



## CAPTE Data Request Policies

Taken from [CAPTE Rules of Practice and Procedure](#) published November, 2016:

### 4.17 Other Information Available to the Public

#### (c) Accessibility of Annual Accreditation Report Data for Research Purposes

- (1) Accreditation staff will provide aggregate or raw data collected in the Annual Accreditation Report to individuals for legitimate research purposes (including institutional research) subject to receipt of a written request for the data as noted below
  - (i) Requests for aggregate data must include
    - (a) Detailed description of the data being requested, including AAR year and question number(s), if applicable
    - (b) Description of the purpose for which the data will be used
    - (c) Assurance that the data will be used only for the purpose described
    - (d) A description of how and where the data will be disseminated
    - (e) An indication of when the data is needed.
  - (ii) Requests for raw data must include the following:
    - (a) Detailed description of the data being requested
    - (b) Description of the purpose for which the data will be used
    - (c) Assurance that the data will be used only for the purpose described
    - (d) For research projects, a description of the study being proposed, including
      - 1) information regarding the process to assure the confidentiality of the data
      - 2) Identification of sources of other data, if any, that will be used and the planned mechanism to relate the data sets.
    - (e) For research projects, demonstration of IRB approval
    - (f) For research projects, a commitment to provide the Accreditation staff with a copy of the results of the research (e.g., dissertation, submitted/published article, report of findings)
    - (g) For institutional research purposes, a description of how and where the data will be disseminated.
    - (h) An indication of when the data is needed.
  - (iii) If the requested data is to be inserted into a specified format, that format must be an electronic spreadsheet.
- (2) In no case will data be provided that can reasonably be interpreted in a way to identify individual programs. When the requested data has not been provided for all programs, staff will notify the requester of the number of program records not included.
- (3) Typically, staff should be able to accommodate data requests within two weeks; however, other on-going primary activities may delay the response. Data will only be provided in an electronic spreadsheet.