



**ASSOCIATION FOR
CLINICAL
PASTORAL
EDUCATION, INC.**

Teresa E. Snorton, D. Min.
Executive Director
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Directions for using the On-line Student Unit Reporting System:

PLEASE REMEMBER THAT ALL STUDENT UNIT REPORTS MUST BE SUBMITTED ONLINE WITHIN FORTY-FIVE (45) CALENDAR DAYS FOLLOWING THE END DATE OF THE UNIT. THE ACCREDITATION COMMISSION WILL BE NOTIFIED MONTHLY OF LATE REPORTS. SUBMISSION OF LATE REPORTS WILL RESULT IN NOTATION(S) UNDER STANDARD 300.1

HOW TO REPORT STUDENT UNITS

Go to the ACPE website: www.acpe.edu

Log into Members Only.

Below the welcome message is a list of links. Click on the link called “Find other users or register student units.”

When the next page loads, click on the “Register Student Units” link at the top of the page in the middle frame.

The reporting page will appear and you can enter your student data on this page. The supervisor who is logged in will already be listed in the “Supervisor” box. This can be changed by selecting another name from the list if you are reporting for someone else.

This area is restricted to CPE Supervisors, Associate Supervisors, and Retired Active Supervisors only, or their office staff who have been given permission to use their login credentials to access this page.

Do not worry about the date displayed – It will always show Wed, August 22, 2007 2:27PM as the moment the page was first uploaded.

The Input page has many drop-down choices for your convenience. The end date cannot be more than one week into the future. All fields regarding a student must be completed.

Please do not enter student’s names in ALL CAPS. Please do not include titles (Rev., Fr. Etc...)

When you have finished entering data, click the blue “Submit” button in the lower right corner of the page.

You will see a message which reads: “Registration Complete.” This confirms that the records were submitted successfully.

To see a copy of your report, click on “View the report I just submitted,” or “Search All Reports.”



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The reporting system is programmed not to accept duplicate entries. So, if you try to enter records which are already saved in the database, you will see an error message. The records will not appear multiple times in the database.

If you need to view previously submitted reports, please log into the reporting area, just as if you were submitting new records. When you see the reporting page, with the yellow boxes, click the link in the upper right corner of the page which reads "skip registration." You will then see the link to "search all of my reports."

Please note that you will not be able to see reports for other supervisors, nor for an entire center. You can only see your own units. If you need a list of all units completed at your center, or for yourself as the supervisor, one can be prepared for you. To request a comprehensive recap, please e-mail Karen@acpe.edu.

As soon as you submit a unit report, a copy of the report will be sent automatically via email to both the National Office and the appropriate Regional Director for your center. The reporting supervisor will also receive an e-mail confirmation if an e-mail address has been provided to the national office.

Although Standards require that unit reports be signed by the Supervisor, this submission is tied to the Supervisor's personal login, which is equivalent to his/her signature. Please **Do Not** send an extra signed copy to the National Office. we are trying to save time and paper with this process!

Please **Do Not** send units in any format other than the on-line reporting system. This includes faxes, e-mails and mailed copies. Paper report forms are no longer accepted by the ACPE National Office or any regional offices. Reports may only be submitted through the on-line reporting system. This will help to insure accurate record keeping for everyone.

Regional Directors will utilize the procedures of their respective regions to invoice or receive payment for student units. The ACPE national office will continue to invoice centers annually for the Annual Center Dues amount that is based on the number of student units offered during the previous academic year.

Contact the National Office if you have further questions about the reporting system or for assistance with your login and password for Members Only!

For help with any part of the reporting process, please contact Karen McCray at Karen@acpe.edu.

If you make a mistake while reporting units, please e-mail Karen@acpe.edu with a description of the change(s) needed. Once submitted, reports can not be changed, corrected or deleted online. Any changes must be made in the ACPE National Office. For more information, please see the instructions for how to correct errors in student unit reports below.



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HOW TO CORRECT ERRORS ON STUDENT UNIT REPORTS

Please Note: Once a unit has been submitted, it cannot be changed online.

If you make an error while submitting student units, please send an e-mail to ACPE Database Administrator, Karen McCray at Karen@acpe.edu with a description of the necessary corrections. Requests for changes to student reports must be made in writing. Requests cannot be accepted by telephone.

After you have submitted a report, you will receive an e-mail confirming the submission. You may reply to this e-mail with information about any records that are in need of correction.

You may also send an e-mail directly to Karen@acpe.edu with details about the changes needed.

Please do not send correction requests by fax, or in e-mail attachments. This makes extracting the required modifications much more difficult, and slows the correction process significantly.

The requested changes will be made in the unit database as quickly as possible. You will receive an e-mail confirming the completion of the correction(s) once they have been made. The updated report will also be available online immediately after the data has been corrected.

At any time, you can request a list of all student units recorded for your center, or for all records in which you are listed as the supervisor. This is an easy way to see all of your units in one place, and to find any errors in the data on file at ACPE or any missing units which need to be entered using the online reporting system.

The database contains records from mid-1999 to present. There are a number of records in the database from 1995-1999. However, most records prior to mid-1999 are kept in the paper filing system which was used before the creation of the database. Therefore, you can expect to see all student records which are saved electronically in the database on your center or supervisor recap to include records from 1999 to present. Copies of units which are on paper rather than electronic format will not be included on the recap.



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You will notice on your recap that some of the “Date Added” fields are blank. This is because those units were entered into the database in the ACPE National Office before units were reported online. The online reporting system automatically includes a date / time stamp as part of each report submission.

You may also see “supervisor not reported” in some of the “supervisor” or “Full_Name” fields. This information was not available at the time the reports were entered into the database. If you see units listed as “supervisor not reported,” and know them to have been conducted by you, please advise Karen McCray, by e-mail, so this information can be added to the database. Every effort is being made to assign an actual supervisor to as many of these records as possible. Your assistance in this effort will be greatly appreciated.

If you have any questions about the process of reporting, or correcting student units, please contact Karen McCray at Karen@acpe.edu. You may also call the ACPE National Office at 404-320-1472