

Document Submissions to the ACEN

- Submission of written reports and supporting evidence to the ACEN are to be uploaded into the ACEN Document Repository.
- The program's username and password for the ACEN Document Repository will be provided to the nurse administrator at least eight weeks prior to the document submission due date.
- Full site visit preparation guidelines and instructions for preparing program reports are available on the ACEN website [here](#).

Organization of the ACEN Document Repository

- Each program will have access to two folders in the repository.
 - **01_WRITTEN REPORT**: For the ACEN Written Report and required documents.
 - **02_SUPPORTING EVIDENCE**: For the evidentiary documents demonstrating compliance with the Standard and Criteria.
- Clicking on either folder, **01_WRITTEN REPORT** or **02_SUPPORTING EVIDENCE**, within the ACEN Document Repository will open that folder and allow for additional folder creation

Guidelines for Organizing Sub-Folders in the **01 WRITTEN REPORT** Folder

- Click on the folder **01_WRITTEN REPORT** within the ACEN Document Repository. Once inside the **01_WRITTEN REPORT** folder, click "Add New Folder" and follow the below naming convention (in purple) verbatim:
 - i. **01_Report**
 - ii. **02_Faculty Profile Table**
 - iii. **03_Abbreviated Syllabi**
 - iv. **04_Systematic Plan of Evaluation**

Guidelines for Organizing Sub-Folders in the **02 SUPPORTING EVIDENCE** Folder

- Click on the folder **02_SUPPORTING EVIDENCE** within the ACEN Document Repository. Once inside the **02_SUPPORTING EVIDENCE** folder, click "Add New Folder" and follow the below naming convention (in purple) verbatim:
 - i. **01_Standard 1 Mission and Administrative Capacity**
 - ii. **02_Standard 2 Faculty and Staff**
 - iii. (Once inside the "02_Standard 2 Faculty and Staff" folder, clicker "Add New Folder") → **02a_Faculty/Lab Personnel/Nursing Education Unit Support Staff Files**
 - iv. **03_Standard 3 Students**
 - v. (Once inside the "03_Standard 3 Students" folder, click "Add New Folder") → **03a_Student Files**
 - vi. **04_Standard 4 Curriculum**
 - vii. **05_Standard 5 Resources**
 - viii. **06_Standard 6 Outcomes**
 - ix. **07_Catalogs Handbooks and Manuals**
 - x. **08_Meeting Minutes**

Once the ten folders have been created within the "02_SUPPORTING EVIDENCE" folder, additional folders may be created within each sub-folder as appropriate. For example, you may create a separate folder for each Criterion 1.1, 1.2, 1.2, etc. within the "01_Standard 1 Mission and Administrative Capacity" folder.