



Annual Report of Institutes and Programs Accredited by the ACPEinc

Institutes and programs accredited by the ACPEinc are required to complete a yearly Maintenance of Accreditation Survey (MOAS) by the first week of June of each year. Failure to complete the MOAS may be grounds for an adverse action against the institute or program by the Board of the ACPEinc.

The Standing Committee on Accreditation will review the reports and report its findings to the Board of Trustees. If the responses to the MOAS suggest that an institute or program may not be in compliance with the ACPEinc Standards, or raises any questions about the viability of the organization, the Board may take one of several actions. These actions include requesting the institute or program to provide a written response regarding any issues or questions, or conducting a focused on-site visit.

The MOAS will request the information delineated below, and it may request other information and documents that the Board of Trustees may require in order to assess compliance with the Standards.

- a. Any changes to the mission statement.
- b. The number of students enrolled for the current year, and each of the two prior years.
- c. Any changes to the curriculum and the rationale for the changes.
- d. The number of full-time faculty and the number of part-time faculty.
- e. The number of full-time faculty that left during the current year.
- f. Efforts to ensure that full-time faculty are allowed to pursue opportunities to pursue scholarly and research activities, and to encourage part-time faculty to engage in such activities.
- g. How supervised clinical work is monitored by the institute/program.
- h. Budgets covering the current and two prior years. Documentation on how well the budgets were implemented.

- i. Identify sources of revenue and how much revenue was received for the current budget year.
- j. The most recent audited financial statement.
- k. A description of any new facilities built as well as any plans to build new facilities.
- l. Any changes to the Administration of the institution or program.
- m. Any changes in the legal control of the institute.
- n. Efforts taken to evaluate student achievement during the year and the results of those efforts.

Approved by the ACPEinc Board of Trustees November 3, 2010; 21 July 2015; 8 April 2017