APPLICANT INSTRUCTIONS FOR ANCDS BRE ACCREDITATION SURVEY MONKEY APPLY

Thank you for your interest in applying for accreditation of your proposed residency program by the ANCDS Board of Residency Education. The following instructions will help you navigate Survey Monkey Apply (SMA), the portal we use for managing applications. For your convenience a sample application follows these instructions (see page 9).

<u>Register</u>

The first step is to register with SMA using the Register link in the upper right-hand corner on the application website: <u>https://ancdsbre.smapply.us/</u>

Following registration, you will receive an email asking you to confirm your email address. After confirmation, you may begin the initial application process.

SMA Terminology

SMA describes each of the steps in the application process as 'stages.' Within each stage, there are 'tasks' you need to complete, which include activities like filling out forms and uploading documents. When you enter a stage, there will be a list of tasks you need to complete.

Intent to Apply for Residency Accreditation (IARA) Stage Log in to the ANCDS BRE website. You will see this screen:



Click View programs and then click on MORE on this screen:

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Programs		Search programs	a 👪 🗏
ANCDS Board of Residency Education Accepting applications on Sep 6 2024 01:00 AM (EDT)			
	MORE >		
	1 - 1 of 1 Programs		

After you click on ANCDS Board of Residency Education, you will see this screen. Click on APPLY:

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Academy of	f Neurologic Communication Disorders and	😞 Programs 🛛 🏫 My Applications	🕕 👻 Linda Shuster
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	ANCDS Board of Residency Education I. BACKGROUND INFORMATION and PURPOSE A. Purpose The purpose of the Academy of Neurologic Communication Disorders and Sci Board of Residency Education (ANCDS BRE) is to accredit clinical training progr offering a program of Study genered towards developing advanced knowledge a skills in neurologic communication disorders. B. Residency Program Length	APPLY Opens Sep 6 2024 01:00 AM (EDT)	
	 Full-time option: Requires a minimum of 1,100 hours in no fewer than 9 months and no more than 12 months. Part-time option: Requires a minimum of 1,100 hours, must be at least 51 a full-time equivalent at the practice site, and must be completed within ; months. 	3% of 24	
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You will then be asked to name your application. We recommend that you include the name of your facility in the application name.

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	I. BACKGROUND INFORMATIC				
	A. Purpose	New Hospital			
	The purpose of the Academy o Board of Residency Education offering a program of study go		75 characters maximum		
	skills in neurologic communic.	CANCEL	CREATE APPLICATION		
	B. Residency Program Len				

This will take you to the first stage, the IARA. Your task is to complete and submit the IARA form. Click on the name of the form in the box on the right, and it will open.

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	0 of 1 tasks complete Last edited: Sep 24 2024 06:22 PM (EDT)	ANCDS Board of Residency Edu [2] @ New Hospital ID: 000000023 APPLICATION ACTIVITY	Preview ***
		Your tasks	Instructions
	William Tell (Owner) bill.wonderlin@gmail.com	1	

Note that if you would like to add a collaborator from your program who can work on your application, you may do so by clicking Add collaborator on the lower left. You may add collaborators who can only view the application or collaborators who can view and edit the application. Once you have completed the form, you will note that the circle in front of the form now has a green circle with a check, indicating that you have successfully completed the task.

You can choose to review the form before you submit by clicking on Review. You can also download the application either prior to submission or after completion by clicking on the

three dots at the top right corner. **Please note: You must click on the 'Mark as complete' button at the bottom of every form you complete for the form to show that it has been completed.

K Back to application	SUBMIT YOUR APPLICATION
ANCDS Board of Residency Education [2] New Hospital	t Download
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You will be notified after the IARA is successfully submitted. Shortly afterwards, you will receive an invoice from our Business Office for the IARA fee. Once the fee is received, your IARA will be reviewed. After it is reviewed, you will be notified that your application: 1) has been moved into the next stage in the application process, which is to complete the Application for Residency Accreditation (ARA); 2) needs additional information; or 3) indicates that your proposed residency program does not meet our requirements to apply.

Application for Residency Accreditation (ARA) Stage

When you log in to SMA after the IARA is approved you will now be in the ARA Stage. You will see the following screen. Note that there are ten tasks to complete, and it states that 0 of the 10 tasks for this stage have been completed. It is recommended that you write your responses using a word processing program and then copy and paste them into the ARA form on SMA. A sample application is attached to the end of these instructions.

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Click on START, and you will see the 10 *required* tasks for this stage (there are actually 11 tasks, one upload is optional).

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	Last edited: Sep 24 2024 0	3:57 PM (EDT)	New Hospital ID: 0000000021 Status: IARA Approved				
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	Add collaborator		Application for Residency Education	on Accreditation	- Standard 2: Curriculu	um	
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			Attach Document - Standard 2.5.3 Procedures	Non-continuati	on Policies and	>	
			Application for Residency Education	on Accreditation	- Standard 3: Program	>	

Click first on the Intent to Apply for Residency Accreditation Form. You will be asked if you want to reuse the IARA you completed previously. You should choose to reuse by selecting ADD DATA. This will prevent you from having to enter all of your demographic information a second time. After you have selected 'reuse,' and the IARA has opened, you can update any information that has changed since the submission of the IARA.

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✓ Back to application AbCOS Baard of Residency Education New Hospital ID: 000000001 Status: WRA Approver Intent to Apply for Porm Porm Application for Residency Education Accreditation Standard 1 Mission	Reuse data You have previously completed this task. Would you like to reuse the data you provided? Previous instance Sep 24 2024 03:44 PM (EDT) (New Hospital) Image: Construct any data I have already added to this task	X R	ion Form		
Standard T, Mission, Goals, and Outcomes Application for Residency Biducation Accreditation Standard 25.2 Curriculum Attach Document - Remediation Policy and Procedures	CANCEL ADD DATA	•			

When the IARA is complete, scroll to the bottom of the page and click on '*Mark as complete*'. Continue on to the additional tasks. After you have completed a task, you must select '*Mark as complete*', and the circle in front of the task will populate with the green circle with the check. If you select 'Save and continue editing,' instead of 'Mark as complete,' you will not see the check. Once all of the circles are green with the white check, your application is complete, and you will see that both the Review and Submit buttons have changed from gray to blue. You may click 'Submit.' You also may also choose to Review the ARA prior to submitting. If you do review, you will see that the first pages of the form are the original and the updated IARAs. (See the end of this document for information about formatting responses in the ARA.)

ANCDS Board of Residency Education	completed 3cp 24 2024 04.11 FW(C01)			
New Hospital ID: 0000000021 Status: IARA Approved	Termination Policy			
Intent to Apply for Residency Accreditation Form 	Filename: termination_Policy_nbuUTF6.docx	Added: Sep 24	2024	
Application for Residency Education Accreditation - Standard 1: Mission, Goals, and Outcomes				
Application for Residency Education Accreditation - Standard 2: Curriculum				
Attach Document - Standard 2.5.2 Remediation Policy and Procedures				
10 of 10 required tasks complete				

If, after reviewing the document, you need to make edits, select Back to application at the top right of the page.

ademy of Neurologic Comr	nunication Disorders	an	🐥 Programs	Applications	6 -	William Tell
< Back to	application	Intent to Apply for Residency Accreditat Completed Sep 25 2024 12-42 PM (EDT)	ion Form			
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1 of 1 tas Last edited: Sep 25	ks complete 2024 12:42 PM (EDT)	Sponsoring Organization Address 2345 4th Avo				
REVIEW	SUBMIT	City Detroit				
		State Michigan				

Click on the standard you would like to edit. When it opens, click on the three dots in the top left corner, and you will be able to edit the document. Please remember to click 'Mark as complete' when you have finished editing. When the application is complete, click 'Submit.'



You can download a copy of each page of the ARA when you are on the page for that task by clicking on the three dots in the upper right-hand corner and selecting 'Download.' You can also download a pdf of the entire application once you have completed all of the tasks. This can be done both before and after you submit it.

You have two options If you want your downloaded application to include copies of the documents you attached. If you want the attachments to be included in a single document download you must upload pdf versions of the attachments. Alternatively, when downloading applications, you can select the download option "Separate PDF for each selected application (with attachments in original format)". This download option will then create a zip file that will contain the application as you're seeing it in your current download, but in the zip folder will also be any attachments included as separate files as the file type in which they were uploaded.

After you have submitted the ARA, you will receive an invoice from our Business Office for the ARA Fee. Once the fee is received, your application will be reviewed.

Formatting responses in the ARA

It is important to know that in SurveyMonkey Apply (SMA) the ARA will only accept plain text. This limits the styles (e.g., underlining, italics, lists, etc.) that are available to applicants if they type directly into the ARA and when the responses are drafted in a word processing program and pasted into the ARA. When lists or outlines with sublevels are created in a word processing program and pasted into the ARA the sublevels will not be indented and most formatting such as tabs, indents, and blank spaces all become left justified.

Applicants who wish to use indents or tabs or create a multilevel outline to present responses do have options.

A method of creating easy to read indented and/or outlined text is to insert leading periods at the beginning of a line. When creating a multilevel outline, increase the number of periods inserted for each level of the outline. Any spaces inserted between the leading periods and the text will be lost when the response is saved in the ARA.

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One option for using leading periods is manual entry into the ARA. Manually type responses, with any desired leading periods, in an ARA response field.

Alternatively, applicants may manually type leading periods when creating responses in a word processing program. The responses may then be copied and pasted into an ARA

response field. (Recall that any leading blank spaces, tabs, or indents inserted in the word processing program will be lost when the response is copied and pasted into and then saved in the ARA.)

Additionally, some word processing programs allow users to create customized outlines that format indented text with leading periods. This is possible with Microsoft 365 Word on a PC and with Word for Mac. This approach also allows the use of that custom multilevel list anywhere in the same document. Instructions for creating a custom multilevel outline with MS 365 Word on a PC and with Word for Mac are provided in separate documents. As of this writing, some online versions of Word or Word 365, Forms, and Google Docs do not allow the creation of custom multilevel lists with leading periods.