**Contingent to Full Outcome Data Submission**

**Preparation Sheet**

**Internship and Postdoctoral Programs ONLY**

In accordance with the *Accreditation Operating Procedures*, internship and postdoctoral programs “accredited, on contingency” must provide outcome data for trainees in the program and program graduates by the time two cohorts have completed the program. Upon receipt of those data the Commission on Accreditation (CoA) will review the data to determine if it is sufficient to grant full accreditation status. The APA CoA is providing this worksheet as a framework for programs currently “accredited, on contingency” who are preparing to submit their outcome data to move to full accreditation.

Programs are encouraged to [**review Implementing Regulation (IR) C-16 I/IR C-16 P**](https://irp-cdn.multiscreensite.com/a14f9462/files/uploaded/Implementing%20Regulations%20Section%20C_022221.pdf)for clarification and guidance on the type of data the CoA needs to make an accreditation decision. Programs are also encouraged to contact the Office of Program Consultation and Accreditation (OPCA) with any questions regarding their data submission.

**Instructions for Submission:**

You must submit your responses and outcome data via the CoA Portal under the Follow-Up tab. The relevant self-study standards will be re-opened for your response. Provide your narrative responses in the Follow-Up Response text box and upload any relevant supporting documents under Follow-Up Uploads section. NOTE: *This document is only to be used as a guide when preparing the materials you need to submit. Please ensure responses and uploads are provided under the appropriate standard in the Portal.*

**Proximal Outcome Data**

Provide aggregated proximal outcome data compliant with IR C-16 I/P for at least two cohorts.

*Note: Proximal data at a minimum must include the evaluations of trainees by others responsible for their training, including mid-point and end-of-year evaluations, consistent with IR C-16 I/P.*

Programs are encouraged to utilize the Proximal Data Table template that is provided for self-study preparation in presenting their outcome data. The template can be found on the Accreditation website here: <https://www.accreditation.apa.org/accreditation-process/self-study>.

Provide copies of any mechanisms (e.g., evaluation forms) used to collect the proximal outcome data presented.

Provide a copy of the profession-wide competencies (PWC) table

Provide a copy of the program-specific competencies table (if any)

Summarize the proximal data that demonstrate achievement of all required competencies. This summary should supplement the more detailed outcome data provided. The program’s minimum levels of achievement should be clearly identified. In both the narrative summary and in the data themselves, it should be clear that the minimum levels of achievement (MLAs) are met by all interns by the time of successful program completion.

**Distal Outcome Data**

Provide aggregated distal outcome data compliant with IR C-16 I/P for at least two cohorts.

*Note: Programs must provide distal outcome data tied to their required competencies.*

Programs are encouraged to utilize the Distal Data Table template that is provided for self-study preparation in presenting their outcome data. The template can be found on the Accreditation website here: <https://www.accreditation.apa.org/accreditation-process/self-study>.

Provide copies of any mechanisms (e.g., alumni surveys) used to collect the distal outcome data presented.

Summarize the distal data that are available to demonstrate the program’s achievement of its aims and competencies.

**Outstanding Reporting Requirements**

Provide a response to any remaining requests for information from the Commission (if applicable).