

2023 APA Annual Report Online - Frequently Asked Questions

General

Q: When is the 2023 ARO due?

A: The 2023 ARO is due on September 11, 2023 at 11:59 PM Hawaiian-Aleutian time.

Q: What time period does this Annual Report Online (ARO) cover?

A: The 2023 ARO collects data that pertain to the 2022-2023 academic or training year. The ARO will be open from May 1, 2023 through Sept. 11, 2023. Do not include any information that is not applicable to the specified reporting year.

Q: In my program's last decision letter, I was asked to provide a narrative response that was referred to as an Annual Report. How does this differ from the Annual Report Online?

A: An Annual Report narrative response is due only if specified by the CoA in the program's most recent decision letter. The narrative response should address any questions raised during program review. Not all programs need to send in a narrative response, but **ALL** programs are required to complete the ARO **each year**.

Q: What happens if a program does not complete the Annual Report Online?

A: If a program does not complete the ARO by the due date, they may be deemed to have decided to voluntarily withdraw from accreditation ([Accreditation Operating Procedures](#), Section 1.3). If the ARO is incomplete or raises questions about the program's continued consistency with the Standards of Accreditation (SoA), the CoA may, at any time, request additional information or an invitation for a site visit (Section 1.1).

Q: I am a new program director, how do I get access to the CoA Portal?

A: Please notify our office of program director changes as soon as possible. After we verify the change, we can create your account. Please note that our office requests that all new program directors send us their abbreviated CV. Program directors will be the main contact for the accreditation office and only one person can be designated as Program Director (Primary Contact) in the CoA Portal.

Q: What if our program has two co-directors?

A: Only one person can be placed in the Program Director slot in the CoA Portal. Therefore, one co-director will be placed in the Program Director slot, and the other will be placed in the Program Official spot and given all possible permissions, excluding final ARO submission.

Q: How do I create an account for my staff person to enter information?

A: As Program Director, you have access to add users by going to the Program/Users tab. Click the Add User button then enter that person's information and select permissions. Once an Application User account is created, that individual will receive an automatic email with login credentials.

Q: If I give an Application User full access to ARO, can they submit the report?

A: No, only the Program Director (Primary Contact) has the ability to formally submit the ARO. However, they can enter or edit the data of the ARO, based upon the permissions you give them.

Q: I am responsible for completing the ARO for more than one program in our department. Will I be able to use the same log in for both?

A: Yes, Program Directors of multiple programs will only need to use one username and password to access the ARO for multiple programs.

Q: Does all information have to be entered at once or can information be “saved” so that we can return to the report at a later time?

A: Although the ARO can only be submitted once, it can be accessed as many times as necessary and information can be entered as you collect it. Even if a section (i.e., Students/Trainees, Graduates, or Faculty/Supervisors) is marked as “Complete,” you can go back and mark the section as “In-Progress” and edit any information. When finished editing, you will need to press the Mark as Complete button again. Once the ARO has been submitted, you will not be able to edit any data.

Q: How are the identification numbers assigned for students/trainees and faculty/supervisors?

A: Identification numbers are generated by a concatenation of: [Calendar Year Started with Program]+[Program Number]+[Numerical order person was entered into ARO system]. Numbers are assigned after the individual’s start date is entered into the record, not when the record has been created. Once these numbers are assigned, neither programs nor the OPCA has the ability to change the numbers. If a record number is deleted, there is no way to reassign that number.

Q: Why are we required to enter names for all individual records?

A: Programs are required to enter student/trainee and faculty/supervisor names for all records that are entered into the ARO. This is to assist programs in identifying individual records each year, as well as to provide greater accuracy in the collection and reporting of these data.

Q: Can I download our ARO Data?

A: Yes. You can download past years’ data in the ARO under the “Reports” tab. After you submit this year’s ARO, you can download that data under this same tab.

Q: One of our students left then returned. Should she receive a new record in the ARO?

A: If the student went through a formal re-admission process, the student’s old record should be archived and a new record should be created. If the student did not officially reapply, the student’s old record should be used.

Q: Do you compare our ARO data with our IR C-26 D data?

A: No, we do not compare programs’ ARO data and C-26 D data.

Q: How do I know if I have officially submitted the ARO?

A: You can confirm this in several ways. One clear indicator is a message that will appear on the top of the ARO Home page and the ARO Submit page that reads, “ARO has been submitted and all data are locked.” Similarly, once the ARO has been submitted, the Director of Training will receive an email confirmation with the subject “APA CoA: ARO Submitted by Program Director”.

Students/Trainees

Q: What group of students/trainees should be entered during this reporting year?

A: The 2023 ARO pertains to the 2022-2023 training/academic year. Any individuals entering for the 2023-2024 year should not be included.

Q: For Enrollment Status, how should a student be classified if: working on a dissertation, on leave of absence, or on internship?

A: Academic status should be determined by the tuition rate that the student pays. If they pay tuition reflecting part-time status, then they should be listed as “Part-time” and if they pay tuition reflecting full-time status, then they should be listed as “Full-time” enrollment.

Q: If a student enters the APPIC internship match process, but then withdraws from the process, does that count as applying for internship?

A: Yes, a student should be counted as applying for an internship if they entered the match process, even if they withdraw. Please note, a student does not have to enter the match process to be counted as applying for an internship.

Q: We have students currently on internship who will graduate in September. Will they still be counted as a student and not a graduate when I complete the report the following August?

A: If the student’s date conferred on their degree is within your recorded academic year, then they will appear in the Graduates section during the following ARO. However, if their graduation date falls outside your program’s 2022-2023 reporting year, then they will still be listed as a current student for the following ARO, because they will be considered as active during a portion of that year.

Q: The ARO has fields for the old and new versions of the GRE. Do we need to provide any conversions to answer all questions?

A: No, you only need to provide the scores for the version of the GRE that the student took.

Q: If we forgot to include an individual in a previous ARO, is it possible to add them this year?

A: If you discover that your program has omitted someone in a previous year, please contact the Research Assistant. The ARO will not let users enter start dates outside of the current reporting year. Please do not try to do this yourself, as you may erroneously

Q: We are a new program and this is the first year we are completing an ARO. Which students should be included?

A: Any students/trainees present in the program during the 2022-2023 academic/training year need to be included in the ARO. You will need to contact the [research office](#) to create records for students who started prior to the 2021-22 year.

Q: What date should we enter under ‘left date’ if the student successfully completed?

A: If successfully completed, choose the date of program completion on the official transcript noting when the person's degree was conferred. It is essential that this date is accurate since it is used to calculate doctoral programs’ Time to Degree Completion threshold.

Q: Why can't I enter certain dates into the ARO?

A: Users are only able to enter dates that are within the current reporting period (specified by the program director when he/she first logs in). Furthermore, the ARO contains 30 day business rules that affect which dates you can enter. For instance, users can enter a start date that is up to 30 days before the start of the reporting period, but they cannot enter a start date that is within the last 30 days of the reporting period. Similarly, users can only enter left dates that are 30 days after the beginning of the reporting period up until 30 days after the end of the reporting period. If a student's start or left date cannot be entered, contact the office and we can change the date for you.

Q: What do I do if there is an error in my student's internship or employment history table?

A: Users can submit edits to the internship history (doctoral only) and employment history tables (all programs) to ARO@apa.org. Please include your program number as well as the student/trainee ID number, name, and the specific changes to be made. Please use the data prep sheets found on the [APA ARO help resources site](#) to help you in providing the correct information. Keep in mind that there may be a delay in processing the request depending on volume of calls.

Graduates

Q: How do graduates appear in the Graduates section?

A: A record will automatically move to the Graduates section following the individual's completion of the program. For example, if a program indicated that a student graduated during the 2021-2022 ARO, the student will appear in the Graduate section for the 2022-2023 ARO.

Q: What information needs to be collected from program graduates?

A: Please see below for the specific directions for your program type:

- Doctoral programs: When students successfully complete the program, they will appear in the ARO Graduates section for ten years, or until they become licensed, whichever comes first. For the first three years, postdoctoral training and employment information is required along with licensure.
- Internships programs: Graduates will appear in the section one year after completing the program. Internships are required to provide postdoctoral training and employment information.
- Postdoctoral programs: Graduates will appear in the section one year after completing the program. Postdoctoral programs are required to provide employment information.

Q: What if we lose contact with a graduate and no longer have information on his/her employment or license status?

A: Outcome data is a requirement of accreditation. Please continue to request graduate update information for the required amount of time. If you are unable to locate or get answers from an individual, please answer "No" for all questions.

Q: What do we enter under "status" for records in the Graduates section?

A: We advise programs to enter "Not Applicable" in the status field for graduates.

Faculty/Supervisors

Q: What date do I enter for the faculty or supervisor's start date?

A: Please indicate the person's first date of affiliation with the program (not the institution).

Q: How should we indicate if a faculty/supervisor did not contribute to the program this year but will next year?

A: Please contact our office at ARO@apa.org if you need a record moved to or from the Archives. If a faculty/supervisor did not contribute during the current reporting year, then our office can archive that record for you so that you do not have to input annual updates. If that individual should return the following year, then our office can reactivate the record from the Archives.

Q: What if we have a faculty member leaving the program and a faculty member joining the program during the reporting year? How should they be recorded?

A: The Programs & Admissions page asks for the number of faculty/supervisors for all three classification types. You should count all faculty/supervisors that participated in any portion of the academic/training year. The numbers listed on the Programs & Admissions page will then match the number of individual records present for faculty/supervisors.

Q: Do we need to include full profiles for our Other Contributors?

A: Currently, Other Contributors are entered into the ARO at program discretion. However, they are required in the self-study and ARO data are used to populate the online self-study tables. Providing a number of "Other Contributors" on the Prog./Admissions page requires a full profile for each individual to be completed into the ARO/CoA portal (see Faculty data preparation sheet).

Reliability Check for Doctoral Programs

Questions on the Program and Admissions page correspond to the reliability check feature in the ARO. This check is available on the Submit page during the ARO. The system will test whether the number of students entered for these items match the actual content of individual records. If the number of profiles in the ARO Students section does not match the number of students here, the ARO will not allow submission. Please note, these categories are limited to the ARO and do not interfere with the interpretation of data provided for other accreditation purposes.

The reliability check has four mutually-exclusive categories:

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| <ol style="list-style-type: none">1. Students new for 2022-20232. Students who graduated3. Students who left the program4. All other students | } | Each student should only be listed in <u>one</u> category. |
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The total of these four categories will equal the number of records in the Student section.