U.S. Department of Education
Office of Postsecondary Education

National Committee on Foreign Medical Education and Accreditation (NCFMEA) 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 First Time Users 3

1.3 Login 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

2.6 Historical Information 10

2.7 Review and Submit Screen 11

2.7 Display Application 12

2.8 After Submission 12

3 ENTER YOUR RESPONSE 13

3.1 Resubmit Instructions 13

3.2 Resubmit Step 2 14

1 Introduction

The purpose of the National Committee on Foreign Medical Education and Accreditation (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.

When a country contacts the U.S. Department of Education (Department) and asks to have its accreditation standards reviewed, the Department requests that the country 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 NCFMEA Guidelines for the committee's evaluation of a foreign country's standards

Additional information concerning NCFMEA applications is available in the NCFMEA 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 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 email the help desk at ASLHelpDesk@cbmiweb.com.

1.1 Accessing the System

1. Open your Web browser:

2. Enter the URL http://opeweb.ed.gov/NCFMEA in the address box of the browser. The Login screen will display as below.

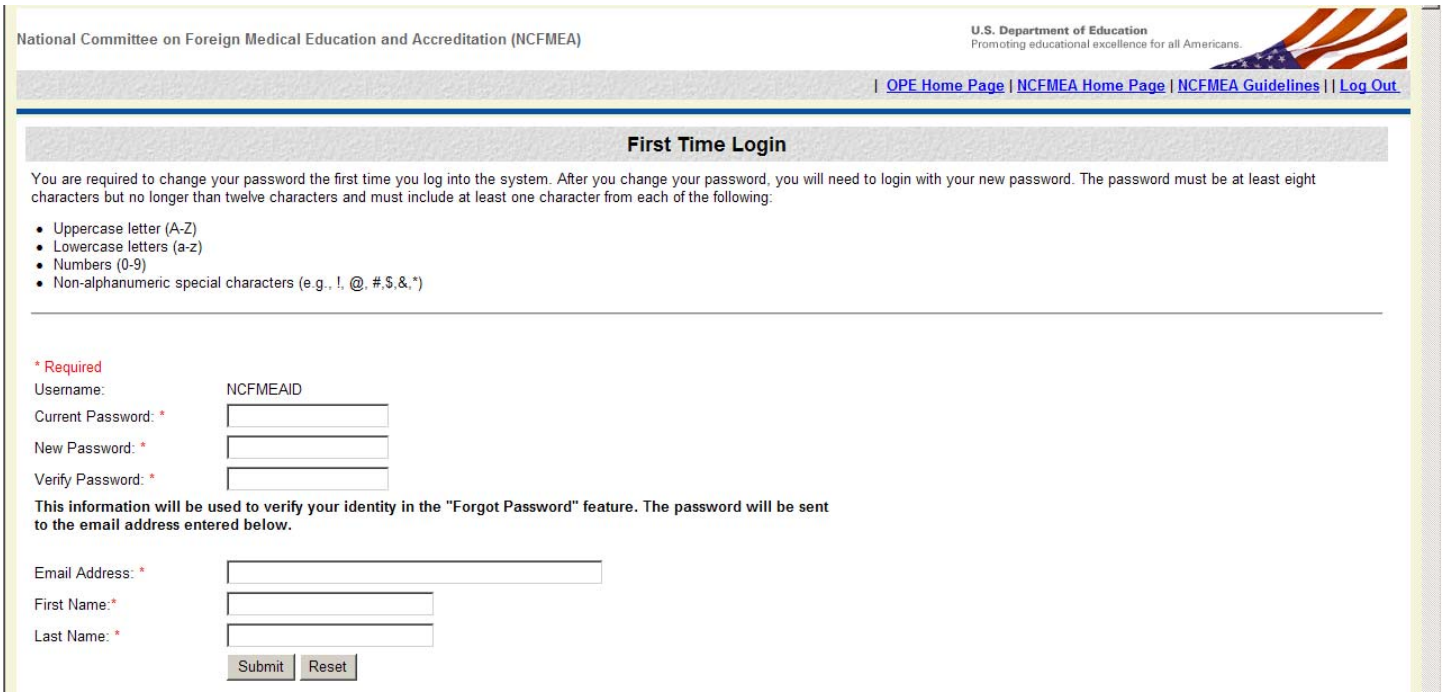
3. Enter your User Name and Password and click the **Login** button to log in to the system.

4. Please note that the password is case-sensitive.

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

1.2 First Time Users

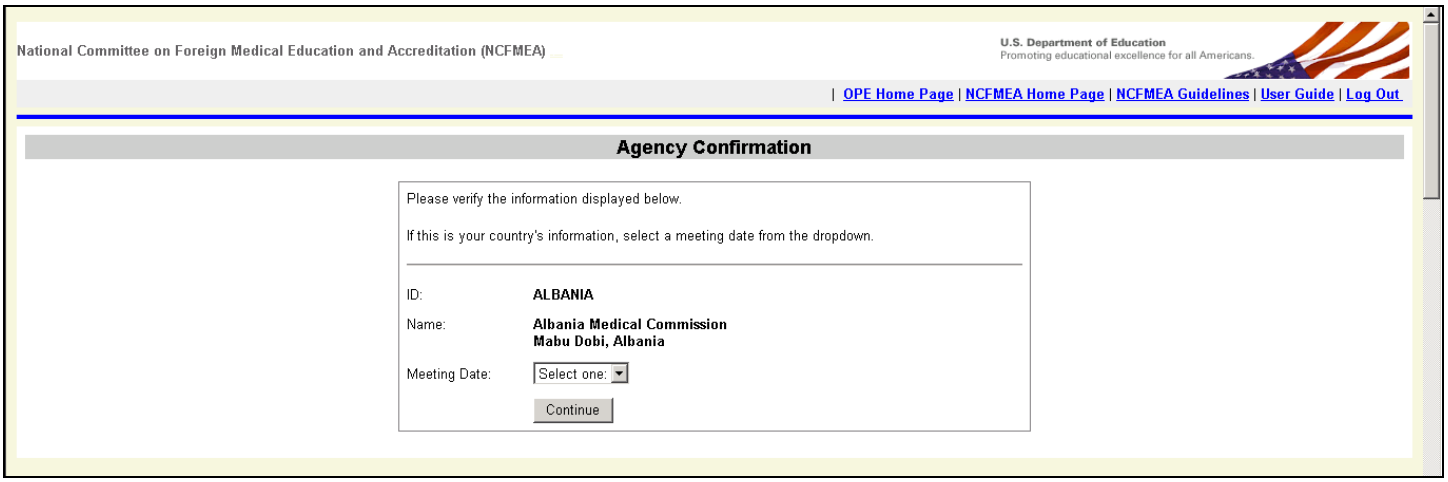
The Department will provide you with a User ID and an initial password. All first-time users are required to change their passwords. After you login to the system for the first time, the First Time Users screen will display.



1. Enter your current and new passwords, email, and name.
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 **Submit** button.
4. The Login screen will redisplay.
5. Re-login using your new password.

1.3 Login Confirmation

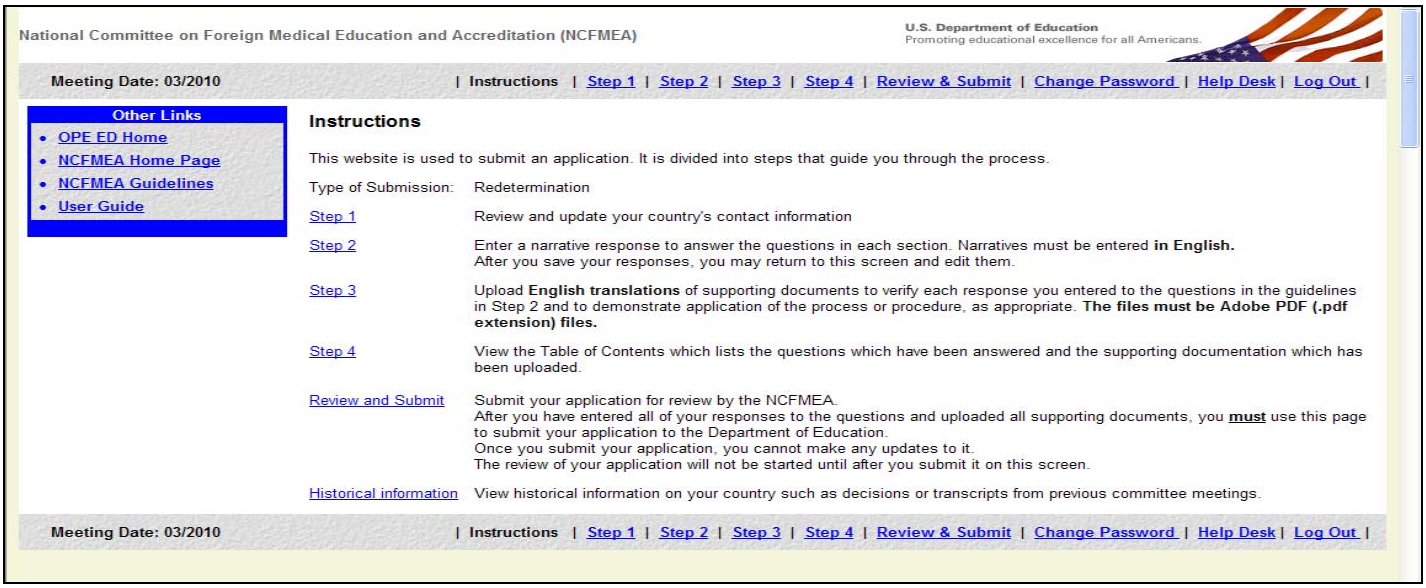
After you log into the system, the *Login Confirmation* screen will display. Select the meeting date from the dropdown and click the **Continue** button.



2 Enter Your Application

2.1 Instructions Screen

After you select the meeting date on the *Login 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.



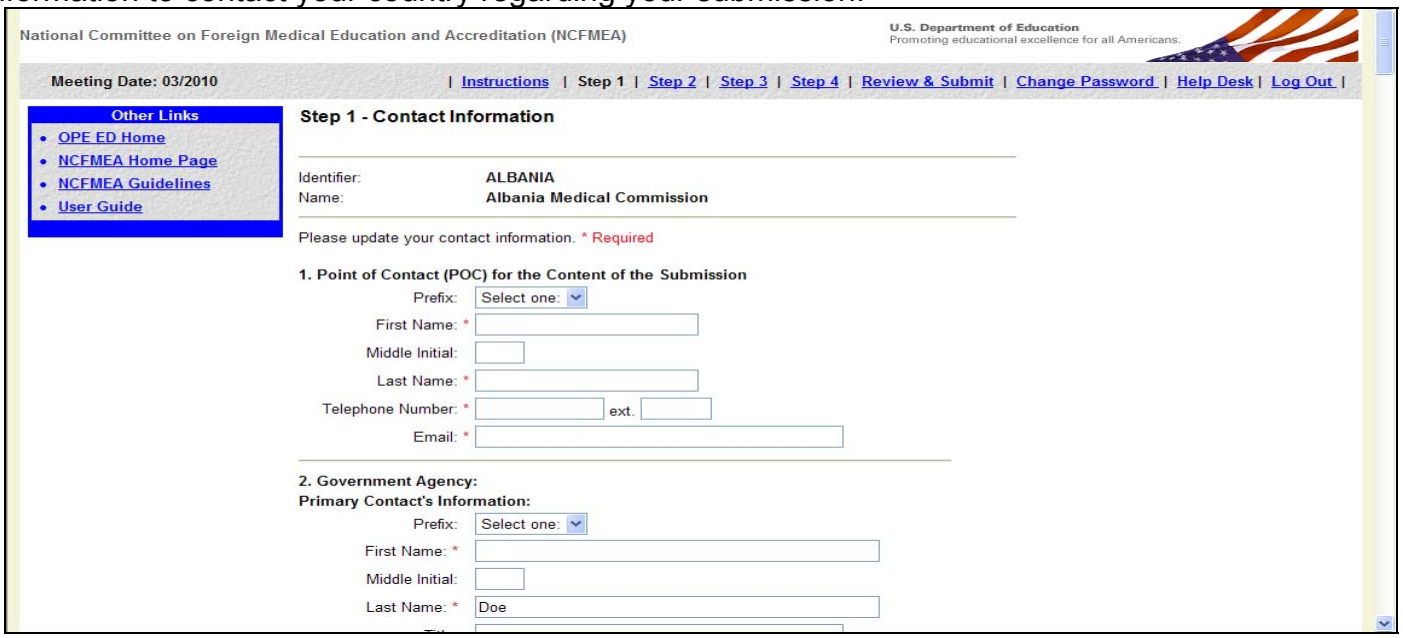
The following links appear in the blue box on the left side of the screen. When you click a link, the requested page will display in a new browser window.

- **OPE ED Home** – Displays the Office of Postsecondary Education (OPE) home page on the ed.gov web site.
- **NCFMEA Home Page** – Displays the NCFMEA home page on the ed.gov web site.
- **NCFMEA Guidelines** –Displays the NCFMEA Guidelines for requesting a comparability determination in PDF format.
- **User Guide** – Displays this document.

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.

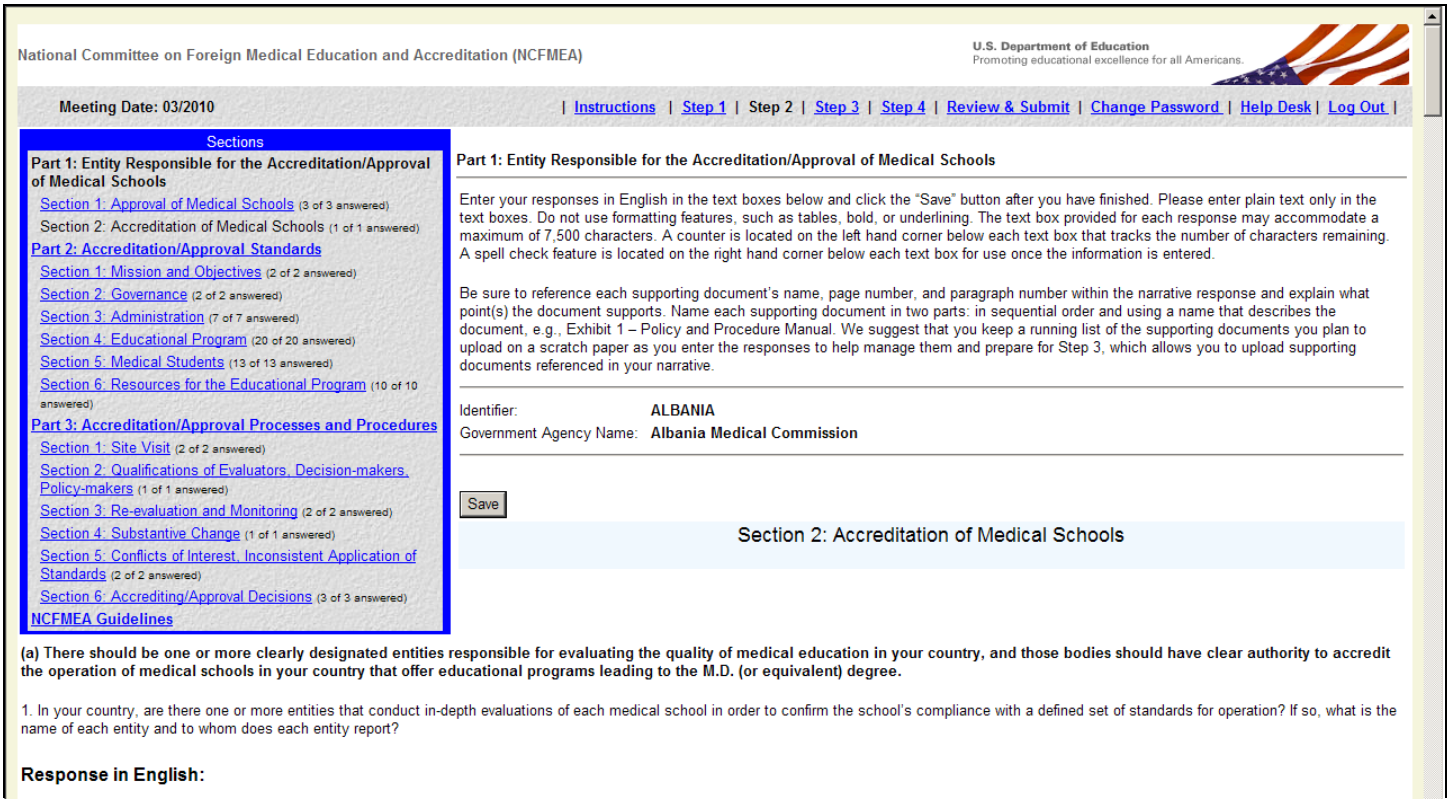


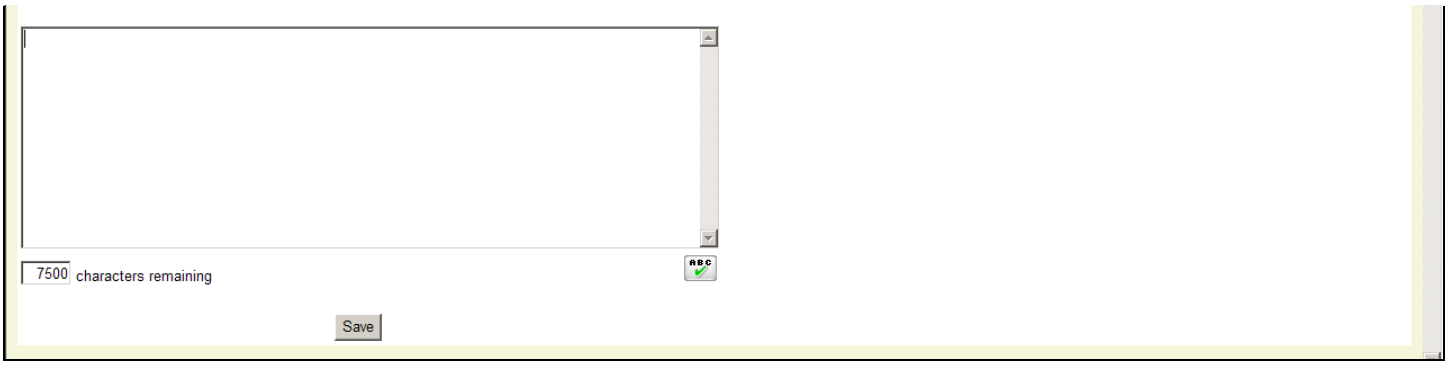
- Verify that the Department has current contact information.
- All fields marked with a red * are required.
- Enter any necessary changes and click the **Save** button.
- A confirmation email will be sent to the Point of Contact email address on this screen when you submit your application.

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.





- 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.

- For Determination and Redeterminations, 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.

- For Reports, there is a separate textbox for each item requested.

- 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.

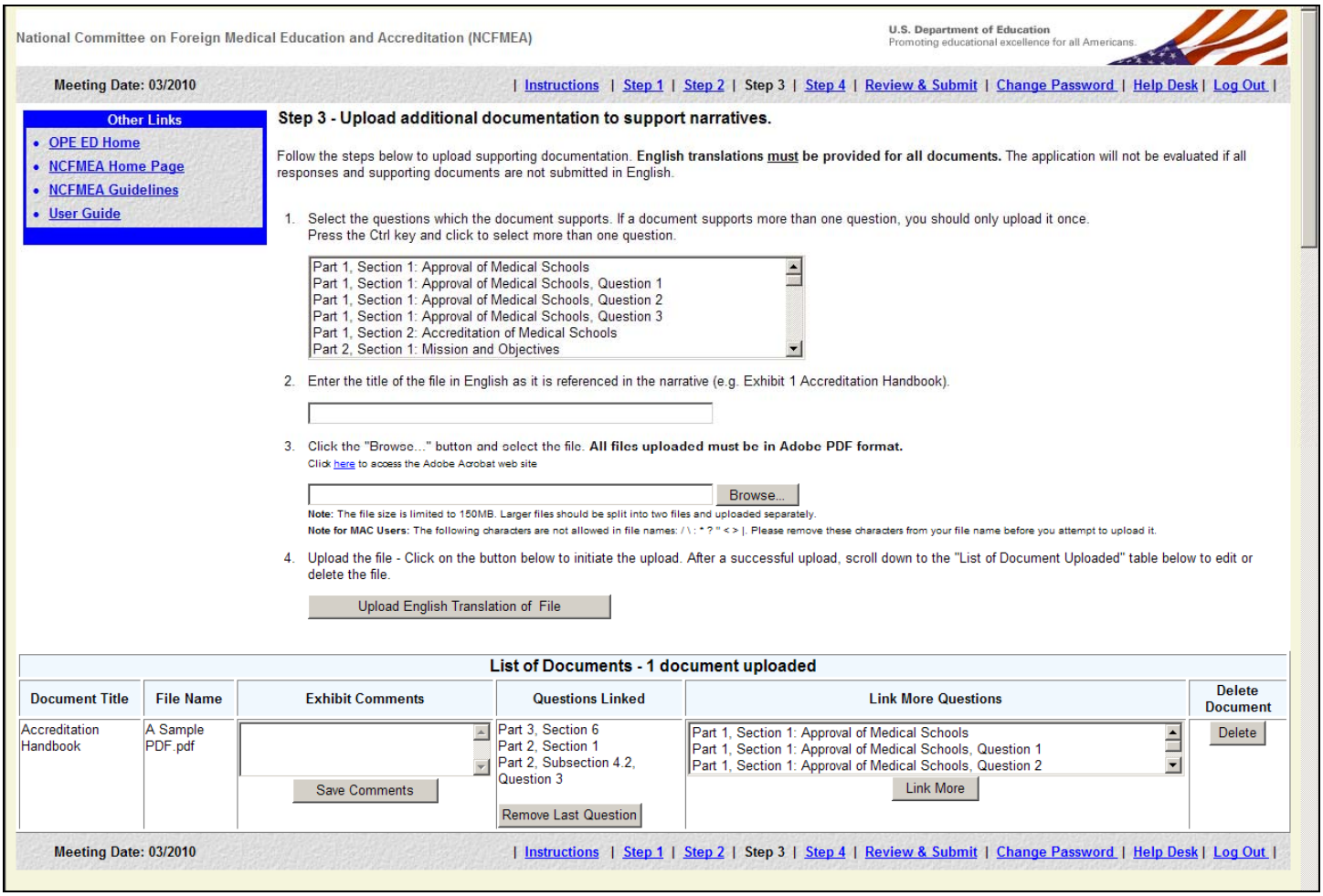
- Text boxes for responses are limited to 7,500 characters and spaces. A counter is provided to track the number of characters remaining.

- 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 Adobe PDF format. 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.



For each document you wish to upload:

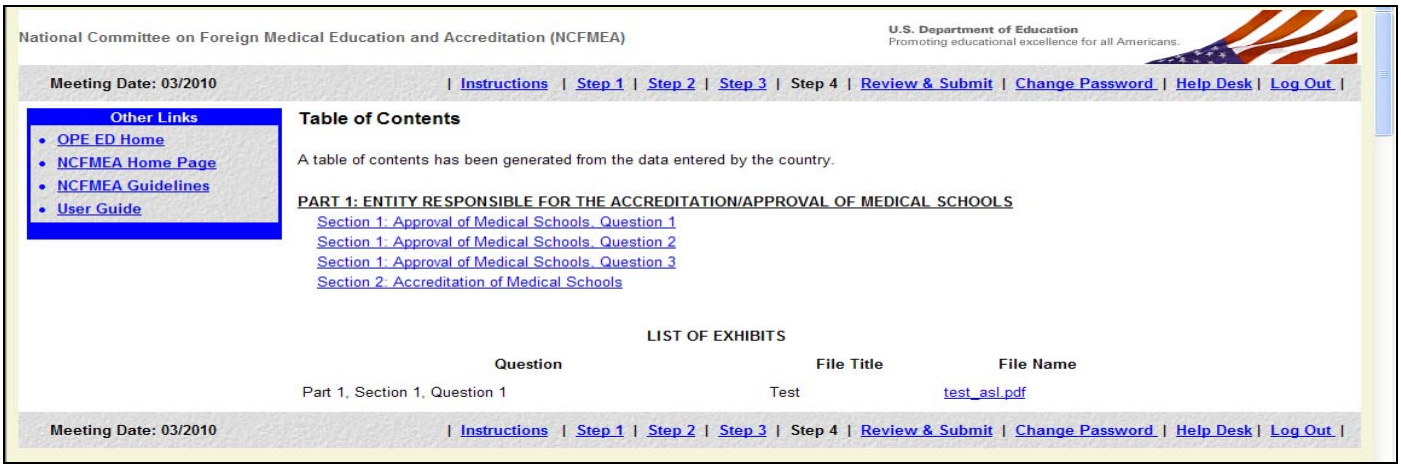
1. Select one or more questions which the document supports. To select multiple questions, press the **Ctrl** key while clicking on the appropriate question.
2. Enter a title for the document.
3. Click the **Browse…** button and select the file from your desktop.
4. Click the **Upload File** button.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

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.

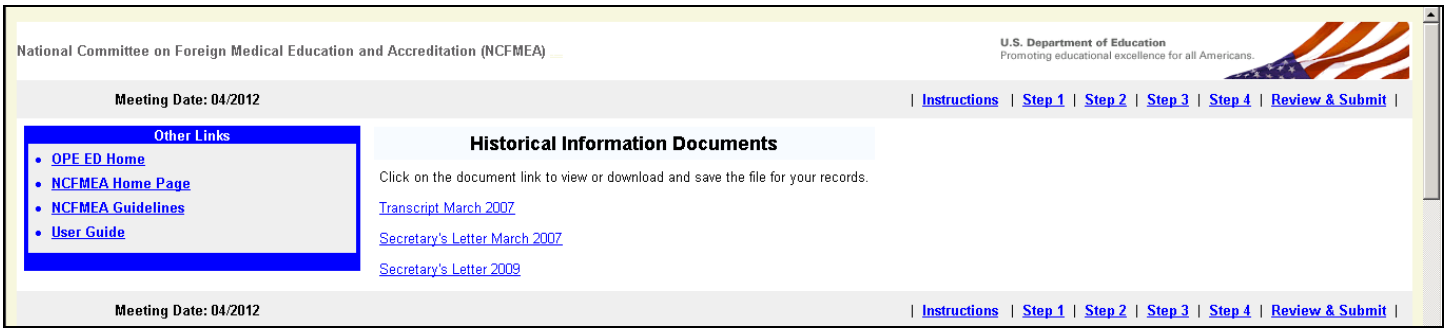
2.5 Step 4 - Table of Contents

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.



2.6 Historical Information

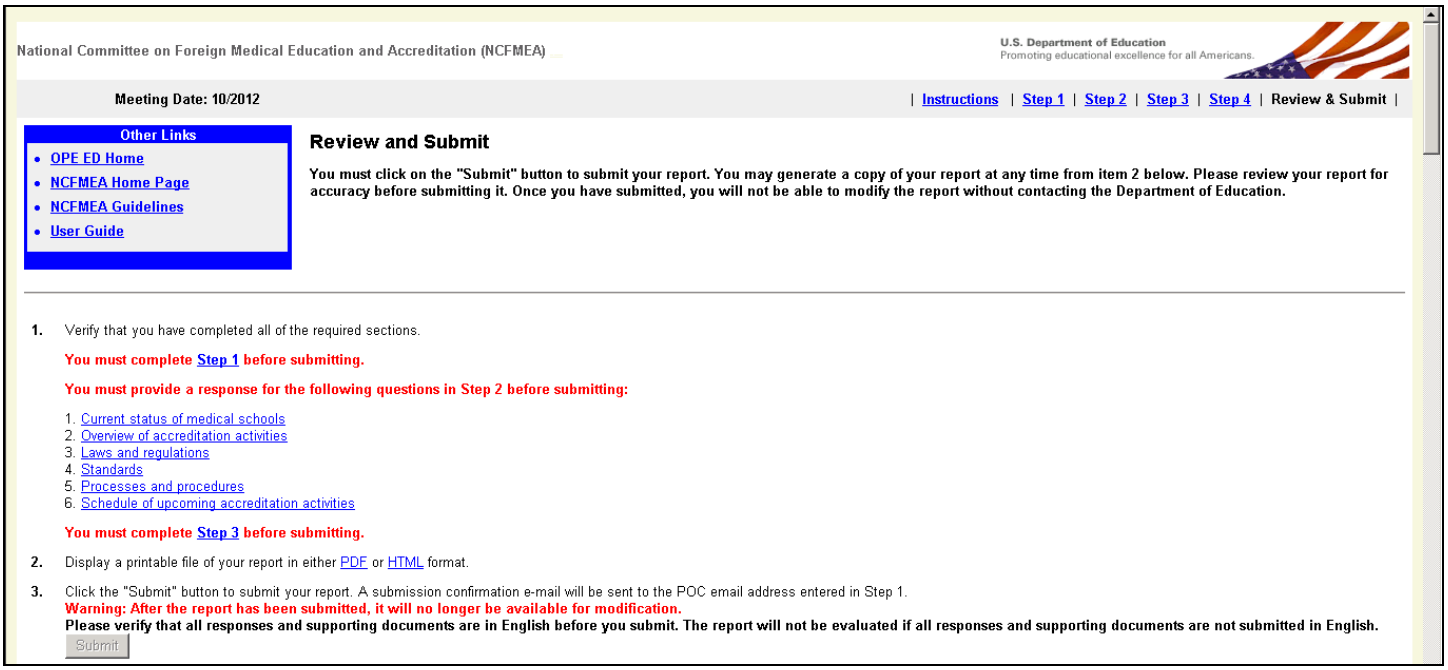
If historical documents have been uploaded for your country, you will be able to access them by clicking the **Historical information** link on the *Instructions* screen. When the screen displays, click the document name link to display the document.



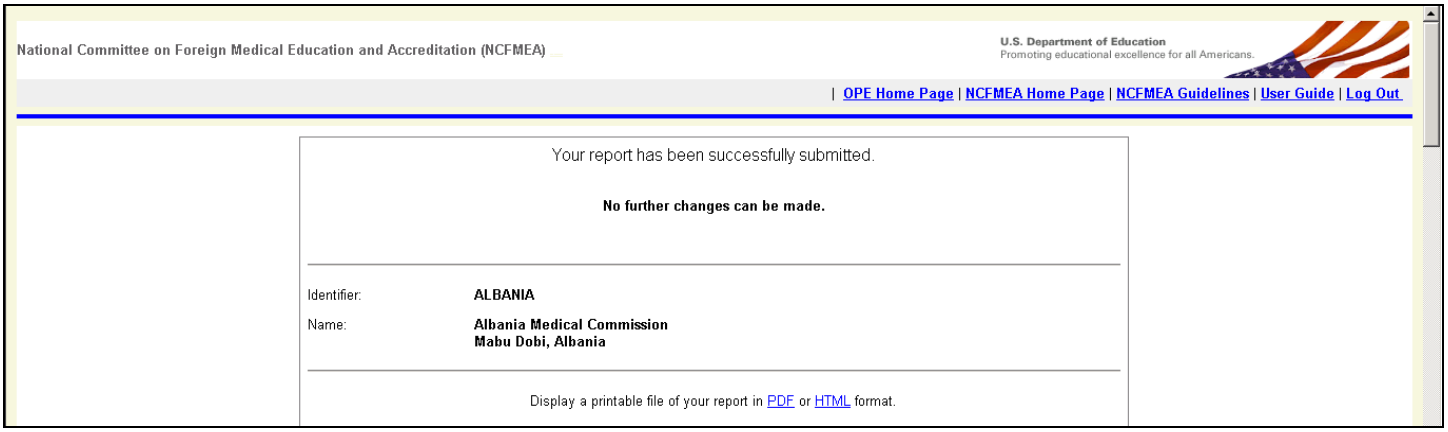
2.7 Review and Submit Screen

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.



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.



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.

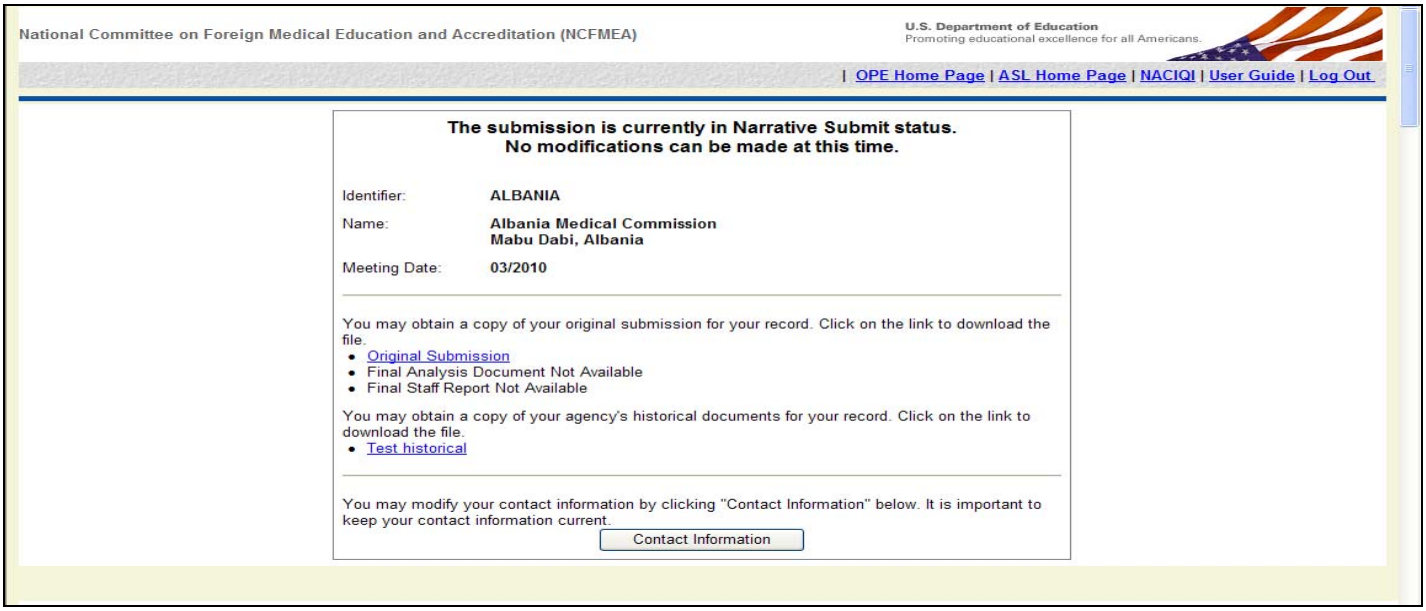
Adobe Acrobat Reader is required to view the file. To download a free copy, go to the Adobe Web site.

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 *Confirmation* screen.



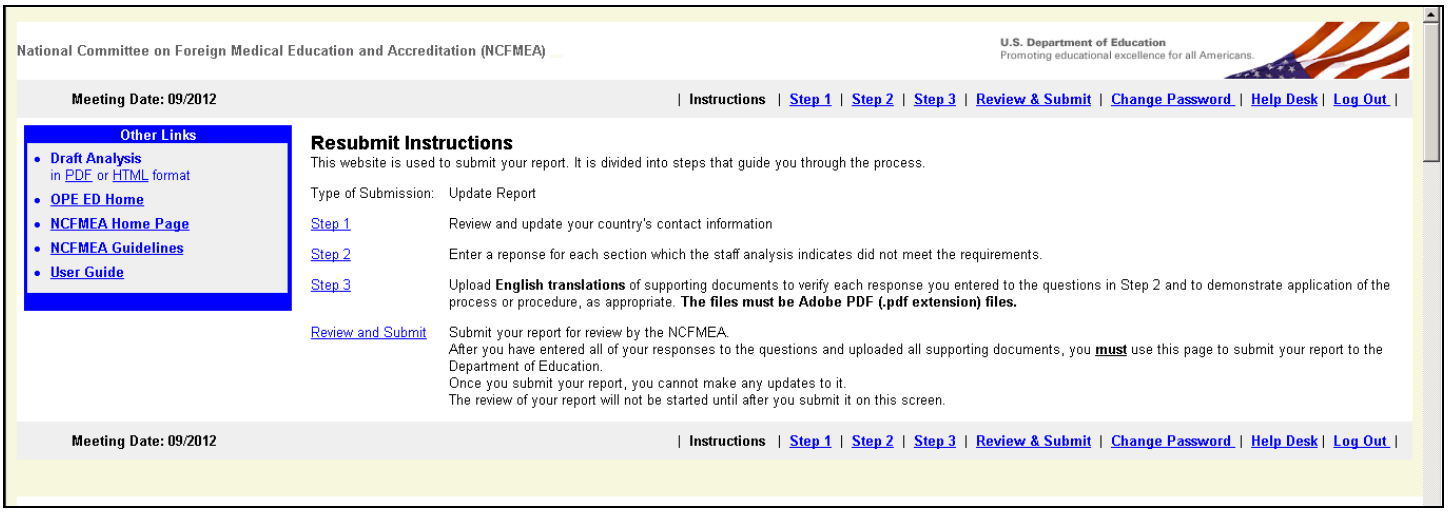
- Click the **Original Submission** link to display your application in PDF format.
- If the Final Analysis of your application has been completed, you will be able to click a link to generate the Final Analysis Document and the Final Staff Report.
- If historical documents have been uploaded by Department staff, you will be able to view the document by clicking on the link.
- 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 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 for the NCFMEA in PDF or HTML format.
- **OPE ED Home** –Displays the Department of Education home page on the ed.gov web site.
- **NCFMEA Home Page** – Displays the NCFMEA home page on the ed.gov web site.
- **NCFMEA Guidelines** –Displays the NCFMEA guidelines for requesting a comparability determination in PDF format.
- **User Guide** – Displays this document.

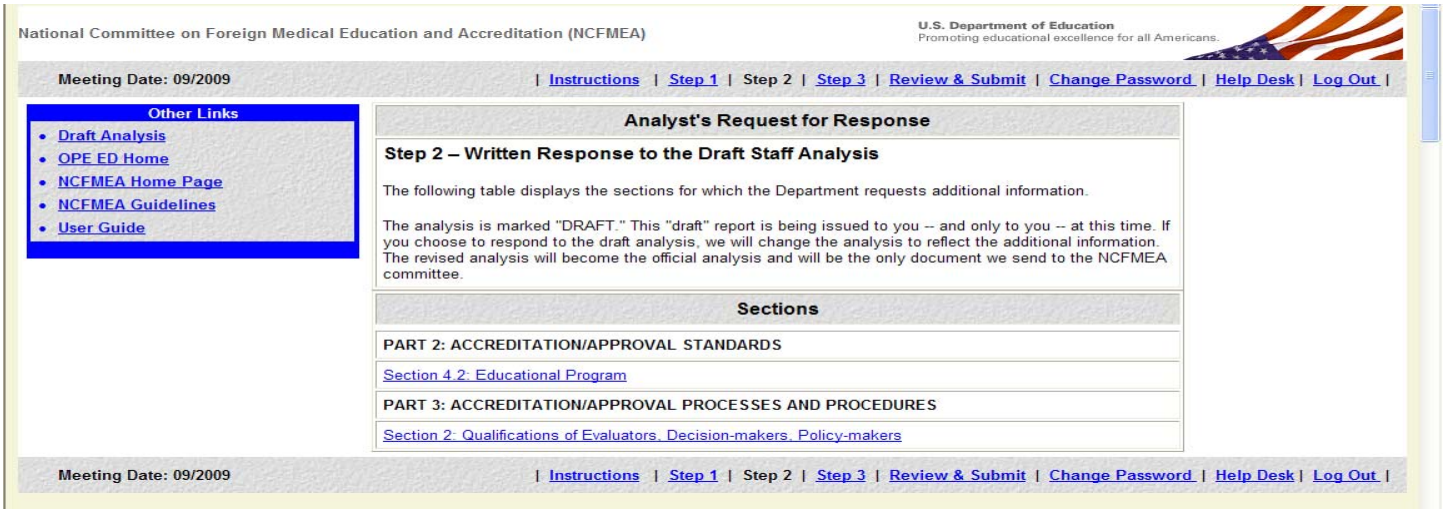
The Resubmit process has been divided into the following steps:

- 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, which Department staff indicated they needed more information, before you can submit.

3.2 Resubmit Step 2

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



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.

Sections Which Did Not Meet Requirements

Back

Part 2,Section 4.2: Educational Program

Part 3,Section 2: Qualifications of Evaluators, Decision-makers, Policy-makers

Original Narrative: Section 2: Qualifications of Evaluators, Decision-makers, Policy-makers

The accreditation/approval process must use competent and knowledgeable individuals, who are qualified by experience and training in the basic or clinical sciences, for on-site evaluations of medical schools, policy-making, and decision-making.

1. What are your requirements regarding the qualification and training of the individuals who participate in on-site evaluations of medical schools, the individuals who establish the accreditation/approval standards for medical schools, and the individuals who decide whether a specific medical school should be accredited/ approved? Please provide samples of training materials.

part 3 sectinon 2

Document(s) for this Section

No Files Uploaded

Analyst Worksheet

Does not meet the requirement of this section.

Staff Analysis:

test

There are no documents uploaded by the analyst.

Response: Section 2: Qualifications of Evaluators, Decision-makers, Policy-makers

7500 characters remaining

Save

Document(s) for to this section

No Files Uploaded

Meeting Date: 09/2009 | Instructions | Step 1 | Step 2 | Step 3 | Review & Submit | Change Password | Help Desk | Log Out |

Enter your response in English to the Analyst's remarks 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.