

ITEMS REQUIRED FOR A COMPLETE SELF-STUDY REPORT

The forms needed for the Self-study Report and Program Review are listed below. Templates of the required forms are also available at https://www.capteonline.org/faculty-and-program-resources/resource_documents

[General instructions](#) are provided along with the actual forms or specific information requested. Please do not hesitate to contact staff members in the Accreditation Department for assistance if needed.

	Instructions	Attach in Portal to
SSR Full Document Checklist	Link to instructions	N/A

	Instructions	Attach in Portal
Program Assessment Matrix	Link to instructions	Element 2A
CV: Required format-2024 version	Link to instructions	Core or Associated Faculty Detail Page
Policy Location Chart	Link to instructions	Multiple Elements, see Full Document Checklist (Attach in Portal to First Related Element only)
Retention Rate (Initial Accreditation ONLY)	Link to instructions	1C1
7A & 7C Charts (optional for PTA)	Link to instructions	7A & 7C, respectively
7B PTA Chart	Link to instructions	7B
Clin Ed Placements Available	Link to instructions	
Selfstudycheckin	Link to instructions	Preface- Word format is required
Core & Associate Faculty Workload Forms	Link to instructions	3C (Attach in Portal to First Related Element only)
Plan of Study-2024 version	Link to instructions	6D
URL Listing Table	Link to instructions	Related Elements (Attach in Portal to First Related Element only)

3. FORMS/INFORMATION PROVIDED TO FACILITATE COLLECTION OF DATA THAT IS ENTERED INTO PORTAL FIELDS

General Info Section of SSR	Link to instructions
Core or Associated Faculty Information Sheet	Link to instructions
Curriculum List/Course Details	Link to instructions
Graduation Rate Table	Link to instructions
Allocations & Expense Statements	Link to instructions
7D – Sample Narrative response	Link to instructions

		Required Format
General Information Form	Link to instructions	Electronic Word versions
Persons Interviewed Form	Link to instructions	
SSR Full Document Checklist	Link to instructions	Files named using naming conventions