

2025 CoA Portal

Reliability Check Tip Sheet:

Doctoral Programs

Reliability Check (ARO Submit page):

This page compares information from the Prog./Admissions page to the information included in individual profiles for students and faculty. Rows will be shaded in red if there is a discrepancy (see sample reliability check table below). Programs will have to fix the errors in order to submit the ARO.

- Remember: some of the categorical questions in the ARO are specific for ARO data collection purposes only and are not always designed to agree with data that impacts the self-study or data used to calculate threshold reports for doctoral programs.

This tip sheet will help:

- to define the reliability check fields
- provide examples of common errors for troubleshooting

The Reliability Check compares information for the following areas:

Student data:

This section includes all students present for any portion of the reporting year (ex: if the reporting year's start date is 08/01/2024 and a student's degree was conferred 09/15/2025, he/she still must be included in this reporting year). The system will cross-check the numbers entered on the Prog./Admissions page with the data entered for individual records in the Students section.

The four categories for students on the Prog./Admissions page (new students, graduates, withdrawals, current) are mutually exclusive and you cannot count a student for more than one category.

- Number of students for whom this is the year of first enrollment
 - I.e., new student who entered the program in the 2024-2025 academic year
 - This should not include students who are entering new this fall 2025
- Number of students whose doctoral degrees were conferred on their transcripts
 - I.e. successful completion
 - These are not the graduates in the Graduates section. These are students in the Students section whose records will be updated with left dates that satisfy the ARO business rules and "successful completion" as reason for leaving.
 - These students' degrees were conferred within the range of your reporting year.
- Number of students no longer enrolled for any reason other than conferral of doctoral degree
 - These include any new students that left sometime during their first year in the program, as well as any returning students that left without successfully completing program.
 - Students on leave of absence should not be included in this category (see below).
- Number of students still enrolled in program, excluding new students, graduates and withdrawals
 - This is a sum of all non-first year students continuing in your program (i.e. students taking classes, currently on internship, on leave of absence, or completing dissertation).

Doctoral Internship Data:

This section checks internship information among individual student records.

- Number who sought or applied for an internship for 2025-2026 training year

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- This includes students who withdrew from the internship application process
- Number who obtained an internship for 2025-2026 training year

Faculty Data:

This section includes all faculty members present for any portion of the reporting year. The ARO requires that there is an individual record for each faculty member counted on the Program & Admissions page.

- Number of Core Program Faculty Members
- Number of Associated Program Faculty Members
- Number of Other Contributors
 - Currently, Other Contributors are entered into the ARO at program discretion. However, they are required for the online self-study, which is auto-populated using ARO data. Providing a number of Other Contributors requires a full profile for each individual to be completed into the ARO/CoA portal.

Sample Doctoral Reliability Check Table

ADMISSIONS INFORMATION & PROGRAM NUMBERS FOR THE 08/02/2024 - 08/01/2025 REPORTING YEAR	PROGRAM ADMISSIONS DATA	INDIVIDUAL RECORDS FOUND
Number of applicants	50	--
Number who were offered admission	8	--
STUDENT DATA (mutually exclusive categories)		
Number of students for whom this is the year of first enrollment (i.e., new student)	6	5
Number of students whose doctoral degrees were conferred on their transcripts (i.e. successful completion)	3	3
Number of students no longer enrolled for any reason other than conferral of doctoral degree	1	1
Number of students still enrolled in program, excluding new students, graduates and withdrawals	20	15
DOCTORAL INTERNSHIP DATA		
Number who sought or applied for internship for next reporting year	7	7
Number who obtained an internship for next reporting year	5	5
FACULTY DATA		
Number of Core Program Faculty Members	12	12
Number of Associated Program Faculty Members	4	4
Number of Other Contributors	25	5

The system reliability check found 3 errors:

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1. Student Data Error

6 students were reported as new on the Prog./Admissions page, but only 5 profiles were indicated as new according to the start/end date in the student section

- *Cause of Error: A new student who withdrew during the current reporting year was counted twice in both categories for new students and withdrawn students.*
- *Solution: On the Prog./Admissions page change new students from 6 to 5. This new student who withdrew should only be counted in the withdrawn category. The system checks the number of students who withdrew by looking at how many student records have a left date added and a reason for leaving other than successful completion.*

2. Student Data Error

20 students were reported as still enrolled in program, but only 15 profiles were indicated as "still enrolled" i.e., continuing students in the program.

- *Cause of Error: 5 new students were counted twice in both categories for new students and currently enrolled.*
- *Solution: On the Prog./Admissions page, change currently enrolled students from 20 to 15. New students who are still enrolled should only be counted in the new student category.*

3. Faculty Data Error

25 faculty members were reported as Other Contributors, however only 5 faculty profiles were classified as being an Other Contributor in each respective individual profile.

- *Cause of Error: Either the 25 Other Contributors were misreported on the Prog./Admissions page, or profiles were not created for all 25 Other Contributors in the Faculty section.*
- *Solution: If only 5 Other Contributors contributed to the program this year then on the Prog./Admissions page change 25 to 5. If there are 25 faculty you wish to classify as Other Contributors for this reporting year and you want to represent these faculty in the ARO and on your Self-Study, then you need to add the missing 20 individual faculty profiles to the ARO.*

Note on Other Contributors: Faculty classified as Other Contributors may change from year to year, therefore programs should contact our office at ARO@apa.org to reactivate faculty records from the faculty Archives section or to archive faculty who were not involved in the current reporting year as needed. Before entering a new faculty profile, please check the archived faculty profiles to make sure individuals have not already been entered into the ARO in previous years.