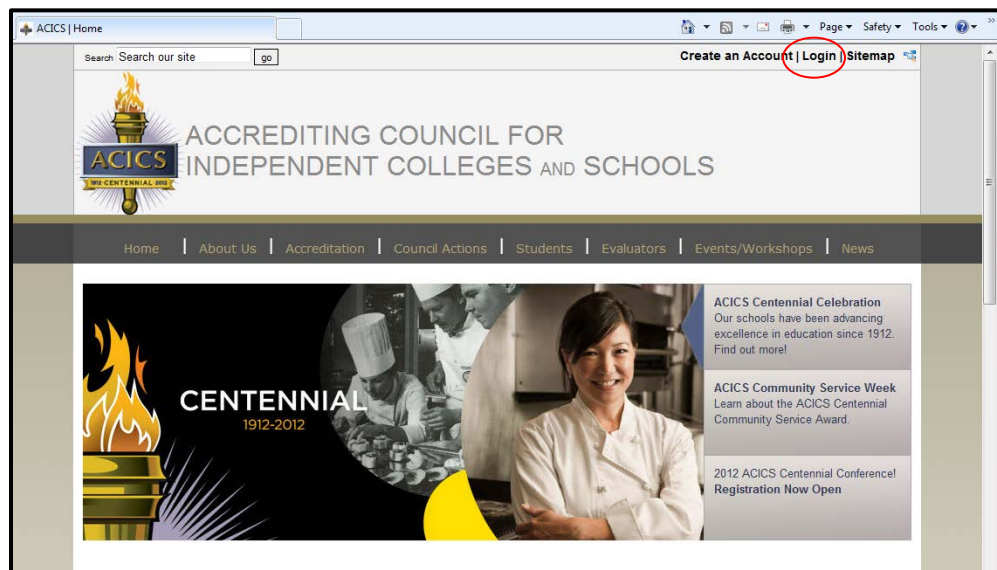




## Application Process

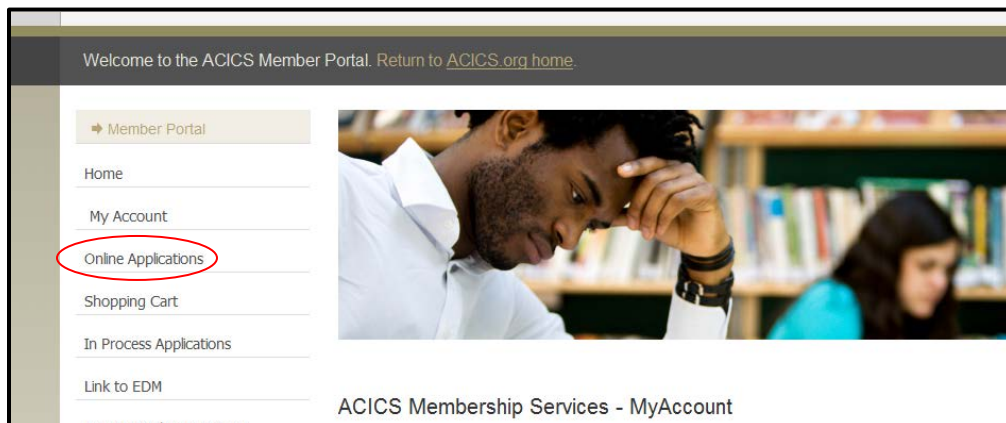
### Step 1: Login

From the ACICS member portal ([www.acics.org](http://www.acics.org)) click on “Login” and enter the corporate or campus (main or additional location) ACICS member portal username and password when prompted.



### Step 2: Select applications and add to cart

From the membership home page, click on “Online Applications.”



Across the top of the grid is a list of available application processes. On the left side of the grid is a list of campuses within the member's hierarchical structure (corporates can initiate an application process for any main and additional location, mains can initiate an application process for themselves and their additional locations, additional locations can initiate an application process for themselves).

Select the number of applications to be purchased for each campus by clicking in the corresponding orange square and changing the quantity.

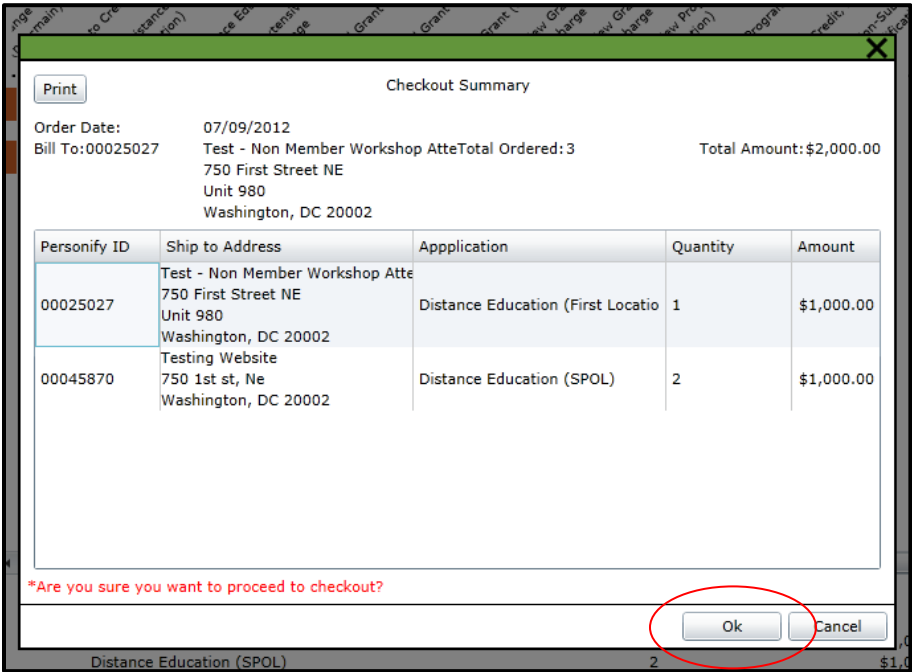
	Campus Realignment Fee	Change of Location Application	Change of Name Application	Change of Ownership (Main Location)	Change (non)
MAIN : 00025027 Washington , DC	1				
AL : 00045870 Washington , DC		2			

Once you have made your selections, click "Proceed" to confirm your order.

Item	Quantity	Price
Distance Education (First Location)	1	\$1,000.00
Distance Education (SPOL)	2	\$1,000.00
<b>Grand Total</b>		<b>\$2,000.00</b>

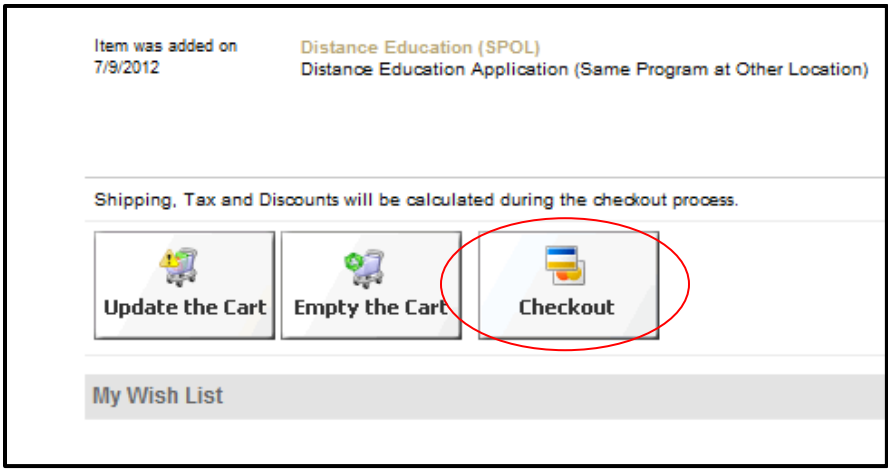
**PROCEED**

Confirm the order, and then click “OK” to proceed to the checkout screen. This screen also has a print feature.



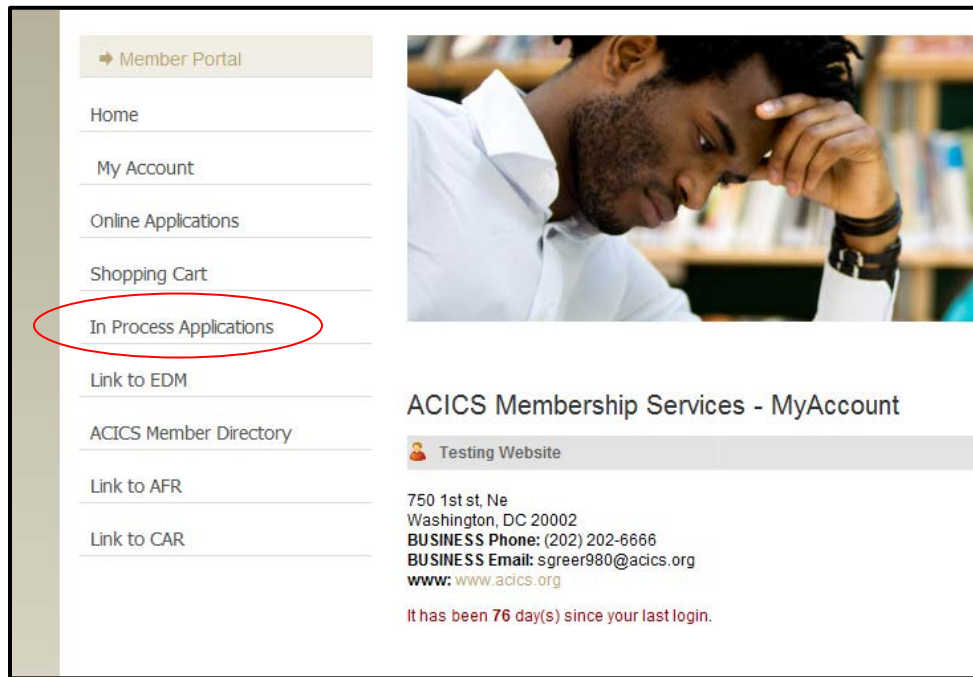
Complete a final review of the order, and click “Checkout” to enter the credit card information.

If the total purchase is over \$40,000, the system will provide a “Bill Me” feature. This allows the member to proceed with the application process.



### Step 3: Upload documents.

After completing the purchase, click on “In Process Applications” to upload the required documents associated with the application(s) purchased.



Click on an application type to begin.

Not Applicable  
Enter program name to unlock columns

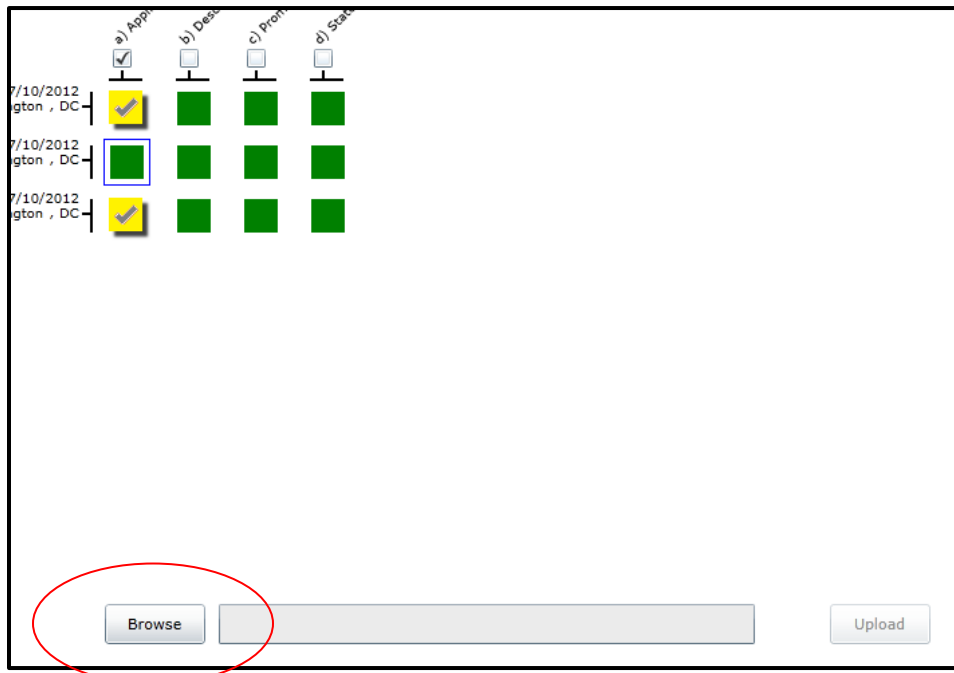
**Please Select an Application to Continue**

Application	Incomplete Number	Remaining Documents
Initial Accreditation Application Proc	1	53
Extensive Substantive Change	2	46
New Program Application	2	47

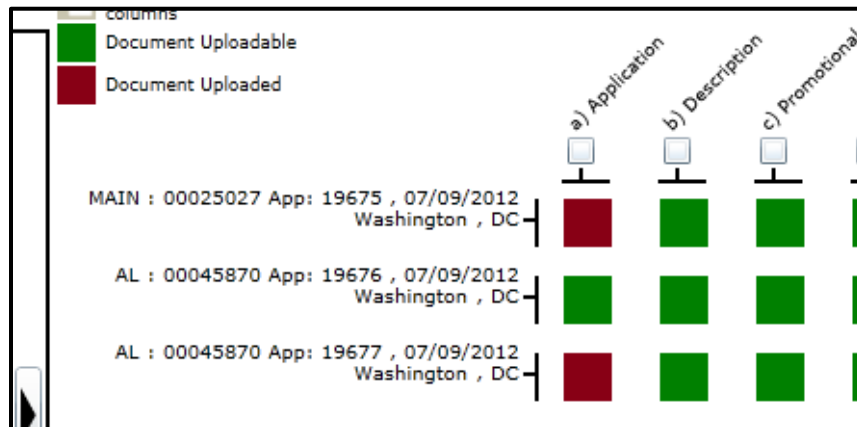
Note: Instructions for an INITIAL or ADDITIONAL LOCATION application are unique and will be described under “Initial / Additional Location Application” instructions below.

To upload a document, click the checkbox next to the appropriate task. Documents can be uploaded for any campus within the user's hierarchical structure.

**CLONING:** The system now allows users to clone a single document for upload to multiple campuses. In order to trigger this feature, the user would select multiple campus locations listed under a specific document simultaneously and click "Browse". When the document is linked and the user hits "Upload", the identical document will be sent to the applications for all campuses selected. Caution: This feature may be triggered inadvertently and documents submitted to the electronic document management system (EDM) will not be deleted. Make certain that the document you intend to send to all campuses selected is identical in content and that all campuses are referenced on the document, if required.

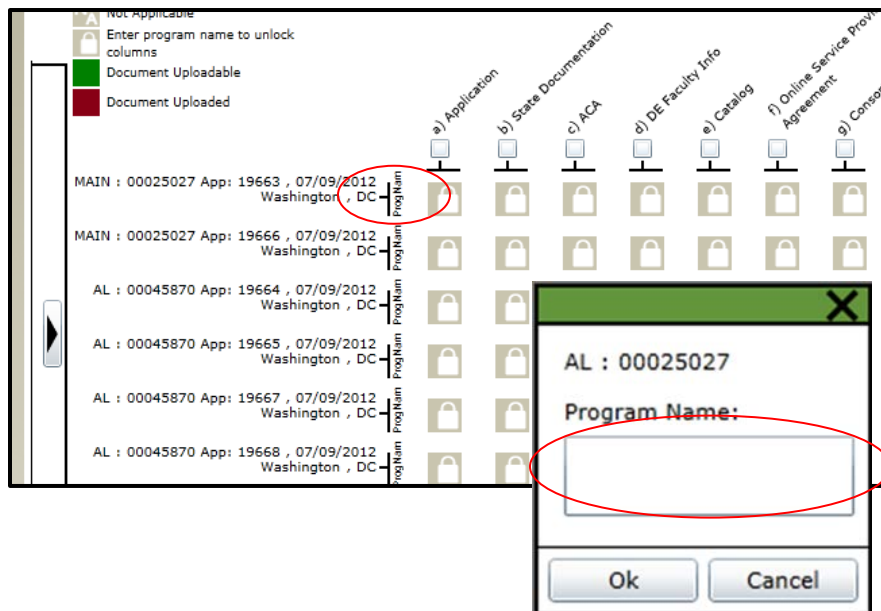


Documents that have been submitted will be displayed in red.



Please note: When uploading documents for program-related applications, a “Prog. Name” must be entered. The official title of the program must be entered as it appears on the state approval and application. NOTE: Program names should not include the degree level unless the degree is part of the official title, e.g., Master of Business Administration. An Applied Science Degree in Massage Therapy should be a Massage Therapy program at the Occupational Degree or Academic Degree level. This feature is required for the following applications:

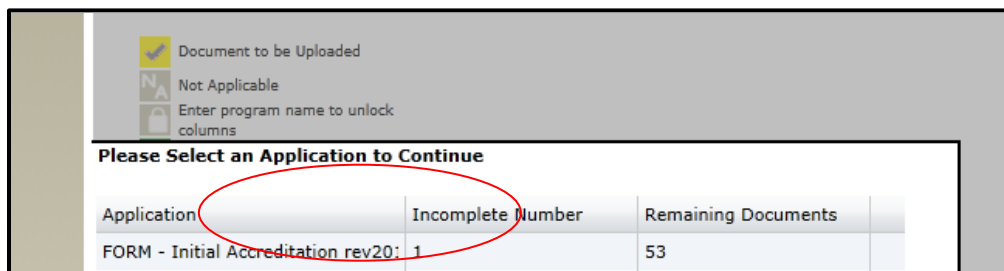
- New Program Applications
- Non-Substantive Program Modification Applications
- Substantive Changes to an Existing Program Applications
- Distance Education Applications



### Initial/Additional Location Applications

An Initial or Additional Location Application Process uses an online/Web-based application form. After purchasing either of these application processes, go to the In-Process Applications link from the menu selection, click Initial or Additional Location and open the FORM. Upon submission of this online/Web-based application form the user can upload the remaining required documents through the browse/upload process.

To complete this form, click on In-Process Applications and select FORM to begin.



You will be taken to the Initial or Additional Location form appropriate for the application.

**Initial Accreditation**

Application Id: Initial Accreditation rev2012 Tasks: a) Application

**Institution** Personnel Student Academic Program Information Management Information

Date of original establishment of institution:

Date of acquisition by present ownership:

Institution is:  Chartered  Licensed  Other  Registered

By the following agencies or authorities:

Continuously since what date:

Application preparer:

Name:  Email:  Telephone:  /  /  Ext.:

Save Next Cancel

Upon completion of the form, return to the In-Process Applications link to continue uploading the remaining documents associated with the application.

For additional assistance with purchasing or uploading documents using the enhanced application process, please contact the Help Desk at [ebiz@acics.org](mailto:ebiz@acics.org).