

course syllabi), the peer evaluators will need access.

- Peer evaluators should also be provided access to your LMS.
- The peer evaluators should be provided instructions on how to access any password systems at least **six** weeks prior to the site visit.

Note: Along with any written materials reviewed by the peer evaluators, all web-accessed information and information contained in the learning management system is also part of the program review, and therefore, the property of the program. Peer evaluator will destroy/delete any materials used for the review after the review process is completed.

Opportunities for Third-Party Comments on Programs Scheduled for Review – ONLY REQUIRED FOR INITIAL, CONTINUING, OR FOLLOW-UP VISITS; NOT REQUIRED FOR FOCUSED VISITS

As part of your preparations for a site visit, you are required to inform the public* of the visit and invite them to comment about the program in writing or at the public meeting. **The public meeting must be announced at least six weeks prior to the start of the site visit.**

** Public: The public is defined as any individual or group with an interest in but no direct responsibility for the development or delivery of a nursing program (e.g., patients/clients, non-nursing students, healthcare providers, and citizens).*

Programs/institutions must publish information about the site visit:

- The ACEN requires nursing programs to publish information about the site visit using appropriate methods. The ACEN encourages the use of no or low cost means such as nursing program electronic newsletter, governing organization electronic publications, governing organization/nursing program website, email, social media, and/or postings at clinical agencies used by the program. The information about the site visit must be published at least six weeks before the first day of the site visit. The information must invite the public to submit written comments to the ACEN.
- The information must invite the public to make oral comments to the peer evaluators on the site visit team; all such announcements should inform the public that written comments are to be submitted directly to ACEN in care of the Chief Executive Officer. (For your convenience, a sample advertisement is available on the ACEN [website](#).)
- Notice to the public should include a due date for the submission of written comments that is at least five days prior to the beginning of the site visit.
- Comments received by the ACEN will be shared with the nurse administrator through the site visit team chair.

Hotel Accommodations for the Peer Evaluators

It is the nursing education unit's responsibility to make arrangements and render payment for suitable hotel accommodations for the peer evaluators.

- Each peer evaluator is to have a separate room.



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SAMPLE PUBLIC NOTICE OF UPCOMING ACCREDITATION REVIEW VISIT BY THE ACEN

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The [name of institution] wishes to announce that it will host a site visit for [initial]/ [continuing] accreditation of its [type of program] nursing program by the Accreditation Commission for Education in Nursing (ACEN).

You are invited to meet with the site visit team and share your comments about the program in person at a meeting scheduled at [time] on [day], [date], in [room location] of the [building] located at [street number, street, city, state].

Written comments are also welcome and should be submitted directly to:

Dr. Marsal Stoll, Chief Executive Officer
Accreditation Commission for Education in Nursing
3390 Peachtree Road Northeast, Suite 1400
Atlanta, GA 30326
Or email: mstoll@acenursing.org

All written comments should be received by the ACEN by [month, day, year]*.

***Note: The “month/date/year” should be no later than 14 calendar days before the first day of the site visit.**