

Annual Reports

What is the purpose of the annual report?

The annual report allows CEPH to monitor significant changes and ongoing compliance in each school or program between on-site visits. The US Department of Education requires all recognized accreditors, including CEPH, to monitor specific issues on an annual basis.

When is our annual report due?

The deadline for submission is posted on the CEPH [website](#). You can always expect a due date in early December.

Who is notified at the school or program about the need to submit an annual report?

The dean or program director is always notified about the need to submit an annual report. You may provide up to two additional contacts in the annual report form, and those individuals will also be notified in subsequent years.

I created a user account, but I forgot my password. How can I log in to the system?

The login page includes a link to reset your password. Simply enter your email address and you will receive an email with a link to set a new password. If you continue to have problems logging in, contact CEPH staff.

We're currently writing our self-study for an upcoming accreditation review. Do we need to submit an annual report?

Accredited schools and programs preparing a re-accreditation self-study must submit an annual report.

Applicants preparing for an initial accreditation review are not required to submit an annual report.

We just had a site visit this year. Do we need to submit an annual report?

Schools and programs in any stage of the reaccreditation process must submit an annual report.

The single exception is for schools and programs that had initial accreditation decisions (not re-accreditation decisions) in the spring or fall of the calendar year. These schools and programs are not required to submit an annual report in December of the same year in which they received an initial accreditation decision. They must submit an annual report in all subsequent years.

Our interim report is due this year. Do we need to submit an annual report?

Yes. The deadline for the submission of an interim report has no bearing on the expectation that a school or program submit an annual report.

How long does it typically take to complete the annual report?

Depending on your systems of data collection and tracking, the annual report should be simple to complete. The data requests will always include graduation rates and job placement rates by degree. Programs must also report on the headcount of new enrollees, budget data and faculty headcounts and FTEs.

How can I review the questions in the annual report before I begin data entry?

The categories of questions on the annual report are as follows:

Schools of Public Health:

- Organization Information
- General Information
- Finances and Other Resources
- Graduation Rates
- Post-Graduation Outcomes

Programs of Public Health and Standalone Baccalaureate Programs:

- Organization Information
- General Information
- Admissions Information
- Finances and Other Resources
- Quantitative Faculty Information
- Graduation Rates
- Post-Graduation Outcomes

How many reports must our collaborative school or program submit?

Collaborative schools and programs must submit a single annual report that accurately portrays all components of the school or program.

How does the CEPH annual report relate to the data collected by ASPPH? Do your two organizations work together?

CEPH coordinates with ASPPH on components of mutual interest to streamline annual reporting and reduce repetition. Accredited schools and programs that are ASPPH members must complete the CEPH annual report in addition to ASPPH's questionnaire because it contains data requests that CEPH must collect in a specific format to ensure CEPH's continued compliance with USDE regulations.

What year of data should the annual report cover?

Report on the most recently completed academic year. The 2017 annual report, for example, should cover the 2016-2017 academic year (ie, fall 2016 and spring 2017). Do NOT report on fall 2017.

For student enrollment numbers, do you want total enrollment or just the headcount of newly matriculated students within the reporting year?

The CEPH annual report collects the headcount of newly matriculated students who entered within the reporting year.

What cohorts of students are we to include in the graduation tables?

Graduation data for each degree conferred should pertain to the most recent cohort *that has reached the maximum allowable time to graduate*. For example, if students have up to five years to graduate, you will report only on the 2012-2013 cohort in the 2017 annual report, since they reached the five-year graduation mark in 2016-2017—the reporting year for the annual report.

Present all graduation data by degree, rather than by concentration.

What cohorts of students are we to include in the job placement tables?

Placement data for each degree conferred pertain to the most recent cohort of graduates *who have had 12 months to secure employment or continuing education*. In the 2017 report, for example, you should report on those who graduated in the 2015-2016 academic year, since they reached the 12-month post-graduation mark in 2016-2017—the reporting year for the annual report.

Present all job placement data by degree, rather than by concentration.

What do we do if the graduation or job placement tables auto-populate a degree that doesn't have any graduates yet based on maximum allowable time?

Only complete the appropriate rows for your school or program, and leave the others blank. In the text box that will appear, include a simple note that explains that the degree program does not have any graduates yet.

How should we report job placement rates if our graduates are employed and also continuing their education?

Pick one category; no one should be double counted.

How should we report job placement rates if our graduates are employed but are actively seeking a new position or opportunity?

You may count these individuals as employed for purposes of reporting.

In the Resources section, what level of detail are you looking for? For example, do you want to know about computers and other technology we have updated or purchased during the year?

You should only report on significant changes that may impact student learning or other areas of compliance with the Accreditation Criteria. Responses should be brief and direct. Specific information about computer purchases, field placement contracts, etc. is not necessary.

I started a section of the annual report but then realized I need to get more information and finish it later. How do I save what I already input?

Click through to the end of the section to save any in-progress work. Exiting in the middle of a section may result in the loss of entered information.

I clicked the "Submit" button for my annual report but then realized that some data provided are incorrect. How can I update my report?

You can access and update your report as often as you like until the official deadline in early December.

May we report substantive changes through the annual report?

The annual report does NOT serve as a substitute for providing the Council with prior notice of substantive changes, when required. If your school or program undertakes one or more [substantive changes](#), they should be submitted through CEPH's [Substantive Change Form](#).

The best approach is to be proactive. If there is an upcoming change that might impact compliance, contact staff for direction beforehand. Don't wait for the annual report!

Are we required to publish our annual report?

No. Annual reports are not public documents. Only final self-studies and final accreditation reports are public information.

When will we receive a response from the Council, and what type of response should we expect?

The Council will review the annual reports at the first meeting for which space is available on the agenda – either winter (usually late January or February) or spring (usually June). Following its review, the Council will send a letter to each school and program confirming receipt of the annual report and, if applicable, identifying any potential concerns. Based on its review, the Council may request an interim report or additional information. A follow-up consultation visit, abbreviated review or full accreditation review may also be required in special circumstances.