

Question Details		
#	Question	Answer(s)
1	Good morning, we are applying for a 10-year reaccreditation now, when do we have to present the Annual Report Package?	Each accredited site submits an annual report package each February.
2	Where do we find the link to wufu?	It will be sent to the primary contact on file after the webinar finishes.
3	Whose email address do we have to provide in the first field, is it the primary coordinator or the person (other then the coordinator) completing the form?	The person completing the form.
4	Can we send the different parts independently? IE, the financial docs now ?	Sure.
5	We were reaccredited in Fall. Does this mean we are exempt?	You'll have to pay sustaining fees, but you won't submit the Annual Report Form and the Financial Form. You should have been sent a tailored message indicating which parts you're exempt from for the 2018 Feb. report.
6	For the description of the types of financial documents that have been uploaded, is a title of the document sufficient?	Yes. We have this section to account for the variety of site types CEA accredits, including programs within larger institutions, for-profit institutions, and non-profit institutions, some of which operate multiple locations. Feel free to ask if you need additional information.
7	Could you please share the ppt when the session is over?	A recording of the webinar will be posted on the CEA website under Annual Report Resources. If you'd like a copy of the powerpoint without the webinar, please contact AnnualReport@cea-accredit.org.
8	Are you able to resubmit information to Wufoo if need be?	It depends... we want you to be as prepared as possible before you submit the WuFoo form, so you should only need to do it once, but if you need to cancel your first submission, just give us a call or send a message to AnnualReport@cea-accredit.org, and we will know what to do in the case of multiple submissions.
9	Last year, I submitted the budget sheet from the entire department, not just the IEP. Therefore, I will not and cannot have exact numbers for only the IEP. How should I submit the correct numbers required on the form?	Please consult with Joy Cook, CEA's Financial Manager, at finance@cea-accredit.org to be sure, but if you used the budget and financial documents from the entire department last year, that should be sufficient for this year, too.

10	If two directors fill separate forms, should they file as multisite or single? Which is better for CEA? (One company— two schools)	CEA accredits site by site, so each site should complete an annual report package. Let us know if you'd like to consult individually with us.
11	If we do have additional programs beyond an IEP, do we just lump all of the student weeks together into one calculation (as if they were all part of the same program)?	We would like to have each program reflected on your student-weeks calculation worksheet, but you can use the same table, indicating for each row the type of program, or multiple worksheets. Let us know if you have any questions.
12	We have an IEP program as well as a bridge program. The bridge program is not a part of our accreditation. I assume that we do not include this as an additional or auxiliary program. Is that correct?	Yes, only include programs covered by the scope of CEA accreditation in your student-weeks calculation.
13	If we have "substantive changes" at this time, can we submit those with our annual report or should it be done separately?	Either way is all right. Most sites will submit substantive fees as they happen.
14	Hi, just to clarify. We're applying for a 10year reaccreditation with a site visit in the spring, 2018. Due to the site visit, we will only submit the following:	Right, you'll be responsible for Sustaining Fees Worksheet, but your Annual Report Form and Financials will be reviewed as part of your upcoming site visit.
15	Are pathways programs evaluated by CEA? By any other agency? If you happen to know.	Adding an educational program would be considered a substantive change, and we'd like to talk with you about the type of pathway program under consideration. Depending on its configuration, it may or may not represent substantive change. Feel free to contact staff for a consultation. You can talk to CEA's Associate Director, Heidi Vellenga, or Senior Accreditation Specialist Masha Vassilieva.
16	So the time of the site visit is the determining factor, not the time of the reaccreditation decision?	Exactly!
17	For a Multi-site Institution, 5 branches for example, would you include 10 titled tables on the Sustaining Fees Worksheet?	Each site should submit a separate online Invoice Generator form. So, each site would have two tables (one document), depending on whether there are auxiliary locations or additional programs. CEA accredits site-by-site and not entire organizations. Let us know as you begin your process if you have additional questions.
18	Sorry if you said this, but how long does it take after submitting the sustaining fee invoice generator to receive the invoice?	We are trying to do it as quickly as possible—within 72 hours, but it depends on when the form is received by CEA.

19	SEVP? We are also working on implementing a pathway program. The reaccreditation deadline is currently March 2018. Is there anyway to get approval before March 2018, so that we do not have problems with	We strongly encourage you to consult with staff on this issue, because there are several configurations of pathway programs which may or may not represent substantive changes. Please contact CEA's Associate Director, Heidi Vellenga, or Senior Accreditation Specialist Masha Vassilieva.
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