



Tips for Preparation of Monitoring Reports to ACPE

All monitoring reports are to be prepared and submitted to ACPE as one file in a commonly used digital format, such as Adobe Acrobat PDF file. Please refer to the following tips when preparing a monitoring report.

- The report should address the areas designated as 'needs improvement' or 'additional documents required' in the last Accreditation Action and Recommendations (A&R) document provided by ACPE.
- Materials should be arranged in the order of the Table of Contents; appendices and supporting documentation should be included in the same file as the report. The report should be **no more than 500 pages** (including appendices).
- The provider is encouraged to limit the file size to no more than 80MB. In order to minimize the length and size of the report while providing the necessary documentation, providers should place evidence in one section of the report (rather than multiple sections) with accurate cross-referencing, hyperlinks, and/or bookmarking as appropriate and should use summary and/or aggregate evidence rather than raw data where possible.
- The provider should use **PDF bookmarks** to separate content according to the table of contents. The use of hyperlinks is also encouraged to allow reviewers to quickly locate and link to information within the report.
- Minimizing the amount of large graphic files (e.g., JPEG, PNG, GIF) can help contain the size of the report.

ACPE staff will contact providers with instructions on how to submit the requested report.

If the provider feels the report will exceed 500 pages, ACPE staff should be contacted for guidance. If ACPE receives monitoring reports exceeding 500 pages without notification, the report will be returned to the provider. Per *ACPE CPE Provider Accreditation Program Policies and Procedures*, failure of a provider to comply with administrative requirements for maintaining accreditation may result in an Administrative Warning and subsequent Board action should delinquencies not be rectified within the designated time period.