ACPE Guidelines for Preparing Electronic Self-Study Documents (v2.0)

Preparing for evaluation for purposes of accreditation or preaccreditation requires the submission of an in-depth and broadly-based, self-study document. Self-study documents have traditionally been submitted on electronically, provided that the content is prepared in accord with the *Standards 2016 Self-Study Rubric*. The following guidelines have been drafted to assist a college or school in preparing and submitting their electronic self-study.

- **Document requirements**: Due to the large number of appendices included in the self-study, each standard can only be a maximum of 6 pages for a total self-study of 150 pages. The recommended font size is *11-point*. Page numbers should be included.

- **Provide start-up directions**: Inform the reviewer of hardware and software needed to use the self-study. Include clear directions on how to begin and provide the name, email address, and phone number of a technical contact in the event that the reviewer experiences problems.

- **Label**: Label the flash drive to make them easy to identify in the event that they are removed from their cases or packaging. Labels should minimally include the name of the college or school of pharmacy.

- **Facilitate in-document note taking**: Use applications for presenting text-based documents that allow in-document note taking. Disable document features (e.g., Adobe Acrobat® passwords) that prevent the reviewer from taking notes.

- **Organize the materials for quick search and retrieval**: Make information quickly and easily accessible. Information that is difficult to locate, separated from the main documents because of links or embedded in several layers of menus may be overlooked by the reviewer.

- **Facilitate printing**: Ensure that documents can be printed on 8.5 x 11-inch paper while maintaining legibility and logical page breaks.

- **Limit web access or file downloads to optional materials**: The college or school should provide all information and materials that are required for the self-study report. The self-study should not link to documents on the Internet unless they are only supplementary.

- **Select the most appropriate medium for the content**: If the technology gets in the way of clarity or speed, then the reviewer may overlook information or not understand the program in detail. Use the medium that presents each piece of information in the most accurate and effective way possible.

- **Use computer-based video, animations and audio sparingly**: Avoid using computer-based video, lengthy animations and audio except where they add to information about the program or present the content more effectively than other methods (e.g., a visual tour of facilities). If these media are used, give the reviewer full control over playback including the ability to fast-forward or skip presentations.

ACPE staff will be happy to receive comments or answer questions about these guidelines or other issues. Please contact our office at (312) 644-3575.