

PREPARING FOR CPE COMPREHENSIVE REVIEW

Helpful Hints

- Submit the self-assessment report electronically in **one** file – PDF preferred.
 - ALWAYS include Table of Contents with page numbers for guidance.
 - Arrange all supporting documents and appendices in the order of the Table of Contents in the same file as the report.
 - Reports should be no more than 500 pages (including appendices).
 - Follow rubric closely paying specific attention to standards that require supporting documents.
 - ALWAYS include a narrative and/or policy for each standard.
 - Information should be organized for quick search and easily accessible – place evidence in one section of the report (rather than multiple sections) with hyperlinks and/or bookmarks. At a minimum, providers should use bookmarks to separate content according to the Table of Contents.
 - Use summary and/or aggregate evidence rather than raw data where possible.
 - Provide reviewers with instructions on hardware and software needed to view the self-assessment report.
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- Activity Announcements – identify and label each of the checklist items (A-M)
 - Standard 2 – Do not include all individual responses to needs assessment surveys; please provide summary results
 - Standard 5 – Include evidence of disclosure for all applicable individuals for the selected activities, evidence of identification and resolution of conflicts of interest prior to activity, etc.
 - Standard 9 – Do not include individual learner assessment results; summarize
 - Standard 11 – Do not include all individual responses/feedback for activity evaluations; please provide summary results

Additional Resources:

Comprehensive Review for CPE Accreditation Standards: Self-Assessment Report – Overview for the Preparation of the Self-Assessment Report. Accessed at

<https://www.acpe-accredit.org/pdf/Word%20Documents/SelfAssessmentReportFormAug17Effective010118.doc>