Accreditation Information Management System

AIMS

Institution Workspace

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CAEP
Council for the Accreditation of Educator Preparation

TEAC
Teacher Education
Accreditation Council

NCATE
The Standard of Excellence in Teacher Preparation

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AIMS Overview

- **The Accreditation Information Management System (AIMS), designed and developed in-house, has benefitted all parties involved in NCATE's accreditation process and helped us to overcome two major challenges:**
  - *Completing a large amount of work on deadline with limited staff resources.*
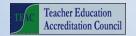 - *Effectively communicating with all parties involved in the accreditation process.*

AIMS Overview - continued

AIMS - **Role-Based** **system that creates workspaces for:**

- *Institutions*

- *Program Reviewers (SPA Reviewer)*

- *Board of Examiners (BOE)*

- *Unit Accreditation Boards (UAB)*

- *State Authorities*

- *NCATE Staff*

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AIMS Overview - continued

AIMS – Work Flow based system:

- **By means of its workflow engine, AIMS leverages the computer's full power to monitor every component of the accreditation process, and is designed to automatically trigger actions according to pre-established workflows.**

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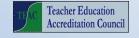
AIMS Overview - continued

AIMS – **Proactive** System:

- **A dynamic status monitoring structure, changes the process from reactive to proactive**

AIMS – **Feedback** System:

- **Strong data collecting and reporting functionality help us to review, analyze, and optimize the process**

Institution Workspace

Accreditation Information:
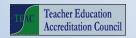
- *Unit accreditation status*
- *State Protocol*

Accreditation Process:

- *Unit Accreditation System (UAS)*
- *Program Review System (PRS)*
- *Annual Report System (ARS)*

Data Management:

- *Institutional Information*
- *Manage Programs*
- *Manage Faculty Information*
- *Update Contact Information*

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Accreditation Information

- **Unit Accreditation Status lists your up-to-date accreditation status, along with the following information:**
  - **Action Report**
  - **Action Letter**
  - **Your Next Visit Semester**
- **This should match the NCATE accredited institutions and programs List on the NCATE website.**

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Unit Accreditation System (UAS)

- **Know your BOE Team**

- **Visit Reports:**

  - *Call for third-party testimony.*

  - *Institutional Report.*

  - *2nd draft BOE Report.*

  - *Factual Correction.*

  - *BOE Final Report.*

  - *Rejoinder.*

  - *BOE chair response to the rejoinder.*

- **BOE Visit Evaluation**

Compile Reports

- **Program Reports and Annual Reports must be submitted by using the online templates.**

- **Institutional Reports can be submitted by using online templates or by uploading the entire report.**

- **Online templates allow users to attach supporting documents.**

- **Submitted reports will be automatically converted to PDF format and published.**

- **Make a draft for internal review prior to submission.**

- **Tables & structured data.**

Compile Report - FAQs

Upload Documents:

- *2 MB or 5MB limit per transaction.*

- *Supported formats: .docx, .doc, .xlsx, .xls, .pdf, .txt.*

- *Avoid high resolution pictures or scanned images.*

Electronic Exhibitions:

- *List all URLs in MS Word and upload the file.*

- *Avoid writing URL directly in the report.*

Character Limits:

- *Character count in MS word and HTML.*

- *Contact NCATE if you need extra space.*

Program Review System (PRS)

- **Knowing your SPA Program Review Options**

- **Request shell through "Manage Programs" in AIMS (New starting S11)**

- **Grouped Program Reports**

- **NCATE Recognition Report**

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Annual Report System (ARS)

- **Are we exempt for this year?**

- **Who has access to our annual report?**

- **Why it is important to file this report ?**

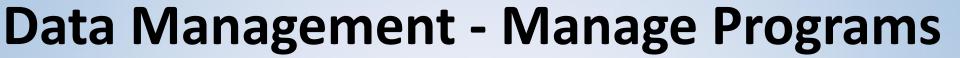# Data Management - Institutional Information

- **It is important to keep your institutional information up-to-date.**

- **When should I update this page?**

- **Who has access to this information?**

Data Management - Manage Programs

- **All programs, regardless of their recognition process (SPA, State, other accreditation agency, or none), will be listed.**

- **The difference between the Program and the Review Shell:**
  - **Each Program can have multiple shells**
  - **Shells are always associated with a Review Cycle**

Update Contact Information

NCATE communicates to Institutions by sending e-mails to:

– *Unit heads (1st and 2nd)*

– *NCATE coordinators (1st, 2nd and 3rd)*

Unit accreditation decision sent to CEO via express mail.

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AIMS Access Account

Manage AIMS ID and password:

- **Master account & Read only account.**

- **Avoid report access collision.**

- **Ask NCATE to change password when:**

  √ **Key staff changes.**

  √ **After a BOE visit.**

  √ **After submitting SPA Report(s).**

Your To-Do List Each Semester

1. **Walk through and Update every item under "Data Management."**

2. **Review your Unit Accreditation timeline.**

3. **Know your Program Recognition status, shell request deadline and program submission deadline.**

4. **Check Annual Report deadline, and status.**

5. **Determine if your AIMS password needs to be changed.**