* Log onto the CAPTE portal
* Go to the “Upcoming On-Site Visits” tile and click on the date of the onsite visit



* The start and end dates for the onsite visit have been provided for the visit you chose



* If you approve of the visit dates, then please hit approve
* You will then see a message in blue on the screen saying your visit dates have been approved
* The process is now complete. You can either log-out of the CAPTE portal or return to the home page

**If you do not approve of the visit dates:**

* Please enter alternative dates which work for your program.
	+ The dates should start on a Sunday and end on a Wednesday.
	+ If your program has an expansion, then the visit will end on a Thursday.
* **Then click on the blue “Deny” button**

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* You must click the Deny button or CAPTE will not be notified that you have denied the suggested visit dates
* You will then receive a message at the top of your screen saying the Denial was recorded
* The Status of the onsite visit will change from “Date Assigned” to “Date Pending”
* This signals to CAPTE staff that the visit dates have been denied and new dates were provided
* CAPTE staff will either approve the new dates or provide the program with their final alternative dates. In either scenario, the program will be notified of the final dates