

# Implementation of 2016 criteria

All schools and programs must demonstrate compliance with the 2016 criteria by **December 31, 2018**

To demonstrate compliance, accredited schools and programs must complete either [Course 1](#) or [Course 2](#). Additionally, accredited schools and programs maintain responsibility for notifying the Council of [substantive changes](#), with some adjustments specific to the implementation process.

Applicant schools and programs will receive individualized communication from CEPH staff that explains the steps needed to demonstrate compliance.

**Accredited schools and programs determine whether to complete Course 1 or Course 2 based on the expiration of their next accreditation term.**

## *Accreditation Expiration Dates for [Course 1](#)*

December 31, 2018
July 1, 2019
December 31, 2019
July 1, 2020

In addition, several schools and programs with earlier accreditation term expirations have voluntarily opted to undertake their upcoming self-studies and site visits using the 2016 criteria. These schools and programs will also be exempt from compliance reporting. These schools and programs have already had individual contact with CEPH staff.

**All other accredited schools and programs will follow [Course 2](#).**

**Course 1:** Undertake a full self-study and site visit using the 2016 criteria, and maintain regular [annual reporting](#). Notify Council of [substantive changes](#) as needed.

**Course 2:** Submit a combination of [annual reports](#) and [compliance reports](#) that demonstrate that the school or program meets the substantive requirements in Criterion C2 (Faculty Resources) and Criterion D (Curriculum). Undertake next full review as scheduled. Notify Council of [substantive changes](#) as needed.

## Substantive changes

During the process of coming into compliance with the 2016 criteria, many schools and programs may make curricular and other changes that would typically require submission of a substantive change notice. **Changes to the required curriculum** for any degree already housed in the unit of accreditation that occur at any point **prior to submission of an option A report** will **not** require submission of a substantive change notice. Any curricular changes after the option A report is submitted will require submission of a substantive change form.

At all times, adding or removing a degree or area of specialization will require submission of a substantive change notice. Contact CEPH staff with questions.

As of November 1, 2016, all substantive change notices for new degrees and areas of specialization must present information that allows the Council to assess compliance with the 2016 accreditation criteria. New degrees and areas of specialization that do not comply with the 2016 criteria at the time of the substantive change submission will be subject to additional reporting for up to two years.

Annual reports

Annual reporting will continue on its regular cycle for all schools and programs, including those who complete a self-study or a site visit in a given year. Beginning with the **report due in December 2018**, the annual report will request faculty information in a format consonant with Criterion C2 in the 2016 criteria, and schools' and programs' faculty resources will be assessed based on Criterion C2's expectations.

Compliance reports

Compliance reporting is designed to be mutually beneficial. It is good practice to ensure consistency among accredited schools and programs and allows CEPH to verify consistency in a timely fashion without changing institutions' regular review schedules, in most cases. It can provide early warning of any CEPH concerns to institutions outside of the context of a full review and provides structure to ensure that changes are made in a timely fashion. All schools and programs following Course 2 must submit a compliance report **by January 9, 2018**. There are two options for the January 2018 compliance report: [option A](#) & [option B](#).

<b>Compliance Report Option A</b>			
<b>All SPH &amp; PHP</b>	<b>SPH &amp; PHP offering DrPH also include...</b>	<b>SPH &amp; PHP offering bachelor's in public health also include...</b>	<b>SPH &amp; PHP offering any other degrees (eg, MS, PhD, DPT) also include...</b>
Template Intro-1			
Template D2-2 (MPH foundational competencies)	Template D3-2 (DrPH foundational competencies)	Templates D9-1, D10-1, D11-1, D12-1, D13-1 (bachelor's degree elements)	Template D17-1, D18-1 or D19-1 (introductory public health knowledge)
Syllabi for all courses listed in Template D2-2	Syllabi for all courses listed in Template D3-2	Syllabi for all courses referenced in these templates	Syllabi for all courses listed in the template
Documentation request 1 from Criterion D1 (describe methods of assessing fundamental public health knowledge) for MPH	Documentation request 1 from Criterion D1 (describe methods of assessing fundamental public health knowledge) for DrPH		
Syllabi for all courses referenced in D1's documentation request	Syllabi for all courses referenced in documentation request		
Schools and programs who choose option A will have no additional compliance reporting. They may have additional required interim reporting on any areas of noncompliance identified during their regular review process or in relation to the compliance report.			

## Compliance Report Option B

### Template Intro-1

A [detailed plan](#) for diagnosing and updating curricula to ensure compliance with all aspects of **Criterion D**. The Council expects that the plan will already be underway with steps completed—ie, SPH & PHP should begin taking steps toward implementation no later than January 2017, and the 2018 submission will present steps that have been completed and those that are set for future completion.

The plan must include a detailed timeline and must identify the responsible parties at each step, including faculty committees responsible for reviewing curricula and ensuring compliance with the relevant components of Criterion D. If the SPH/PHP anticipates the need for curricular changes that require approval by formal bodies (eg, school or university-level curriculum committees), the plan must include those steps of approval.

Schools and programs who choose option B will **also** be required to submit a report in the format of option A no later than **January 9, 2019**. After submission of the 2018 report, they may be required to have a consultation visit with CEPH staff in preparation for the 2019 report. After submission of the 2019 report, they may have additional required interim reporting on any areas of noncompliance identified during their regular review process or in relation to the compliance report.

## ***Sample plan submission for Option B***

<b>Action</b>	<b>Responsible party</b>	<b>Start date</b>	<b>Completion date</b>	<b>Completed?</b>
Assess reporting requirements to CEPH	Dean, education dean, key leaders	January 2017	January 2017	Yes January 2017
Train key faculty & staff, develop work plan & assign committees	Education dean, Curriculum Committee chair, education staff	January 2017	January 2017	Yes January 2017
CEPH training at ASPPH annual meeting	Relevant faculty & staff	March 2017	March 2017	Yes March 2017
Review & map required MPH & other curricula, develop recommendations for curricular changes	MPH curriculum committee	March 2017	August 2017	Yes July 2017
Review recommendations	MPH Advisory Committee, Full faculty	August 2017	September 2017	Yes September 2017
Make decision about type of CEPH report to be submitted in Jan 2018 (full compliance report vs. compliance plan)*	Executive Committee	September 2017	September 2017	Yes September 2017
Incorporate feedback, prepare new course proposals & submit course proposals to graduate council	MPH Curriculum Committee, key staff	September 2017	January 2018	Yes December 2017
Formal approval of new required courses & catalog changes	Graduate Council	January 2018	May 2018	No
Develop full syllabi (readings, assessments, etc.) for new courses	Faculty (TBD)	January 2018	May 2018 (concurrent with awaiting Grad Council formal approval)	No
Implement new courses	Faculty (TBD)	Fall 2018, Spring 2019	Fall 2018, Spring 2019	No
Report due to CEPH documenting compliance	Dean, faculty, key staff	January 2019	January 2019	No