Basic Terminology Related to Accreditation

- Governing Organization (GO)
- Candidacy Presentation
- End-of-program Student Learning Outcomes (EPSLOs)
- Program Outcomes (POs)
- Systematic Plan of Evaluation (SPE)
- Candidate Status
ACEN Policy #34 Candidacy for a Governing Organization/Nursing Program Seeking Initial Accreditation

- Describes the Candidacy process
- Initial Date of Accreditation
- Requirements related to reporting substantive changes

Candidacy: Initial ACEN Accreditation Process

Step 1: Candidacy Eligibility Application Form

- Application Available on the ACEN website
- Requires Supporting Documentation related to:
  - Accreditation Status of the Governing Organization
Step 1: Candidacy Eligibility Application Form (cont.)

- Approval of State Regulatory Agency/Agencies
- Organizational Structure
  - Governing Organization
  - Nursing Program/Nursing Education Unit

Candidacy and Accreditation Includes:

- All locations
  - Additional campuses or off-campus instructional sites where the nursing program type is offered
- All Program Options/Tracks such as:
  - LPN-RN option
  - Part-time or evening/weekend option
  - Online option

Multiple program types within a single nursing education unit can pursue the process at the same time.

Step 2: Authorization Form and Fee

- Review of the application by the ACEN professional staff
- Letter sent to the program
- Program Submits signed Authorization for Candidacy Process Form
  - Signed by Nurse Administrator and President/CEO of the governing organization
- Pay Candidacy Application Fee
  - Not due until the program is deemed eligible
  - Must be paid within 30 days of receipt or prior to review of the Candidacy Presentation.
Step 3: Candidacy Presentation

- Overview of the Candidacy Presentation
- See ACEN Guidelines for Written Reports available on the ACEN website, found at https://www.acenursing.org/resources-for-nursing-programs/resources-preparation-self-study-report/

Step 3: Candidacy Presentation - Introduction

- Name and address of governing organization
- Name and credentials of the Chief Executive Officer (local and overall if applicable)
- Name of the institutional accrediting body, date of last review, and results [Attach supporting evidence]
- Name and address of the nursing education unit
- Name and credentials of the nurse administrator

Candidacy Presentation – Introduction (cont.)

- Name of the state nursing regulatory agency, date of last action, and results [Attach supporting evidence]
- Number of full- and part-time faculty at each location – exclusive versus shared
- Number of full- and part-time students currently enrolled by location and option
- Length of program in credits/hours as well as academic terms for all program options
Candidacy Presentation – Standard 2 Faculty & Staff

Required Criteria:
- Criterion 2.1
- Criterion 2.2
- Criterion 2.5

Faculty Profile Table Template Coversheet

<table>
<thead>
<tr>
<th>Agency</th>
<th>Name of Agency</th>
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<tbody>
<tr>
<td></td>
<td>Full-Time Faculty Requirements</td>
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<td></td>
<td>Part-Time Faculty Requirements</td>
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<td>Supporting agency/other agencies</td>
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<td>Current licensure: state/license number/expiration date</td>
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<td></td>
<td>Current certifications: type/date acquired/expiration date</td>
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<td>The program’s state regulatory agency for nursing</td>
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<td></td>
<td>The program’s governing organization</td>
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<td></td>
<td>The governing organization’s accrediting agency</td>
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</tbody>
</table>

Faculty Profile Table Template

<table>
<thead>
<tr>
<th>LAST NAME, FIRST NAME</th>
<th>DATE OF INITIAL APPT</th>
<th>ACADEMIC DEGREES</th>
<th>LICENSURE/CERTIFICATION</th>
<th>TEACHING AND NON-TEACHING AREA(S) OF RESPONSIBILITY</th>
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</thead>
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</tbody>
</table>
Qualification and Professional Development Addendum

- Areas of Expertise and Experiences
- Clinical Practice and/or teaching experiences
- Professional Development/Scholarly Work

**Note:** Please use the General Instructions for Completing the Faculty Profile Table – see ACEN website

Candidacy Presentation – Standard 2 Faculty

**Criterion 2.1 and 2.2**
- Summarize information, do not duplicate from tables
- Faculty qualifications for assigned responsibilities

**Criterion 2.5**
- Faculty teaching assignments/ workload/additional responsibilities
- Faculty-to-student ratios
- Potential number of faculty on overload
- Role in the skills/simulation laboratory

Candidacy Presentation – Standard 4 Curriculum

**Required Criteria:**
- Criterion 4.1
- Criterion 4.2
- Criterion 4.7
- Criterion 4.8
- Criterion 4.9
- Criterion 4.11
Abbreviated (Mini) Syllabi

- Course description
- Credits and contact hours in didactic, skills, and clinical learning environments
- Prerequisites and/or corequisites
- Course objectives/outcomes
- Evaluation methodologies with information regarding how each contributes to the overall grade
- Brief list of content areas

Candidacy Presentation – Standard 4 Curriculum (cont.)

Criterion 4.1

- Professional standards/guidelines/competencies
- End-of-Program Student Learning Outcomes
  - Overall versus level or course objectives
  - Should be the same for all program options

Candidacy Presentation – Standard 4 Curriculum (cont.)

Criterion 4.2

- Explain how the end-of-program SLOs are utilized to organize the curriculum.
- Explain how the teaching strategies and learning activities facilitate the achievement of the end-of-program SLOs
Candidacy: Making Sense of the Process

Candidacy Presentation – Standard 4 Curriculum (cont.)

Criterion 4.7
• Provide information regarding the various evaluation methods utilized throughout the curriculum to verify the achievement of course SLOs
• Describe how the evaluation methods utilized progress from simple to complex throughout the curriculum
• Discuss how the evaluation methods utilized by the program are aligned with the end-of-program SLOs

Candidacy Presentation – Standard 4 Curriculum (cont.)

Criterion 4.8
• Credit-to-Contact Hour Ratios
• Credits/hours plus academic terms for entire program of study including pre-requisites, general education, and nursing courses
• Need to address all options – include a program of study in academic terms for all options
• Meet requirements of various agencies

Candidacy Presentation – Standard 4 Curriculum (cont.)

Criterion 4.9
• Practice Learning Environments
  • Applies to all programs/options
  • Use of Simulation
  • Number of clinical hours in the various practice learning environments
Candidacy Presentation – Standard 4
Curriculum (cont.)

Criterion 4.11
• Delivery Modalities
  • Based on ACEN definition
  • Teaching strategies, learning activities, and evaluation methods are appropriate for the delivery modality or modalities utilized by the program

Candidacy Presentation – Standard 5
Resources

Required Criteria:
• Criterion 5.1
• Criterion 5.2
• Criterion 5.3

Candidacy Presentation – Standard 5
Resources (cont.)

Required Criteria:
• Criterion 5.1 – Fiscal Resources
  • Source(s) of governing organization resources
  • Nursing resources vs. governing organization
  • Comparative program/department budgets
Candidacy Presentation – Standard 5

Resources (cont.)

- Criterion 5.2 - Physical Resources
  - Office/workspace
  - Classrooms
  - Computer laboratory
  - Skills/simulation laboratories
  - All locations and how comparable

Candidacy Presentation – Standard 5

Resources (cont.)

- Criterion 5.3 - Learning resources
  - Library
  - Computer technology
  - Faculty input into the selection and maintenance of these resources
  - Accessibility of the resources

Candidacy Presentation – Standard 6

Outcomes

Required Criteria:

- Required Components:
  - Systematic Plan of Evaluation
  - Each End-of-program SLO
  - Program outcomes
- Criterion 6.1
- Criterion 6.2
End-of-Program Student Learning Outcomes and Program Outcomes

<table>
<thead>
<tr>
<th>Component</th>
<th>Assessment Method(s)</th>
<th>Expected Level(s) of Achievement</th>
<th>Frequency of Assessment</th>
<th>Results of Data Collection Including Actual Level(s) of Achievement</th>
<th>Analysis and Actions for Program Development, Maintenance, or Revision</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPSLO #1</td>
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<td>EPSLO #2</td>
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<td>EPSLO #5</td>
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Programs Seeking Initial Accreditation

- Programs seeking initial accreditation are required to have data from the time that the program achieves candidacy with the ACEN.

- If the program has not had graduates, then the processes must be developed and be ready to implement with the initial graduating cohort.
Potential Outcomes Related to the Review of the Candidacy Presentation

Outcomes of Candidacy Presentation Review
- Candidate Status
- Deferral
- Disapproval

Candidate Status
- Up to two (2) years to complete the process
- Write complete SSR and schedule visit

Potential Outcomes Related to the Review of the Candidacy Presentation
- Deferral
  - Lack of evidence to verify ability to be compliant
  - Opportunity to resubmit within one (1) year
- Disapproval
  - Second submission which still lacks evidence
  - Need to Restart overall process

Tapping the Resources
- Candidacy Mentoring Program
- ACEN Website Resources
  - ACEN Accreditation Manual
  - Candidacy Process
  - Eligibility Applications – single and multiple programs
  - ACEN Guidelines for Written Reports, including Candidacy Presentation
  - Self-Study Forums and Program Administrator Workshop
  - Observer Opportunities
Questions?
+1 (404) 975-5000
www.acenursing.org

THANK YOU

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November 13, 2019
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