

FORMATTING AND SUBMITTING COMPLIANCE REPORTS

Programs are to submit Compliance Reports in the CAPTE Portal by the designated due date on the Summary of Action.

Formatting Guidelines

- 1.) The compliance report consists of a Copy of the Summary of Action or Request for Additional Information and Institution Response:
 - a. Institution responses must address the program's progress towards compliance in the areas cited by the Commission.
 - b. Your institution response(s) are to be placed directly into the Summary of Action or Request for Additional Information using the gray text box(es) that have been imbedded.
 - c. If there are additional materials that support the program's comments, they are to be included as an appendix and referenced in the institution response (i.e., See Appendix 1, pg 4).
 - d. Appendices and Bookmarks: Bookmarks must be used to direct the reader to each element, to each appendix and, if applicable, to each named section within an appendix. The first bookmark should be to the Summary of Action or Request for Additional Information, so the reader can easily move between institution responses and appendices. Bookmarks must be named according to the specific information requested in the Summary of Action or Request for Additional Information.
 - e. If the combined document exceeds 128 MB, you must break down your combined document into two separate documents so that neither exceed the 128 MB.**
- 2.) DO NOT scan each document separately and then combine the scanned documents as the PDF created may exceed email size limitations.
- 3.) A signature page is NOT required as part of the Compliance Report submission.
- 4.) All components of the Compliance Report must be placed together into one PDF.**

How to Submit a Compliance Report in the CAPTE portal

- 1) Use the Notify CAPTE link on the Notification tile and choose option "Submitting Compliance/Progress Report".
- 2) There must be a response in the notification textbox; the only information that should be entered is, "see report".
- 3) Click, "Save and Upload Documents" to upload the compliance report.

As a reminder, failure to submit a Compliance/Progress Report in a timely manner may lead to the program being placed on Administrative Probation. Extensions to deadlines are only granted on a limited and case-by-case basis.