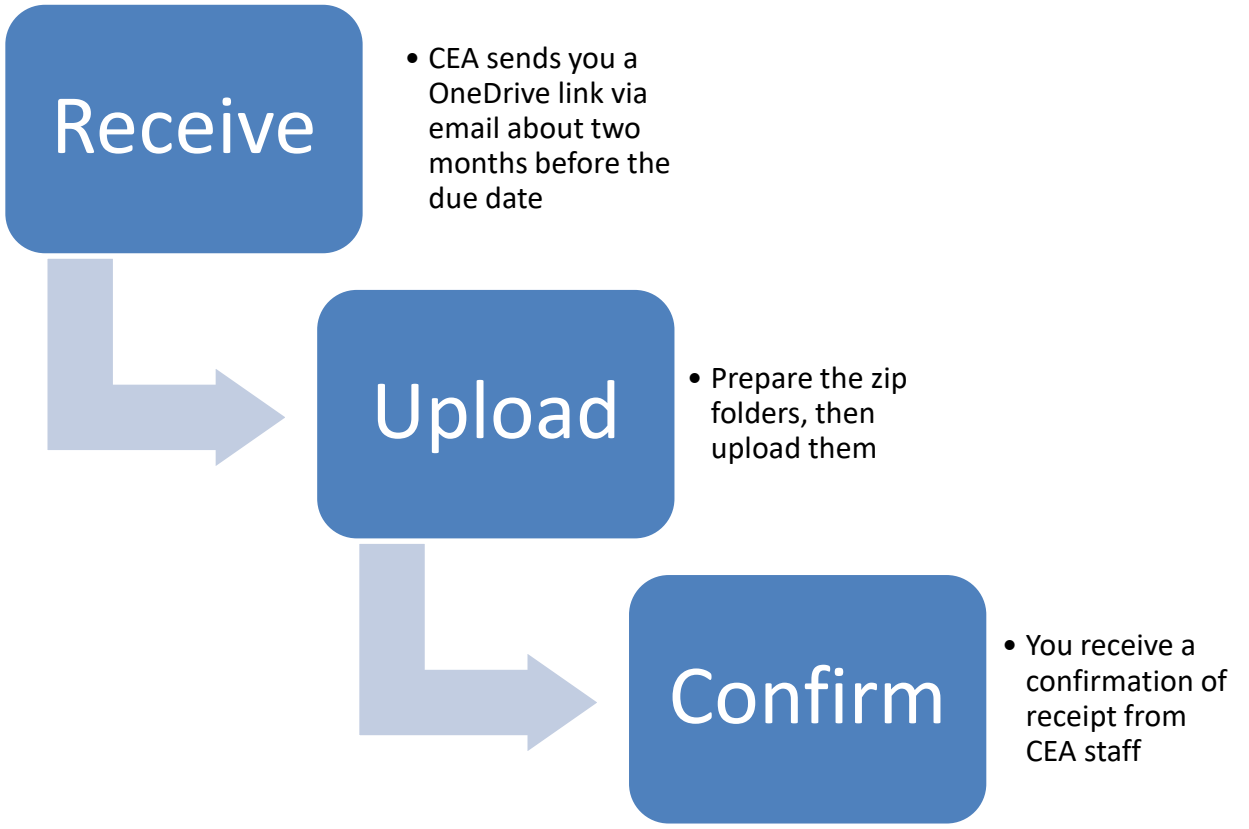
Submitting the self-study report (viaOneDrive)

CEA uses OneDrive to securely receive large files.



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1. Receive

CEA Staff will send you an email with a link to upload the zipped folders. The email will come from Rachel Herman (rherman@cea-accredit.org). And here is the link again for your convenience: Self-study Reports.

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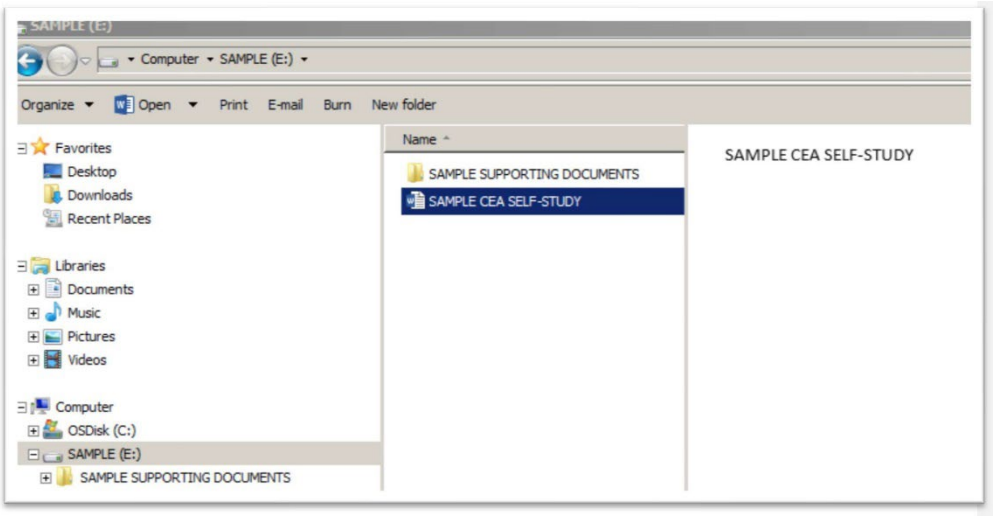
2. Upload

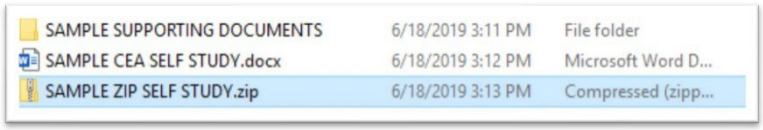
Before uploading, prepare your Self-study and AFC 11 12 Reports per the instructions in the *Accreditation Handbook*, Section 2: The Self-study Report, and in the Self-study Template. For the AFC 11 12 Report, follow the instructions in the Guidelines + template AFC 11 12 document.

You do not need to ship a USB/flash drive to CEA. CEA prefers a digital upload of your reports.

Note, to preserve hyperlinks, we recommend putting the Self-study Report and supporting documents in their own folder. Look at the next screenshot. [Mac windows and command names may differ.]

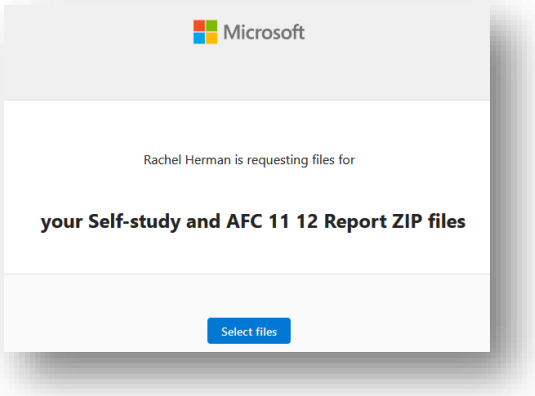


See the screenshot above. Your folder system might look like this image. In the image, there is one Word document file titled "<<SITENAME>> CEA SELF-STUDY" and one folder "DOCUMENTS". You will compress these two items into one zipped (.ZIP) folder. Please name the zipped folder <<SITENAME>> SELF STUDY.zip. For example, ESL School SELF STUDY.zip.

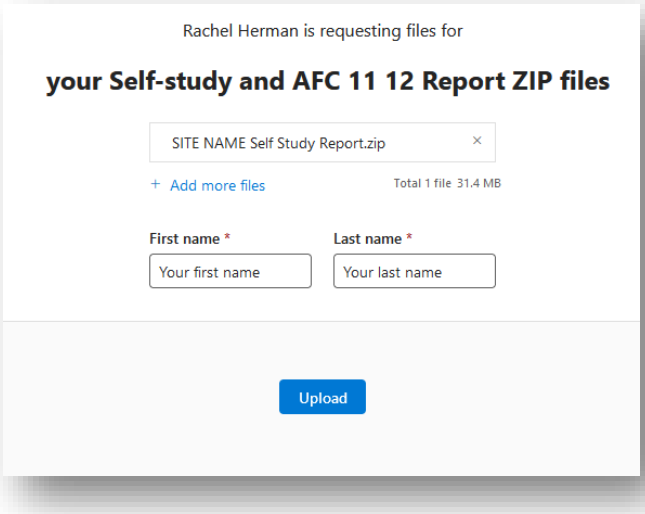


For the AFC 11/12 Report, you will follow these same steps. Please name the ZIP folder <<SITENAME>> AFC 11 12.zip. And if you have supplemental reports required, you should follow the instructions for each of the supplemental reports.

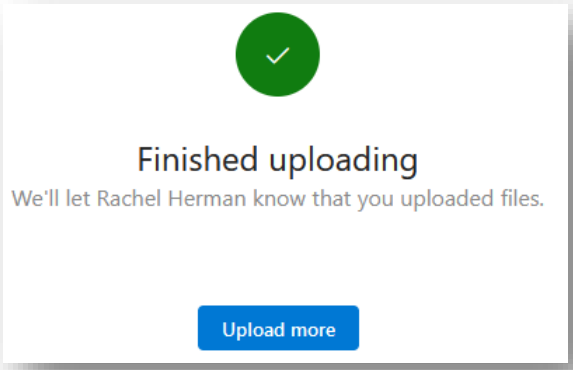
Once zipped, you will open the "click here" hyperlink from the email you received (or use this Self-study Reports). Your web browser will open to a URL like this screenshot below. Click "Select files." Your browser will open a File Upload window on your computer. Select the ZIP files you want to upload.



When you click "Open" or "Select", your browser will display the files you are uploading. You must enter your first name and last name. Then click "Upload." You will see a progress bar as the files are being prepared to upload.



When completed, the browser will show a green checkmark and a message like the screenshot below.



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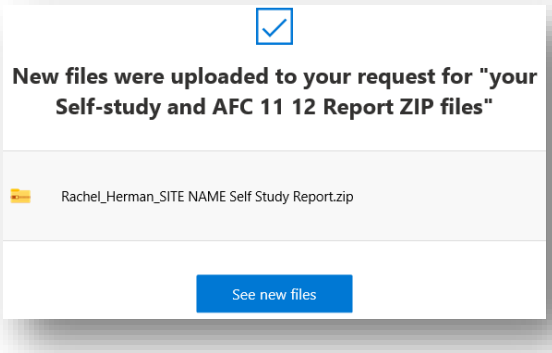
3. Confirm

You will not receive any automated confirmation email because this process does not require you to input an email address. CEA staff receive an automated notification of your file upload with the name you entered.



Following the notification of your upload, CEA staff will send you an email confirming receipt of your Self-study and AFC 11/12 ZIP files. Please note that this confirmation is not an automated process.