



Tips for the CESARS Platform- Providers

Requirements

- Minimum requirements to access the CESARS platform are:
 - Chrome Version 98 and above
 - Microsoft Edge Version 98 and above
 - Firefox Version 95 and above
 - Safari (Mac) Version 15 and above
 - Safari (Windows) Version 5 and above

The Narrative

- Each standard's narrative has a 2,500-character count – INCLUDES SPACES.
- The easiest way to format the narrative is to copy and paste it from a word document and into the platform. Additional formatting can be done using the editor tool in the platform.
- Graphics and tables can be included in the narrative sections using copy and paste.

Attachments/Evidence

- Only upload each document **once**. If the document is also applicable elsewhere, the provider can refer to the specific document by its name, or the provider can choose that document in the dropdown box in evidence.
- Attachments/Evidence should be focused on, and only contain, evidence for that standard. (i.e. Upload a section of a handbook, not the entire handbook)
- The provider is encouraged to limit the file size of attachments 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.
- The provider is encouraged to use .doc, and .pdf, and minimize the amount of large graphic files (e.g., JPEG, PNG, GIF) in attachments to help contain the size of the report.



- Do not embed PDFs within another PDF. Embedded files (attachments inside a PDF) are often not visible or easily accessible to reviewers
- PowerPoint slides can be six-slides per page, as long as they are still visible, and printed in PDF format. Please do not submit PowerPoint files.
- Attachment titles should not use special characters/symbols. Use of special symbols may prevent uploading of the document.

Submission

- **'Completed'** means that all required elements for the standards and self-study are done. Edits to attachments or narratives can still be made.
- **'Submit'** means that the provider is attesting that it is the completed and final report for the review team. After submitting no other changes can be made.

Questions pertaining to the platform can be sent to ceinfo@acpe-accredit.org