compliance, it may require an Special Review and the EPP must undergo the Review within the timeline specified by the Council and remit payment for CAEP's invoice of all costs directly associated with the Review.