

## 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).

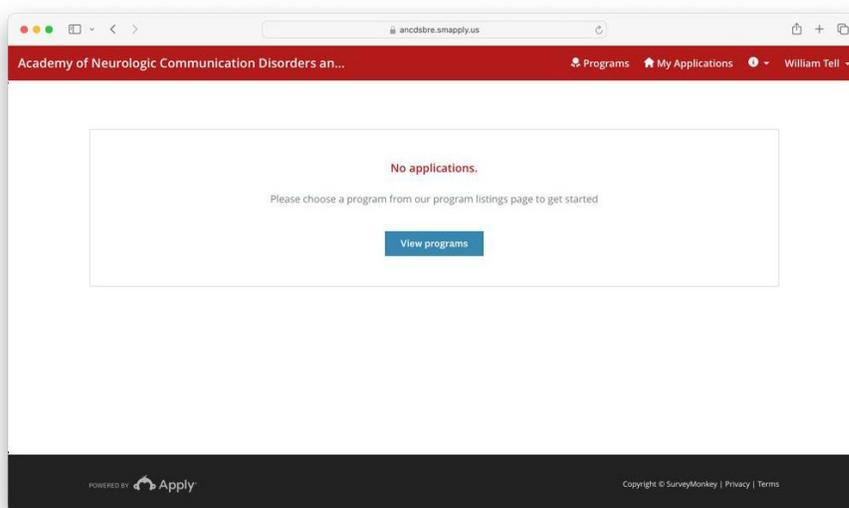
### Register

The first step is to register with SMA using the Register link in the upper right-hand corner on the application website: <https://ancdsbre.smapply.us/>  
Following registration, you will receive an email asking you to confirm your email address. After confirmation, you may begin the initial application process.

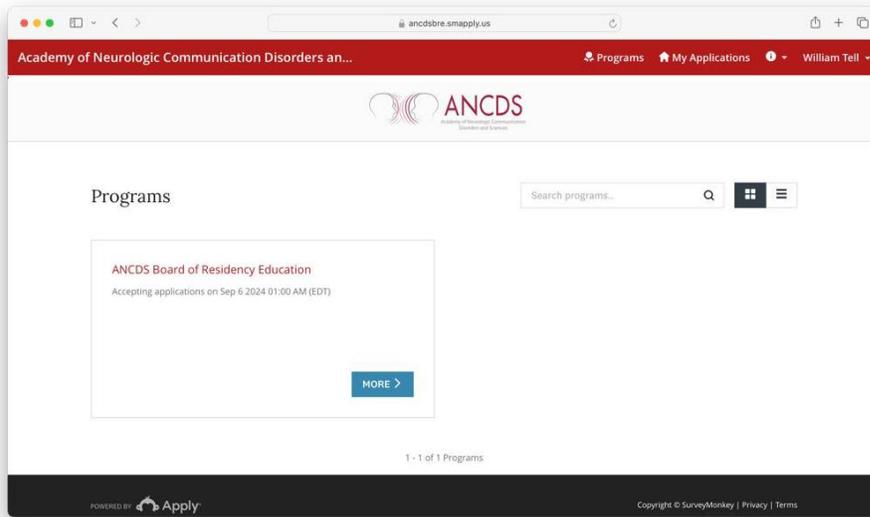
### SMA Terminology

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.

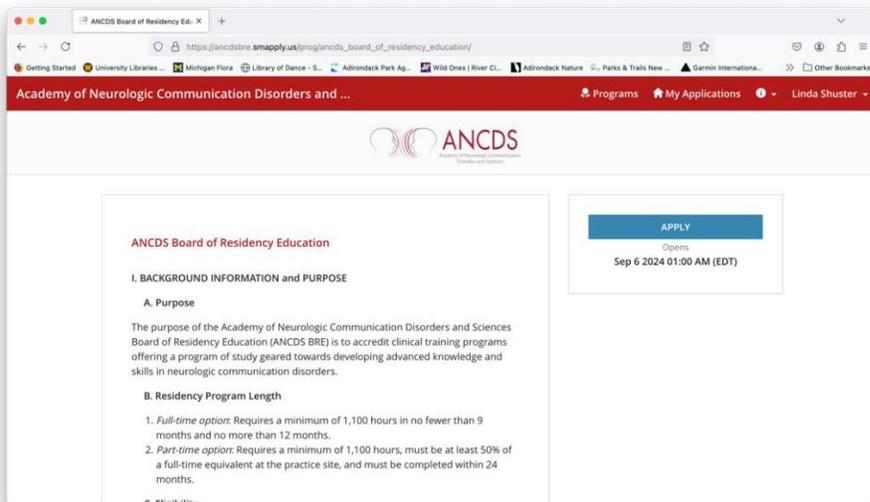
Intent to Apply for Residency Accreditation (IARA) Stage Log in to the ANCDs BRE website. You will see this screen:



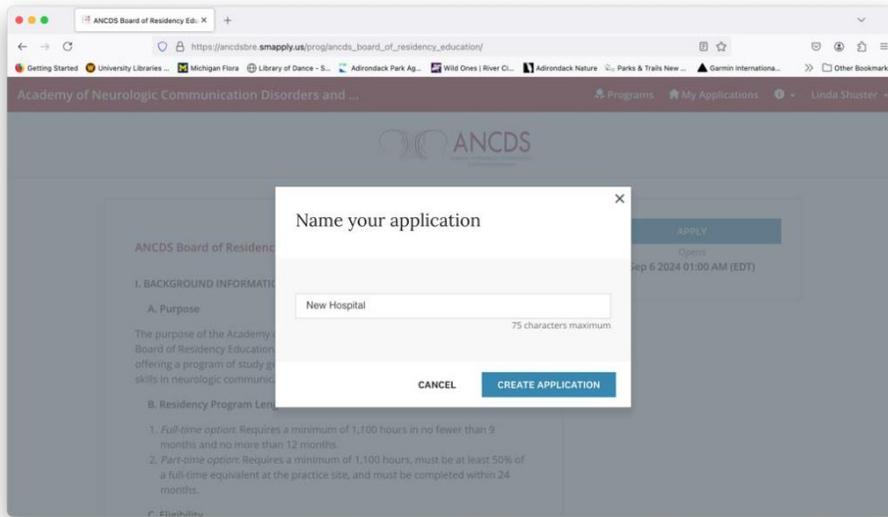
Click View programs and then click on MORE on this screen:



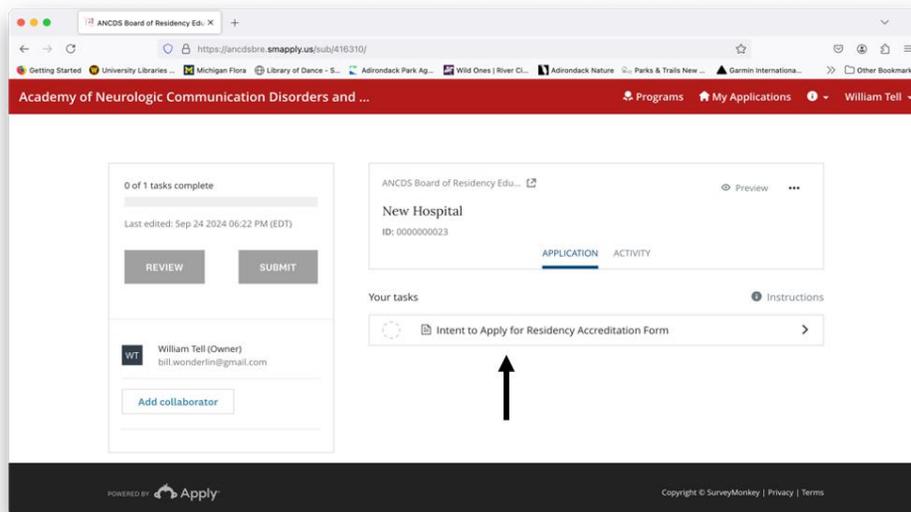
After you click on ANCDs Board of Residency Education, you will see this screen. Click on APPLY:



You will then be asked to name your application. We recommend that you include the name of your facility in the application name.



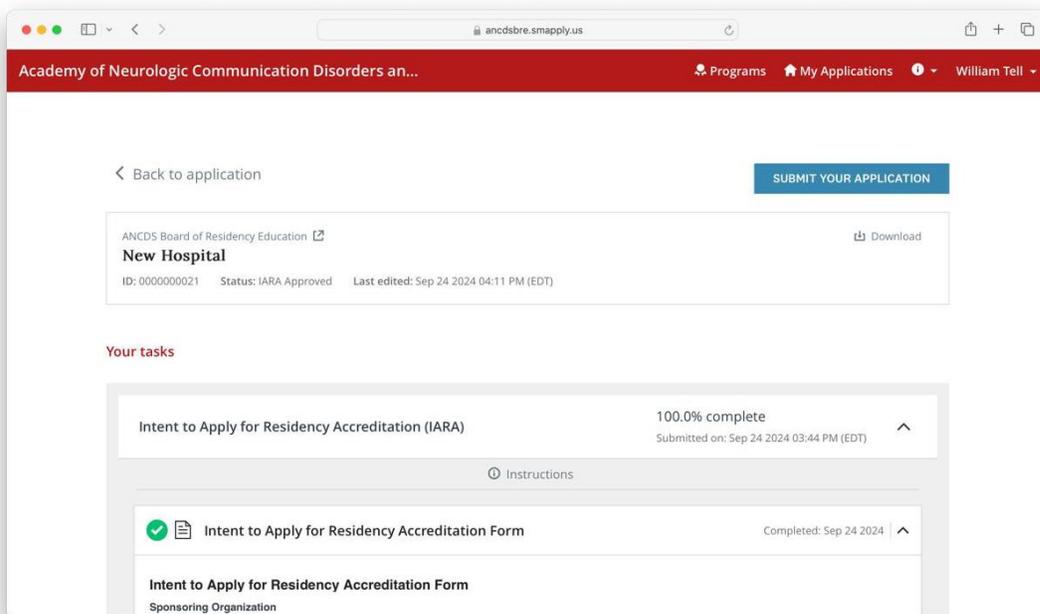
This will take you to the first stage, the IARA. Your task is to complete and submit the IARA form. Click on the name of the form in the box on the right, and it will open.



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.**



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.

All Applications

ANCDS Board of Residency Education  
**New Hospital**  
000000021

STATUS: IARA Approved

0 of 10 required tasks complete

START

Submitted on: Sep 24 2024 03:44 PM (EDT)

1 - 1 of 1 Applications

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

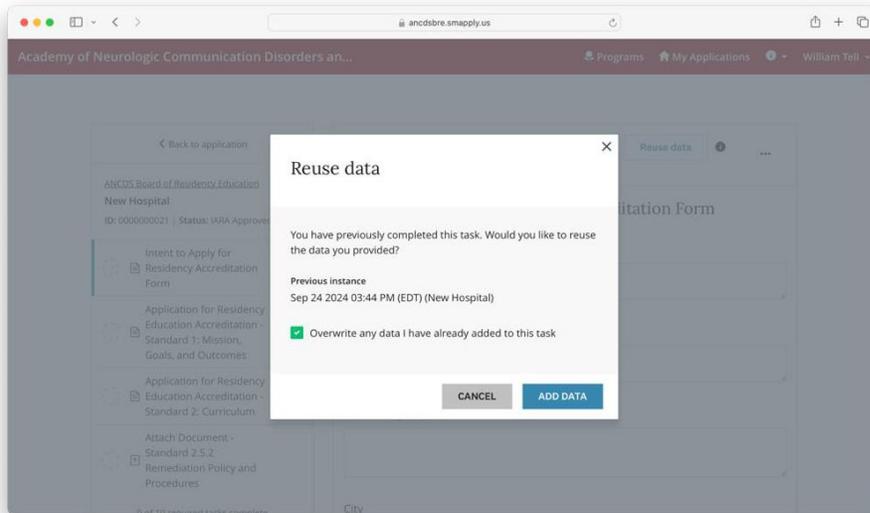
ANCDS Board of Residency Edu...  
**New Hospital**  
ID: 000000021 Status: IARA Approved

APPLICATION ACTIVITY

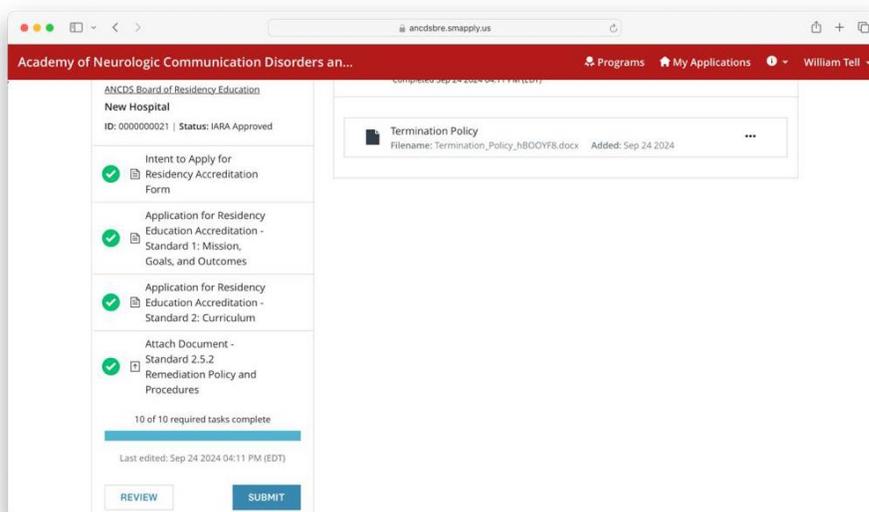
Your tasks

- Intent to Apply for Residency Accreditation Form
- 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
- Attach Document - Standard 2.5.3 Non-continuation Policies and Procedures
- Application for Residency Education Accreditation - Standard 3: Program Administration

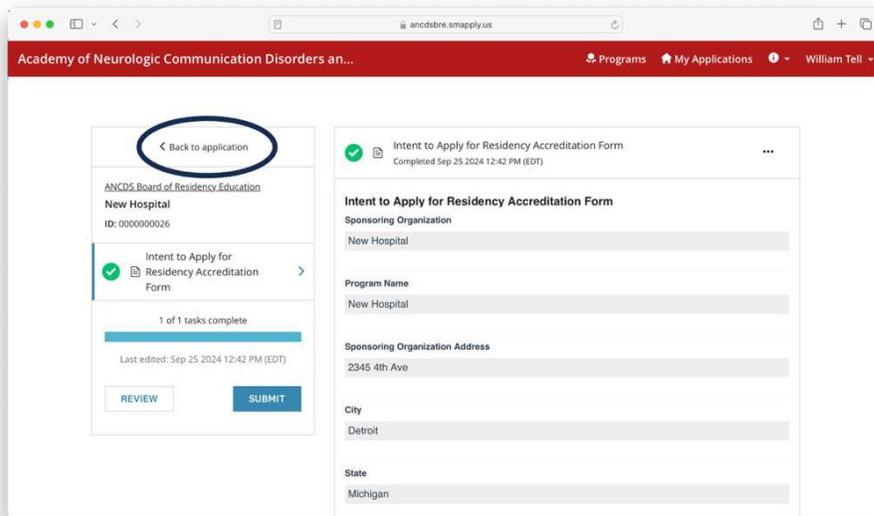
Click first on the Intent to Apply for Residency Accreditation Form. You will be asked if you want to reuse the IARA you completed previously. You should choose to reuse by selecting **ADD DATA**. This will prevent you from having to enter all of your demographic information a second time. After you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



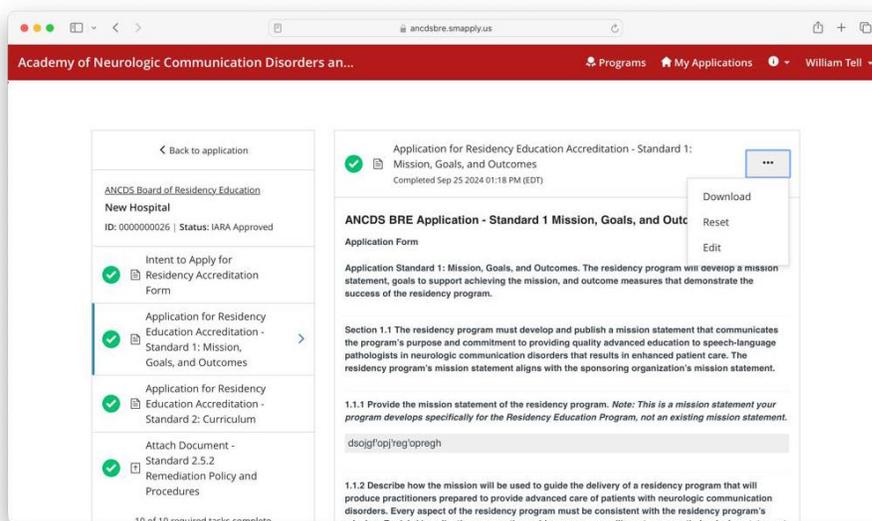
When the IARA is complete, scroll to the bottom of the page and click on 'Mark as complete'. Continue on to the additional tasks. After you have completed a task, you must select 'Mark as complete', and the circle in front of the task will populate with the green circle with the check. If you select '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.)



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



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.

I. Kingdom  
..A. Phylum  
....1. Class  
.....a. Order

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.