

**U.S. Department of Education
Office of Postsecondary Education**



**Foreign Veterinary Agency
On-line Submission Process**

User Guide

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TABLE OF CONTENTS

1	INTRODUCTION	2
2	ACCESS AND LOGIN	2
1.1	Accessing the System	3
1.2	Change Password	3
1.3	Agency Confirmation	4
2	ENTER YOUR APPLICATION	5
2.1	Instructions Screen	5
2.2	Step 1 - Contact Information	6
2.3	Step 2 – Respond to Questions	7
2.4	Step 3 – Upload Supporting Documentation	9
2.5	Step 4 - Table of Contents	10
2.7	Review and Submit Screen	11
2.7	Display Application	11
2.8	After Submission	12
3	ENTER YOUR RESPONSE	13
3.1	Resubmit Instructions	13
3.2	Resubmit Step 2	14

1 Introduction

Effective July 1, 2015, the U.S. Department of Education (Department) is charged with determining whether a foreign accrediting agency or organization (agency) is acceptable to the Secretary of Education for the purpose of evaluating veterinary programs.

In making this determination, the Department developed and uses guidelines for evaluation of foreign accrediting bodies for veterinary medicine using commonly accepted practices of accrediting agencies. The Department is concerned with the quality assurance processes that an agency uses to accredit its veterinary schools. These processes should include the application of widely-accepted standards, and the review of licensure, as defined in the glossary.

When a foreign veterinary agency contacts the U.S. Department of Education and asks to have its accreditation standards reviewed, the Department requests that the agency answer questions regarding its accreditation standards and processes and also provide supporting documents (e.g., copies of statute and regulations, standards, etc.). The questions are designed to solicit information pertinent to the Guidelines for the evaluation of a foreign veterinary agency's standards.

Additional information concerning foreign veterinary applications is available in the guidelines.

2 Access and Login

Prior to accessing the system, in preparation for using the online submission process, you should:

- Review the questions in the Guidelines and consider your response to each.
- Have **English translations** of the documents that you wish to upload to support your responses to the questions available. We encourage you to separate large files into smaller ones, so they will upload more quickly. The files uploaded are limited to a size of 150 MB.
- **All supporting documents must be Adobe PDF files format ("PDF" extension).**
- Be prepared to verify your country's contact information and to update it, if necessary.

Contact Department staff to obtain your User ID and initial password at (202) 219-7011 or send an email to ASLrecordsmanager@ed.gov. For security reasons, the system requires that you change the password the first time you access the site. Please note the new password you select, as it will be required for future access to the site.

If you need help while using the system, you can contact the help desk by clicking the 'Contact Us' link.

1.1 Accessing the System

You will login into the site from the ASL e-Recognition home page.

The screenshot shows the ASL e-Recognition home page. The header includes the ASL logo (Accreditation and State Liaison) and the U.S. Department of Education logo (Promoting educational excellence for all Americans). Navigation links include OPE Home, ASL Home, NACIQI, NCFMEA, and User Guide. The main content area is divided into several sections:

- Access to Public Documents**: Public Documents. Members of the public may view copies of the final staff reports of accrediting agencies and countries. The reports are organized by committee (NACIQI and NCFMEA) and meeting date.
- Login to Access the System**: A login form with fields for User Name and Password, a Login button, and a link for [Forgot password?](#)
- National Advisory Committee on Institutional Quality and Integrity (NACIQI)**: Accrediting agencies desiring to be recognized by the Secretary of Education must apply for recognition by demonstrating their compliance with the Criteria for Secretarial Recognition. An agency's application for recognition consists of a narrative addressing the agency's compliance with each of the subparts of the criteria for recognition and evidence of the agency's compliance with each of the criteria for recognition by appending supporting documentation. [NACIQI Guidelines](#)
- National Committee on Foreign Medical Education and Accreditation (NCFMEA)**: The purpose of the NCFMEA is to review the standards used by foreign countries to accredit medical schools and determine whether those standards are comparable to standards used to accredit medical schools in the United States. The NCFMEA does not review or accredit individual foreign medical schools. The NCFMEA only reviews the standards that a foreign country uses to accredit its medical schools. The request by a foreign country for review by the NCFMEA is voluntary. This website enables a foreign country to answer the questions from the Department of Education regarding its accreditation standards and processes and also provide supporting documentation electronically (e.g., copies of statute and regulations, standards, etc.). The questions are designed to solicit information pertinent to the guidelines developed by the NCFMEA for its evaluation of a foreign country's standards. [NCFMEA Guidelines](#)
- Foreign Veterinary Accrediting Agency**: The U.S. Department of Education is charged with determining whether a foreign accrediting agency or organization is acceptable to the Secretary of Education for the purpose of evaluating veterinary programs. [Foreign Veterinary Guidelines](#)
- NACIQI and NCFMEA Committee Members**: Committee Members will login to this web site to review applications and reports.

At the bottom left, there is a footer: OMB #1840-0788 Expiration Date 12/31/2015.

1. Open your Web browser:
2. Enter the URL <https://opeweb.ed.gov/ASLWEB> in the address box of the browser. The Login screen will display.
3. Enter your User Name and Password and click the **Login** button to log in to the system. Please note that the password is case-sensitive.

If you have forgotten your password, click **Forgot password?** to have it emailed to you.

1.2 Change Password

The Department will provide you with a User ID and an initial password. Passwords expire every 90 days. All first-time users are required to change their password. After you login to the e-Recognition system for the first time or if your password has expired, the *Change Password* screen will display.



You must change your password the first time you log into the system.

Change Password

- Please enter your current password, then enter your new password and verify it.
- Your new password cannot be the same as your previous 5 passwords and it cannot be similar to your name.
 - Your new password must be at least eight characters, and include any combination of the following:
 - at least one uppercase alphabetic character (A-Z)
 - at least one lowercase alphabetic character (a-z)
 - at least one number (0-9)
 - at least one non-alphanumeric special character (e.g.: !, @, #, \$, %, *, /, +, -)

* Required

Current Password: *

New Password: *

Verify New Password: *

Save

1. Enter your current and new passwords.
2. The new password you enter must have at least one uppercase letter, one lowercase letter, one number, and one non-alphanumeric character.
3. Click the **Save** button.
4. The Agency Confirmation screen will display.

1.3 Agency Confirmation

After you log into the system, the *Agency Confirmation* screen will display. Select the meeting date from the dropdown and click the **Continue** button.



Agency Confirmation

Please verify the information displayed below.

If this is your agency's information, select a meeting date from the dropdown.

ID: **USERID**

Name: **Agency Name**
City, Country

Meeting Date:

Continue

2 Enter Your Application

2.1 Instructions Screen

After you select the meeting date on the *Agency Confirmation* screen, the *Instructions* screen will display. The process of entering your application has been divided into four steps. Each step may be accessed by either clicking on the corresponding link at the top of each page or on the *Instructions* screen.

The screenshot shows the ASL Accreditation and State Liaison website. The header includes the ASL logo, the text 'Accreditation and State Liaison', and the U.S. Department of Education logo with the tagline 'Promoting educational excellence for all Americans'. A navigation bar at the top contains links for 'Instructions', 'Step 1', 'Step 2', 'Step 3', 'Step 4', 'Review & Submit', 'Change Password', 'Contact Help Desk', and 'Log Out'. The main content area is titled 'Instructions' and provides a detailed overview of the application process, including the type of submission (Initial Petition) and the four steps: Step 1 (Review and update your agency's contact information), Step 2 (Enter a narrative response to answer the questions in each section), Step 3 (Upload English translations of supporting documents), and Step 4 (View the Table of Contents). A 'Review and Submit' link is also provided. A left sidebar contains 'Other Links' with links to OPE ED Home, ASL ED Home, User Guide, Guidelines, and Glossary. The footer of the page repeats the meeting date (07/2015) and the navigation links.

The following links appear in the blue box on the left side of the screen. When you click a link, the requested page will display in a new browser window.

- **OPE ED Home** – Displays the Office of Postsecondary Education (OPE) home page on the ed.gov web site.
- **ASL ED Home Page** – Displays the Accreditation and State Liaison home page on the ed.gov web site.
- **Guidelines** – Displays the Guidelines for requesting a comparability determination in PDF format.
- **User Guide** – Displays this document.
- **Glossary** – Displays a list of accreditation terms with their definitions.

The following sections explain each of the screens which you can access from the *Instructions* screen.

2.2 Step 1 - Contact Information

Step 1 allows you to review and update your contact information. The Department will use this information to contact your country regarding your submission.

The screenshot shows the ASL Accreditation and State Liaison web application interface. At the top left, the ASL logo is displayed with the text 'Accreditation and State Liaison'. To the right, the U.S. Department of Education logo is visible with the tagline 'Promoting educational excellence for all Americans.' Below the logos, the meeting date is '07/2015' and a navigation menu includes 'Instructions', 'Step 1', 'Step 2', 'Step 3', 'Step 4', 'Review & Submit', 'Change Password', 'Contact Help Desk', and 'Log Out'. A sidebar on the left contains 'Other Links' such as 'OPE ED Home', 'ASL ED Home', 'User Guide', 'Guidelines', and 'Glossary'. The main content area is titled 'Step 1 - Agency Contact Information' and contains the following form fields:

- Identifier: USERID
- Name: Agency Name
- A 'Save' button.
- Section 1: Point of Contact (POC) for the Content of the Submission
 - Prefix: Select one (dropdown)
 - First Name: *
 - Middle Initial:
 - Last Name: *
 - Telephone Number: * (with an 'ext.' field)
 - Email: *
- Section 2: Agency Primary Contact
 - Prefix: Select one (dropdown)
 - First Name: * (pre-filled with 'Joe')
 - Middle Initial:
 - Last Name: * (pre-filled with 'Smith')
 - Title:
 - Address 1: *

- Enter the Point of Contact name, phone number, and email address.
- Verify that the Department has current contact information.
- All fields marked with a red * are required.
- Enter any necessary changes to the primary or secondary contact information and click the **Save** button.
- A confirmation email will be sent to the Point of Contact email address on this screen when you submit your application.

2.3 Step 2 – Respond to Questions

Enter your responses to the questions in English in the text boxes and click the “Save” button after you have finished. Please enter plain text only in the text boxes. Do not use formatting features, such as tables, bold, or underlining. The text box provided for each response may accommodate a maximum of 7,500 characters. A counter is located on the left hand corner below each text box that tracks the number of characters remaining. A spell check feature is located on the right hand corner below each text box for use once the information is entered.

Be sure to reference each supporting document’s name, page number, and paragraph number within the narrative response and explain what point(s) the document supports. Name each supporting document in two parts: in sequential order and using a name that describes the document, e.g., Exhibit 1 – Policy and Procedure Manual. We suggest that you keep a running list of the supporting documents you plan to upload on a scratch paper as you enter the responses to help manage them and prepare for Step 3, which allows you to upload supporting documents referenced in your narrative.

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Meeting Date: 07/2015 | [Instructions](#) | [Step 1](#) | [Step 2](#) | [Step 3](#) | [Step 4](#) | [Review & Submit](#) | [Change Password](#) | [Contact Help Desk](#) | [Log Out](#)

Sections

- PART 1: ACCREDITATION SYSTEM AND AUTHORITY**
Accreditation System and Authority (0 of 2 answered)
- PART 2: ACCREDITATION STANDARDS**
[Accreditation Standards](#) (0 of 1 answered)
[Governance](#) (0 of 1 answered)
[Administrative and Fiscal Capacity](#) (0 of 2 answered)
[Faculty](#) (0 of 3 answered)
[Curricula](#) (0 of 6 answered)
[Student Achievement](#) (0 of 3 answered)
[Admissions and Recruiting](#) (0 of 3 answered)
[Facilities](#) (0 of 3 answered)
[Student Complaints](#) (0 of 1 answered)
- PART 3: ACCREDITATION PROCESSES AND PROCEDURES**
[Accreditation Process and Procedures](#) (0 of 3 answered)

PART 1: ACCREDITATION SYSTEM AND AUTHORITY

Enter your responses in English in the text boxes below and click the "Save" button after you have finished. Please enter plain text only in the text boxes. Do not use formatting features, such as tables, bold, or underlining. The text box provided for each response may accommodate a maximum of 7,500 characters. A counter located below each text box tracks the number of characters remaining. A spell check feature is located on the right hand corner below each text box for use once the information is entered.

Reference each supporting document's name, page number, and paragraph number within the narrative response and explain what point(s) the document supports. List each supporting document in sequential order using a name that describes the document, e.g., Exhibit 1 – Policy and Procedure Manual. We suggest that you keep a list of the supporting documents as you enter the responses to help manage them and prepare for Step 3, which allows you to upload supporting documents referenced in your narrative.

Agency Identifier: **USERID**
Agency Name: **Agency Name**

Save

None of the questions in this section have been answered.

Accreditation System and Authority

(a) The agency should be a clearly designated entity responsible for evaluating the quality of veterinary education in each country that it operates, and it should have clear authority to accredit veterinary schools in each country.

- [Provide documentation of the functional authority of the agency.](#)

Agency response in English:

7500 characters remaining 

(b) The agency should have a clearly defined accreditation system in place for veterinary schools.

- Describe how the agency works with the approval/licensing entity in each country to ensure an acceptable system for the establishment and oversight of quality veterinary education programs and how the governmental entities work in relationship with the agency to establish and ensure a system of quality veterinary education.

Agency response in English:

7500 characters remaining 

- You must click the **Save** button on each page to save your responses. You are not required to answer all of the questions on the page before you save your responses. You may return to any of the pages in Step 2 and edit the answers you have given.
- The screens in Step 2 have been divided into three parts to correspond with the Guidelines. Each part has a separate screen for each section. There is a separate textbox for each question.
- Click on a Part link in the blue box in the upper left corner of the screen to access the questions in that part. Click on a Section number link in the upper right corner of the screen to access the questions in that section.
- Text boxes for responses are limited to 7,500 characters and spaces. A counter is provided to track the number of characters remaining.
- A spell checker has been provided for your convenience. To perform a spell check after you enter your response, click the  button below the text box. A spell checker window will pop up with a list of any spelling errors. You will have the option to change or ignore any spelling errors.
- English translations of documents in PDF format which you reference in your answers must be uploaded as part of your application. You will do this on the Step 3 screen (see the next section.)

2.4 Step 3 – Upload Supporting Documentation

You may upload as many documents as you wish to support the answers to the questions you entered in Step 2. You must provide English translations of all documents. All documents uploaded must be in Adobe PDF format with a .PDF file extension. Name each supporting document in two parts: in sequential order and using a name that describes the document, e.g., Exhibit 1 – Policy and Procedure Manual. Each document should only be uploaded once. A document can link to more than one question.

The screenshot shows the ASL web application interface. At the top left is the ASL logo and "Accreditation and State Liaison". At the top right is the U.S. Department of Education logo and "Promoting educational excellence for all Americans". Below the logo is a navigation bar with "Meeting Date: 07/2015" and links for "Instructions", "Step 1", "Step 2", "Step 3", "Step 4", "Review & Submit", "Change Password", "Contact Help Desk", and "Log Out". A sidebar on the left contains "Other Links" with a list of links: "OPE ED Home", "ASL ED Home", "User Guide", "Guidelines", and "Glossary". The main content area is titled "Step 3 - Upload additional documentation to support narratives." and contains the following instructions:

- Follow the steps below to upload supporting documentation. **English translations must be provided for all documents.** The application will not be evaluated if all responses and supporting documents are not submitted in English.
 - Select the questions which the document supports. If a document supports more than one question, you should only upload it once. Press the Ctrl key and click to select more than one question.
 - Part 1, Accreditation System and Authority, Question 1
 - Part 1, Accreditation System and Authority, Question 2
 - Part 2, Mission and Objectives
 - Part 2, Governance
 - Enter the title of the file in English as it is referenced in the narrative (e.g. Exhibit 1 Accreditation Handbook).
 - Click the "Browse..." button and select the file. **All files uploaded must be in Adobe PDF format.**
Click [here](#) to access the Adobe Acrobat web site
- Note: The file size is limited to 150MB. Larger files should be split into two files and uploaded separately.
Note for MAC Users: The following characters are not allowed in file names: \ | : * ? < > |. Please remove these characters from your file name before you attempt to upload it.
- Upload the file - Click on the button below to initiate the upload. After a successful upload, scroll down to the "List of Document Uploaded" table below to edit or delete the file.

At the bottom of the main content area, there is a status bar that says "There are no uploaded files".

For each document you wish to upload:

1. Select one or more questions which the document supports. To select multiple questions, press the **Ctrl** key while clicking on the appropriate question.
2. Enter a title for the document.
3. Click the **Browse...** button and select the file from your desktop.
4. Click the **Upload File** button.
5. The Step 3 screen will redisplay with a list of uploaded documents at the bottom.

Once you have uploaded a file, you may perform any of the following actions on it:

- **Enter Exhibit Comments** – If you would like to enter a comment about a document, enter the comment in the Exhibit Comments field and click the **Save Comments** button.
- **Remove the Last Question Linked** – To remove a question linked to the document, click the **Remove Last Question** button.
- **Link More Questions** – To link additional questions to a document, click on the question in the Link More Questions column and click the **Link More** button.
- **Delete the Document** – To delete a document from the system, click the **Delete** button. Click the **OK** button on the delete confirmation pop-up.

2.5 Step 4 - Table of Contents

The Table of Contents is automatically generated based on your input. The link on each question will take you to the response entry in Step 2. All of the documents you uploaded in Step 3 will be listed here with a link to display the document.

The screenshot displays the ASL Accreditation and State Liaison web application interface. At the top left, the ASL logo is visible, along with the text "Accreditation and State Liaison" and "Meeting Date: 07/2015". On the top right, the U.S. Department of Education logo and tagline "Promoting educational excellence for all Americans." are present. A navigation bar contains links for "Instructions", "Step 1", "Step 2", "Step 3", "Step 4", "Review & Submit", "Change Password", "Contact Help Desk", and "Log Out".

The main content area is divided into two sections. On the left, under the heading "Other Links", there is a list of links: "OPE ED Home", "ASL ED Home", "User Guide", "Guidelines", and "Glossary". On the right, under the heading "Table of Contents", a message states: "A table of contents has been generated from the data entered by the agency." Below this, the content is organized into three main parts:

- PART 1: ACCREDITATION SYSTEM AND AUTHORITY**
 - [Accreditation System and Authority, Question 1](#)
 - [Accreditation System and Authority, Question 2](#)
- PART 2: ACCREDITATION STANDARDS**
 - [Mission and Objectives](#)
 - [Governance](#)
 - [Administrative and Fiscal Capacity, Question 1](#)
 - [Administrative and Fiscal Capacity, Question 2](#)
 - [Faculty, Question 1](#)
 - [Faculty, Question 2](#)
 - [Faculty, Question 3](#)
 - [Curricula, Question 1](#)
 - [Curricula, Question 2](#)
 - [Curricula, Question 3](#)
 - [Curricula, Question 4](#)
 - [Curricula, Question 5](#)
 - [Curricula, Question 6](#)
 - [Student Achievement, Question 1](#)
 - [Student Achievement, Question 2](#)
 - [Student Achievement, Question 3](#)
 - [Admissions and Recruiting, Question 1](#)
 - [Admissions and Recruiting, Question 2](#)
 - [Admissions and Recruiting, Question 3](#)
- PART 3: ACCREDITATION PROCESSES AND PROCEDURES**
 - [Accreditation Process and Procedure, Question 1](#)

2.7 Review and Submit Screen

Use the Review and Submit screen to submit your application. Your application is **NOT** submitted to the Department of Education until you click on the **Submit** button. **Once you have submitted your application, you will no longer be able to update it.**

If there are any questions to which you have not responded, you will not be able to submit your application. The unanswered questions will be listed with a link to Step 2. You must also complete Step 1 and Step 3 before you can submit.

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Meeting Date: 07/2015 | [Instructions](#) | [Step 1](#) | [Step 2](#) | [Step 3](#) | [Step 4](#) | [Review & Submit](#) | [Change Password](#) | [Contact Help Desk](#) | [Log Out](#) |

Other Links

- [OPE ED Home](#)
- [ASL ED Home](#)
- [User Guide](#)
- [Guidelines](#)
- [Glossary](#)

Review and Submit

You must click on the "Submit" button to submit your application. You may generate a copy of your application at any time from item 2 below. Please review your application for accuracy before submitting it. Once you have submitted, you will not be able to modify the application without contacting the Department of Education.

1. Verify that you have completed all of the required sections.
You must complete [Step 1](#) before submitting.
You must provide a response for the following questions in [Step 2](#) before submitting:
[Part 2, Facilities, Question 1](#)
[Part 2, Facilities, Question 2](#)
[Part 2, Facilities, Question 3](#)
[Part 2, Student Complaints](#)
[Part 3, Accreditation Process and Procedures, Question 3](#)
You must complete [Step 3](#) before submitting.
2. Display a printable file of your application in either [PDF](#) or [HTML](#) format.
3. Click the "Submit" button to submit your application. A submission confirmation e-mail will be sent to the POC email address entered in Step 1.

Please verify that all responses and supporting documents are in English before you submit. The application will not be evaluated if all responses and supporting documents are not submitted in English.

By submitting this petition on behalf of the agency, I certify that the information herein and attached hereto is true and correct, and I hereby assume an obligation to be forthcoming, complete, and accurate in presenting information to, and answering questions of, the Department of Education.

[Submit](#)

When you click the **Submit** button, the application will be submitted to the Department and a confirmation email will be sent to the point of contact email entered in Step 1. The following screen will display.

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[OPE Home](#) | [ASL Home](#) | [Guidelines](#) | [User Guide](#) | [Log Out](#)

Your application has been successfully submitted.

No further changes can be made.

Identifier:	USERID
Name:	Agency Name City, Country

Display a printable file of your application in [PDF](#) or [HTML](#) format.

2.7 Display Application

You can display your application in PDF format by clicking on the **Display a printable file of your application in PDF format** link on the *Review and Submit* screen. Once the PDF document displays, you can save it for your records by clicking the **Save a Copy** button.

Adobe Acrobat Reader is required to view the file. To download a free copy, go to the Adobe Web site.

You can also view your report on-line by clicking the HTML link.

2.8 After Submission

Once your application is submitted, a Department Analyst is assigned to review the application and documents. Upon review, the Department may request additional information and/or supporting documentation. Using the documentation provided by the country, the Analyst prepares an analysis of the comparability of the country's standards to those used in the United States for accrediting medical schools. A copy of the analysis is sent to the country for review and comment.

Once your application is submitted, it cannot be updated unless it is re-opened by Department staff. If you login to the system after submitting, the following screen will display after you select your meeting date from the *Agency Confirmation* screen.

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[OPE Home](#) | [ASL Home](#) | [Guidelines](#) | [User Guide](#) | [Log Out](#)

Agency Meeting Information

The submission is currently in Narrative Submit status.
No modifications can be made at this time.

Identifier: **USERID**
Name: **Agency Name**
City, Country
Meeting Date: **07/2015**

You may obtain a copy of the following files for your record. Click a link to display the document.

- Original Submission: [PDF](#) or [HTML](#) format

You may modify your contact information by clicking "Contact Information" below. It is important to keep your contact information current.

[Contact Information](#)

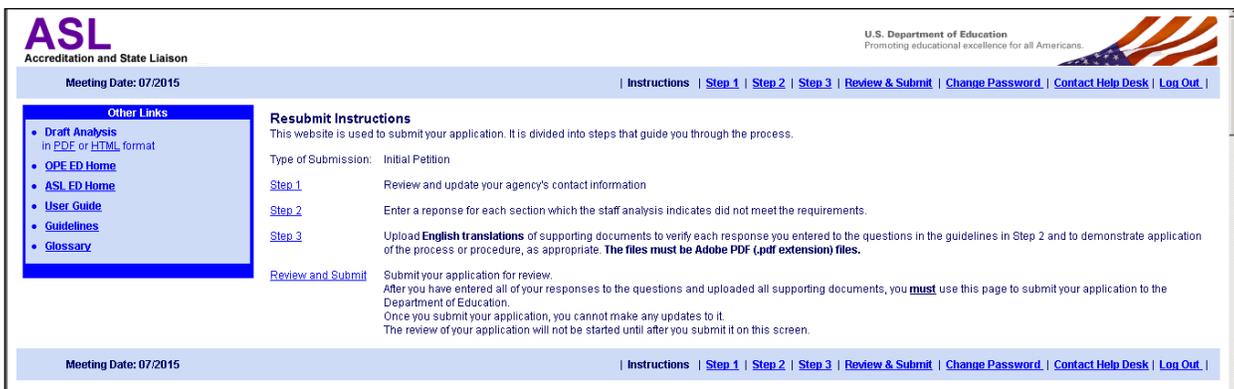
- Click the **Original Submission** link to display your application in PDF format.
- If the Final Analysis of your application has been completed, you will be able to click a link to generate the Final Analysis Document and the Final Staff Report.
- If you would like to update your contact information, click the **Contact Information** button.
- Click the **Log Out** link to log out of the system.

3 Enter Your Response

After your application is submitted, it will be reviewed by Department staff. If they need additional information, an email will be sent to the email addresses entered on the Step 1 – Contact Information screen. When you log into the system, you will be allowed to enter a response to the remarks made by Department staff and upload supporting documentation.

3.1 Resubmit Instructions

After you log into the system and select your meeting date from *Confirmation* screen, the *Instructions* screen will display.



The screenshot shows the ASL Accreditation and State Liaison website interface. At the top left is the ASL logo and the text "Accreditation and State Liaison". At the top right is the U.S. Department of Education logo with the tagline "Promoting educational excellence for all Americans." Below the logo is a navigation bar with the text "Meeting Date: 07/2015" and a series of links: "Instructions | Step 1 | Step 2 | Step 3 | Review & Submit | Change Password | Contact Help Desk | Log Out |". On the left side, there is a blue box titled "Other Links" containing a list of links: "Draft Analysis in EDE or HTML format", "OPE ED Home", "ASL ED Home", "User Guide", "Guidelines", and "Glossary". The main content area is titled "Resubmit Instructions" and contains the following text: "This website is used to submit your application. It is divided into steps that guide you through the process." Below this is the text "Type of Submission: Initial Petition". There are three numbered steps: "Step 1" (Review and update your agency's contact information), "Step 2" (Enter a response for each section which the staff analysis indicates did not meet the requirements), and "Step 3" (Upload English translations of supporting documents to verify each response you entered to the questions in the guidelines in Step 2 and to demonstrate application of the process or procedure, as appropriate. The files must be Adobe PDF (.pdf extension) files.). Below the steps is a "Review and Submit" link and the text: "Submit your application for review. After you have entered all of your responses to the questions and uploaded all supporting documents, you must use this page to submit your application to the Department of Education. Once you submit your application, you cannot make any updates to it. The review of your application will not be started until after you submit it on this screen." At the bottom of the page is a footer with the text "Meeting Date: 07/2015" and the same navigation links as the top bar.

The following links appear in the blue box on the left side of the screen. When you click a link, a new browser window will open to display the page requested.

- **Draft Analysis** – Displays a Draft version of the Staff Analysis in PDF or HTML format.
- **OPE ED Home** – Displays the Department of Education home page on the ed.gov web site.
- **ASL ED Home Page** – Displays the Accreditation and State Liaison home page on the ed.gov web site.
- **User Guide** – Displays this document.
- **Guidelines** – Displays the Guidelines for requesting a comparability determination in PDF format.
- **Glossary** – Displays a list of accreditation terms with their definitions.

The Resubmit process has been divided into the following steps:

- To update your contact information, click the **Step 1** link. Refer to *Section 2.2* for more information.
- To enter your response to the remarks for each question, click the **Step 2** link. Refer to the following section for more information.
- To upload supporting documentation, click the **Step 3** link. Refer to *Section 2.4* for more information.

- To submit your response, click the **Review & Submit** link. Refer to *Section 2.6* for more information. You must enter a response in Step 2 for each question for which Department staff indicated they needed more information before you can submit.

3.2 Resubmit Step 2

In Resubmit Step 2, you enter an explanation for each question for which Department staff requested additional information.

The screenshot shows the ASL Accreditation and State Liaison web application. The top navigation bar includes the ASL logo, the meeting date (07/2015), and a series of navigation links: Instructions, Step 1, Step 2 (highlighted), Step 3, Review & Submit, Change Password, Contact Help Desk, and Log Out. A sidebar on the left contains 'Other Links' such as Draft Analysis, OPE ED Home, ASL ED Home, User Guide, Guidelines, and Glossary. The main content area is titled 'Analyst's Request for Response' and contains a section for 'Step 2 – Written Response to the Draft Staff Analysis'. Below this, there are sections for 'PART 1: ACCREDITATION SYSTEM AND AUTHORITY' and 'PART 2: ACCREDITATION STANDARDS', each with a link to a specific question. The bottom of the page repeats the meeting date and navigation links.

Click the question link to display the staff remarks for that question and enter your response.

When the question link is clicked, the *Narrative* screen will display.

This screen displays:

- The information entered on your original submission.
- The supporting documents uploaded for this question.
- Department staff remarks explaining what additional information is needed.
- Any documents uploaded by Department staff.

The screenshot shows the ASL Accreditation and State Liaison web application displaying the 'Original Narrative: Mission and Objectives' screen. The top navigation bar is identical to the previous screenshot. The sidebar on the left is titled 'Questions Which Did Not Meet Requirements' and contains links for 'Back', 'Part 1, Accreditation System and Authority, Question 1', and 'Part 2, Mission and Objectives' (highlighted). The main content area displays the 'Original Narrative: Mission and Objectives' section, which includes text about the agency's standards and requirements for accreditation. Below this, there are sections for 'Document(s) for this Section' (showing 'No Files Uploaded' and 'Analyst Worksheet'), 'Additional information requested', 'Staff Analysis', and 'ASL Analyst Remarks' (displaying 'There are no documents uploaded by the analyst.'). The bottom of the page repeats the meeting date and navigation links.

The screenshot shows a web application interface with a blue sidebar on the left. The main content area is divided into sections:

- Staff Analysis:** A box containing the text "ASL Analyst Remarks Display Here" and a message: "There are no documents uploaded by the analyst."
- Response: Mission and Objectives:** A large text input area with a character count of "7500 characters remaining" and a "Save" button.
- Document(s) for to this section:** A box showing "No Files Uploaded".

The footer contains the text "Meeting Date: 07/2015" and a navigation menu with links: [Instructions](#) | [Step 1](#) | [Step 2](#) | [Step 3](#) | [Review & Submit](#) | [Change Password](#) | [Contact Help Desk](#) | [Log Out](#).

Enter your response to the Analyst's remarks in English and click the **Save** button. Click a question link on the left side of the page to display the *Narrative* screen for that question.

After you have finishing entering your responses and have uploaded any additional supporting documentation, click the **Review and Submit** link to resubmit your application to the Department. Once you have resubmitted your application, you will no longer be able to update it.