

Portal Tips and Tricks:

Self-study Report and Application for Candidacy

- Narrative Response
 - There is a 25,000-character limit, check the character limit count at the bottom of the narrative textbox
 - There can't be any HTML coding in the narrative (Example: <p>)
 - URLs cannot be longer than 1 sentence, if they are longer than that, then add to the URL Listing Table
 - No hyperlinks can be entered into the narrative, or the report will not work properly when submitted
- Submit and Validate button
 - This does submit the report, consider it as the Save All button
 - You can come back at anytime to the section and continue to work on it

Academic Calendar and Program Length

Type of term Quarter	Total # terms to complete 7.00
Total # terms in academic year 5.00	Term length (in weeks) 8.00
Length of professional coursework in weeks (including exam week) 3.00	
Clinical Education	
Total hours of clinical education 9.00	Number of weeks of fieldwork 9.00

Back Save **Submit and Validate**

- Print Preview
 - Takes a while to populate, sometimes up to 5 minutes
 - Will show the SSR or AFC in its entirety except for the appendices; however, you can see the file name attached to the appendices under the narrative
 - Example:

[REDACTED] - 1C1 (2024)	
[REDACTED]	
[REDACTED]	
Narrative Response	Current two-year graduation rates are 68.8% (years 2023-2024), which satisfies our goal as noted in PTA Program goal 4A - listed in criteria 1B. This information is readily accessible on our [REDACTED] website, and the address can be found on the <i>URL Listing Table</i> in the appendix.
Upload: Supporting Documentation	URL Listing Table.pdf

- Faculty – fill out completely
- Program Courses

- Every field must be filled out when editing a course record or else the course will not save
- An Exam and Syllabi are required to be uploaded for each course record or it will not save
- Deleting Appendices
 - You can remove any files which you upload to the report; however, if you try and upload the file again, then you will receive an error message
 - **If you need to delete a file from the report, please contact CAPTE staff**
- Graduation Rate
 - All fields in a graduation rate record must be filled out to save
 - You can add a graduation rate record if needed, but you cannot remove a graduation rate record
 - Please contact staff if a graduation rate record needs to be removed
- Entering #'s into fields in the report
 - If the field will not save, try adding a decimal and/or "O"
 - Example, you are trying to enter 5 for FTE but the field will not save
 - Instead type in 5.00
- What does the report look like for the program reviewers and commission?
 - Once the SSR or AFC is submitted, the program reviewers receive a WinZip file with all the appendices you uploaded and the finalized report
 - The finalized report is the complete self-study or application for candidacy report
 - The reviewers do not know what document is attached to what standard and required element, so naming conventions are key
 - Make it easy for the reviewers to locate files using the correct naming conventions

