

The Portal was recently revised to include changes related to multi campus programs. Multi campus programs are now required to enter data in the personnel, SCPE and budget tabs with data categorized by campus.

A special SCPE Directions document is now available on the web in the Accreditation Resources page of the Accredited Programs section (<http://www.arc-pa.org/accreditation/resources/>). As communicated previously in the Notes to Program (spring 2014) all programs are required to update their SCPE tab data by **July 31, 2014**. There will not be a submit button displayed on the portal dashboard for report submission. All that is required is to have the tab updated by the due date.

The Program Required Annual Report to the ARC-PA for 2014 will be due **December 15, 2014**. (Reports for programs that were first accredited in September 2014 and all clinical postgraduate programs are due March 31, 2015.) This report is of a virtual nature and requires programs to verify that their portal content is accurate and up to date. A submit button will be displayed on the program dashboard.

Only those authorized by the program director should enter or edit data in the portal. Sharing of log-in and password information is a violation of the terms of usage for the portal.

The ARC-PA refers to the program portal data routinely for contact information for program faculty and institution administrators, as well as other data that was in the past collected via the Institution and Program Data Sheet. **It is imperative and required that programs keep their portal data accurate, particularly in terms of personnel.** Programs should **NOT** delete personnel from the portal who are leaving the program, but should contact Mercedes Beard for assistance.

The link to the Portal is found in the upper right hand corner of the [ARC-PA](#) web site. Questions about use of the portal should be submitted to the portal team at the email located on the bottom of each page of the portal (portalfeedback@arc-pa.org). Questions about accessing the portal or those related to forgotten passwords should be addressed to Mercedes Beard at Mercedes@arc-pa.org.

WHEN DOES THE ARC-PA ACCESS PORTAL DATA?

The ARC-PA staff routinely will access a program's data as below. Programs are expected to keep their data accurate and up to date. Staff will review the Portal of all programs scheduled on an ARC-PA agenda for any action.

- To find contact information for the program director, faculty, staff.
- To find contact information for the individual to whom the program director reports.
- To review the program's web site and NCCPA PANCE report.
- To verify any information entered by the program as a means of updating older information collected by paper in the ARC-PA files, such as program personnel in place within the program,

degree awarded, regional accreditation status, tuition and budget information, students enrolled, SCPEs, etc.

- After receiving a change notice of personnel to be sure the change has been documented correctly in the portal.
- To check on the status of “reports due” to the ARC-PA as required by information sent to the program in an accreditation letter.
- Six weeks in advance of a commission meeting when a program is scheduled on the meeting agenda for any reason.
- During a Commission meeting when a program is scheduled on the meeting agenda.
- After receiving a question from a program about its portal site.
- Concurrently with an authorized program user when that person has asked a question.
- When alerted by the portal that the program has uploaded a document for submission to the ARC-PA as requested by the ARC-PA.