



REGISTRATION INSTRUCTIONS

Rev. June, 2009

Registration Types:

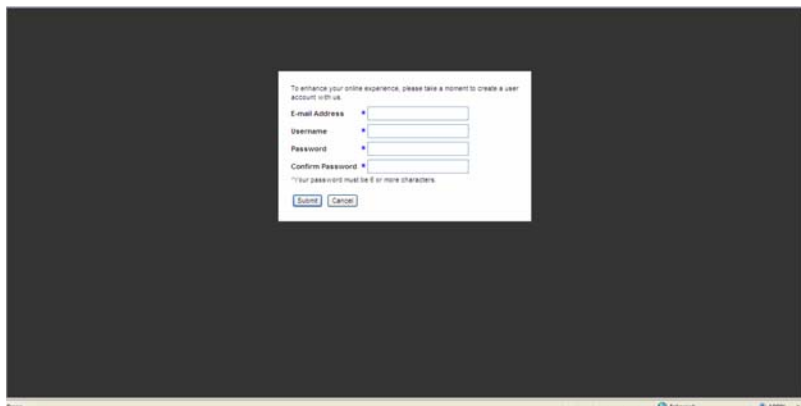
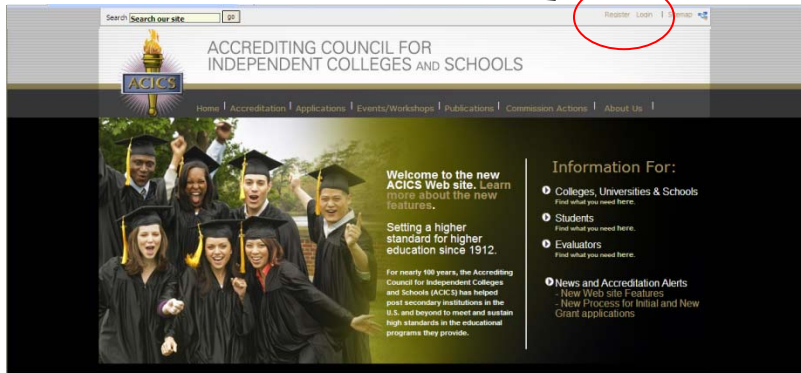
Company	Reserved for owning corporations of initial applicants.
Institution	Reserved for initial applicants.
Individual	Reserved for persons associated with our member institutions, but who are not evaluators.
Evaluator	Reserved for persons not associated with our member institutions, wishing to become an ACICS volunteer evaluator.

NOTE: When entering telephone or fax numbers, DO NOT enter dashes, they will auto populate when you tab to the next field.



REGISTER

CLICK on REGISTER from our main website



Complete the information requested

NOTE: The email address used at registration will receive future password or demographic change notifications.

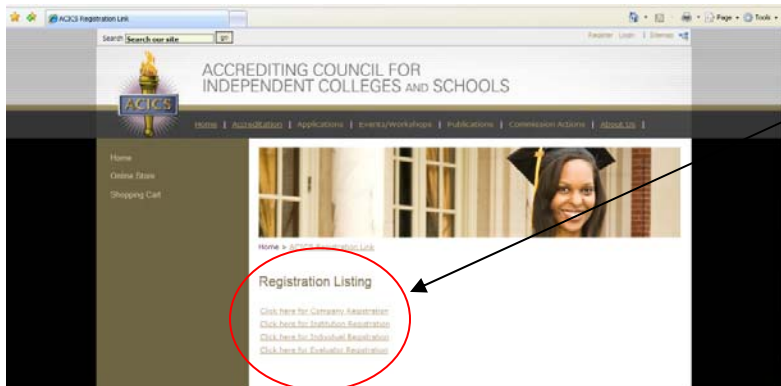


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SELECT TYPE



There are 4 types of registration

- Company (Owning corporations of initial applicants)
- Institution (initial applicants)
- Individual (non-evaluators associated with a member institution)
- Evaluator

CLICK on the registration type

NOTE: The registration page will automatically populate the email address entered in Step 1 and the additional information captured will differ depending on the registration type.



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COMPLETE

Each registration page will ask for specific information. Below are descriptions of the four registration types and the information requested.

Company Registration Page

- Company is reserved for owning corporations of initial applicants. The registration will ask for:
- Official name of corporation
 - Physical address and mailing address (if different from physical)
 - Telephone, fax, email & URL

Institution Registration Page

Institution registration is reserved for initial applicants.

- The first page of registration will ask for:
- Official name of institution
 - Physical address and mailing address (if different from physical)
 - Telephone, fax, email & URL



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When complete with the first page, **CLICK CONTINUE** .

PAGE 2 of Institution Registration

The second page of Institution registration will ask for the following information:

Part of Application

- Onsite Administrator's name, title and email address
- Chief Executive Officer's name, title and email address
- Credentials offered at the institution (*Press CTL + click to select multiple items*)
- All non-main locations
 - Name, address and phone
 - **REMINDER: All initial applicant's non-main locations must also register**
- Corporate type
- Date the institution was originally established and the date the institution was established under current ownership
- Do you participate in a federal financial aid program
- Do you offer distance education activities
- Unit of credit awarded by the institution

PAGE 3 of Institution Registration

The third page of Institution registration will ask for the following information:



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Personnel

- Number of FT and PT administrative staff
- Number of FT and PT faculty
- Number of FT and PT faculty with bachelor's degree, master's degree and doctorate degree
- Number of admission's representatives

Students

- Is high school graduation required (Y/N)
- Enrolled students FT, PT, TOTAL and enrollment for DAY, EVENING, and ONLINE
- Total number of graduates that have graduated within the past Annual Institutional Report year (July 1 to June 30) – Total graduates are captured by degree level – **If not applicable enter "0"**
- Do you accept public, tuition paying students - private (contractual training for corporation schools, - or government sponsored (job training partnership ACT students) (Y/N)

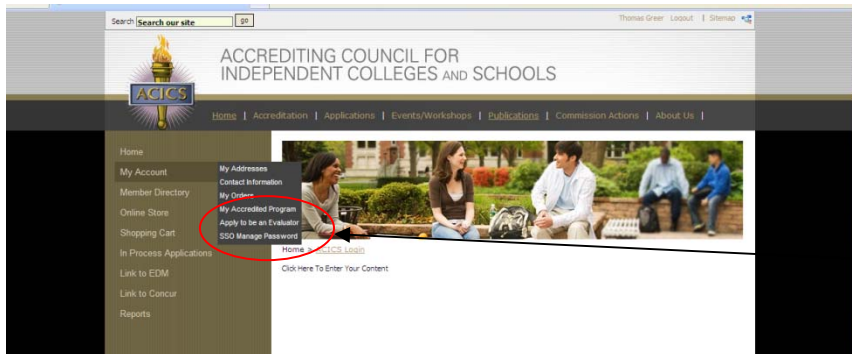
Individual Registration



Individual registration is reserved for persons associated with our member institutions, but who are not evaluators.

The following information is requested during registration:

- Name, including credentials and primary address (*additional addresses can be added after registering and altered by user as needed*)
- Telephone, fax, email and URL if available.
- The name of the member institution you are associated with.
 - **NOTE: As you begin typing the institution's name, an active list of all member institutions will populate – select from the drop down list.**



An individual who wishes to become an evaluator will logon using their individual username and password and from the My Account menu, select **APPLY TO BECOME AN EVALUATOR**



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Evaluator Registration

The screenshot shows the ACICS website's navigation menu at the top, including links for Home, Accreditation, Applications, Events/Workshops, Publications, Commission Actions, and About Us. A sidebar on the left contains links for Home, Online Store, and Shopping Cart. The main content area displays the 'ACICS - Evaluator Registration' page, which features a 'Personal Identification Details' section with the following fields: Prefix (dropdown menu), First Name (text input), Middle Name (text input), Last Name (text input), and Suffix (dropdown menu). The page also includes a breadcrumb trail: Home > ACICS Customization > Evaluator Registration.

Evaluator registration is reserved for persons who have not registered as an individual and who wish to become an ACICS volunteer evaluator.

The Evaluator registration is a two step process.

- FIRST:** Person's wishing to become an evaluator must register. During registration applicants will align themselves to our member institution programs through the use of the U. S. Department of Education Institute of Education Sciences (IES) Classification of Instructional Programs (CIP).
- SECOND:** ACICS staff will vet each applicant against our minimum qualification standards (see **Becoming an Evaluator** on our website www.acics.org under the *EVALUATOR* link). An email notification will be sent when the vetting process is completed, alerting the applicant of their status as an evaluator.

The following information is requested during registration:

- Name, including credentials and primary address (*additional addresses can be added after registering and altered by user as needed*)
- Telephone, fax, email and URL if available.
- Evaluator type
 - ACICS has two types of evaluators. Each type must meet our qualification standards as defined on our website under **Becoming an Evaluator**.
 - **MEMBER**. These are individual's associated with one of our member institutions. They may be faculty or administrative staff with specialties or expertise that fit our minimum qualification standards.
 - **PUBLIC**. These are individual's not associated with one of our member institutions. They may be individual's working in their specialty field or instructing for non-ACICS accredited institutions and who meet our minimum qualification standards.



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NOTE: If you select “Member” type, the Institution / Employer field will automatically populate with a list of our member institutions. As you begin typing the institution’s name, an active list of all member institutions will populate – select from the drop down list.

If you select “Public” type, the Institution/ Employer field will be open text, allowing evaluator’s to type in their employer.

If a public evaluator is retired, please type in **RETIRED** and the name of your last institution or employer.

CONTINUE to page two

ACICS - RegisterEvaluator

CIP Information

No record found, please use Add New button to create a new record.

Expertise

No record found, please use Add New button to create a new record.

The second page of Evaluator registration will ask for the following information:

CIP Information
and
Expertise

ACICS - RegisterEvaluator

CIP Information

* Fields marked in red are required

* Name of Program

* Experience Level

Back Save

Once you select **Add New**, two boxes will open with pre-populated information.

Select the CIP(s) that best identifies your specialty area(s). Add as needed.

CIP Information

Name of Program	Experience Level
HEALTH AND PHYSICAL EDUCATION/FITNESS	Certificate/Diploma
HOTEL/INTEL. ADMINISTRATION/MANAGEMENT	Occupational Associates Degree
LEISURE AND RECREATIONAL ACTIVITIES	Occupational Associates Degree

Back Save

The same procedure is used when identifying your area of expertise.

NOTE: For guidance on determining your specialty field or area of expertise, review **Becoming an Evaluator**.



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THANK YOU

When you are completed with the registration questions, click on **REGISTER**

