# Written Report Instructions
# Report Type: Candidacy Presentation

**Note**: *Terms that are written in* purple *are defined in the* **ACEN Glossary**. *Documents that hare written in* blue *are documents and information that are available on the* **ACEN Website**. *Faculty are encouraged to review and use the ACEN Glossary and templates available on the ACEN Website when writing a report for the ACEN.*

## Purpose:
The Candidacy Presentation is written and submitted after the program receives written notification that it is **eligible** for ACEN accreditation. The Candidacy Presentation is a report that provides a written summary and description of the program's compliance with *selected* **ACEN Standards and Criteria**. The Candidacy Presentation is required to begin the initial accreditation process. The Candidacy Presentation is an assessment of a program's compliance with *selected* Standards and Criteria in preparation for Candidacy. A Candidacy Presentation is required for both domestic and international nursing programs.

## The Candidacy Presentation must include:
1. A college/university/governing organization catalog.
   **Note:** The catalog needs to be submitted as a single PDF file inclusive of all pages. The catalog should be a separate document from the presentation.
2. A narrative and evidence making the program's case for compliance that addresses specific sections of Accreditation Standards 2, 4, 5, and 6 as detailed below; programs should not address the entire Standard, only those portions indicated. Each of the required Criterion should be addressed separately, and the faculty should use level headings to assist with transition between Criteria.
3. The Candidacy Presentation must be signed by the Chief Executive Officer **or** Campus Chief Executive Officer (as applicable) with the statement: *The Chief Executive Officer hereby confirms the statements made herein are true and correct.*

# Required Candidacy Presentation Content
# Sample Template

## SECTION 1: Program Information
*(REQUIRED INFORMATION)*

### Governing Organization
    Name:
    Street Address:
    Mailing Address: (*if applicable*)
### Chief Executive Officer
    Name:
    Credentials:
    Job Title:
    Telephone:
    Email:

**Campus Chief Executive Officer (*if applicable*)**
    Name:
    Credentials:
    Job Title:
    Telephone:
    Email:
**Governing Organization Accreditation**
    Accrediting Agency:
    Current Accreditation Status:
    Date of Last Review:
    Date of Next Review:
**Nursing Education Unit**
    Name of Nursing Education Unit/Program(s):
    **Program Type(s)** (*Include only those programs addressed in the report; e.g., associate, baccalaureate*):
    Street Address:
    Mailing Address:
**Nurse Administrator**
    Name:
    Credentials:
    Job Title:
    Telephone:
    Email:
**State Regulatory Status**
    Regulatory Agency:
    Current Status with Regulatory Agency:
    Date of Last Review:
    Date of Next Review:
**ACEN Accreditation**
    Year(s) Nursing Program(s) Established:
    Date of Initial Accreditation:
    Date of Last Review: (*if applicable*)
    Current ACEN Accreditation Status:
    Date of Next Review: (*if applicable*)
    ACEN Accreditation Standards and Criteria used for this report:

## Program of Study and Program Options

| Name of Program option (as cited in the program of study): | |
|---|---|
| Program of study: | ☐ Full-time<br>☐ Part-time<br>☐ Both |
| Frequency of Admission: | ☐ Fall<br>☐ Winter<br>☐ Spring<br>☐ Summer<br>☐ Rolling<br>☐ Other: _____ |
| Type of Academic Term: | ☐ Quarter<br>☐ Trimester<br>☐ Semester<br>☐ Other: _____ |
| Number of Weeks in an Academic Term: | |

*Add more tables as needed*

## Program Locations, Program Options, Methods of Delivery, and Enrollment

| Program Location:<br>Name/Address | Program Options Offered | Total Number of FT and PT Students Enrolled in Each Program Option | Methods of Delivery for Each Program Option (e.g., face-to-face, online, hybrid) |
|---|---|---|---|
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*Add more lines as needed*

## [Program Length](#) **Table**

| Program Option | Total Number of Academic Terms to Complete Program | Total Credit/Clock Hours Required to Complete Program | Total Nursing Credit/Clock Hours Required to Complete Program | Total Credit/Clock Hours Awarded for Prior Learning (*if applicable*) |
|---|---|---|---|---|
| | | | | |
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| | | | | |
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*Add more lines as needed*

## SECTION II: Report Narrative

- Introduction
    - Brief history of the program, including program strengths and/or any areas needing development identified during the self-assessment process.
    - If the nursing program has multiple locations, provide a brief narrative regarding how the program functions as a single nursing program with the oversight of the identified nurse administrator and how faculty members work together as a single faculty. [See the ACEN Glossary definition of a **single nursing program/single nursing education unit**]

- Narrative addressing the program's compliance with **required** Standards and Criteria
    - The required Standards and Criteria are presented in Table 1 below.

Table 1

| Program Type | Standard 2 | Standard 4 | Standard 5 | Standard 6 |
|---|---|---|---|---|
| **All Program Types** | 2.1 2.2 2.5 | 4.1 4.2 4.7 4.8 4.9 4.11 | 5.1 5.2 5.3 | 6.1 6.2 |

<u>Note</u>: *Data may not be available for Standard 6 (if not previously collected or if the program has not yet had graduates); if no data are currently available, a plan for collecting, analyzing, evaluating, and using the end-of-program student learning outcomes and program outcomes data should be presented*

- Use the *ACEN Guidelines for Written Reports*, available on the ACEN website, as a guide for writing the presentation
- Include tables and graphs as appropriate to effectively describe and demonstrate compliance
- Ensure internal consistency and accuracy of the information in the Candidacy Presentation

**SECTION III: Appendices**

- Required Appendices
    - o <span style="color:teal">**Faculty Profile Table,**</span> including Cover Sheet, Tables, and Qualification and Professional Development addenda (**Note:** *Use the most current version of this table posted on the ACEN website*)
    - o Two-page abbreviated nursing course syllabi
    - o Systematic Plan of Evaluation including each end-of-program student learning outcome and program outcomes related to licensure/certification examination pass rates, program completion rates, and job placement rates
- Optional Appendices
    - o Selected documents, or excerpts from documents, and/or lengthy tables or exemplars referenced in the narrative, that provide supporting evidence of the program's compliance with the Standards and Criteria
    **Note:** Optional appendices are included in the total page limitation for the written report.

**Format for Sections I, II, & III:**

- Candidacy Presentation and Appendices
    - o Electronic and searchable document (*avoid scanned documents*)
    - o One <u>single</u> document (*narrative and appendices*)
    - o Sequentially paginated (*including appendices*)
    - o Written in English
    - o Minimum of an 11-point font size for narrative sections, a 10-point font size may be used in tables
    - o Tables:
        - ▪ Titled, numbered, and referenced in the written narrative
        - ▪ Columns or rows should be clearly labeled as appropriate
        - ▪ Tables included in the narrative should be a single page or less; when possible, avoid tables that are multiple pages. If needed, longer tables should be included as an appendix and the information referenced and summarized in the narrative.
    - o Hyperlinks may be included in the report. Ensure all hyperlinks are functioning prior to submission and are accessible to external reviewers (no intranet links)
    - o The Candidacy Presentation, including the program information, report narrative, and optional appendices, is not to exceed 100 pages for a single program or 150 pages for multiple program types
        - ▪ *Required* appendices are not included in the page limitation

# Submission of the Candidacy Presentation

The Candidacy Presentation is submitted online. Please refer to the Candidacy Presentation submission page for directions: https://www.acenursing.org/forms/academic-candidacy-presentation/

# Review Process

Candidacy Presentations are reviewed by two ACEN Directors to establish whether in the Candidacy Presentation, the nursing program (a) demonstrated the extent to which the program is currently compliant with selected **ACEN Standards and Criteria** or demonstrated the extent to which the program has the potential to be compliant with selected ACEN Standards and Criteria within two years, and (b) the extent to which the program has the potential to achieve ACEN accreditation based upon the selected ACEN Standards and Criteria provided in the Candidacy Presentation. Each reviewer independently reviews the Candidacy Presentation and makes an independent recommendation for one of the following: (1) Approval for Candidacy; (2) Deferral of Candidacy; or (3) Disapproval of Candidacy. A joint review is prepared by the reviewers to provide feedback and the conclusions to the program See **Policy #34 in the ACEN Accreditation Manual** for additional information regarding the Candidacy Process.

International Nursing Programs:  See the **ACEN Supplement for International Programs** for information about the Consulting Visit, which is a component of the Candidacy review process for international programs.

The ACEN Directors are available to answer questions you may have regarding the Candidacy Presentation or the Candidacy process. To speak with a Director, please call the ACEN office at (404) 975-5000.