

## **Countersigner FAQ**

Once all the standards have been marked as “Ready for Submission” you are ready to submit your final self-study to your designated Countersigner/s for review and approval. **Countersigners are required to approve the self-study in order to formally submit the final self-study to Commission on Accreditation (CoA).**

### **Who are the Countersigners?**

In order to submit a self-study for review by the CoA, certain individuals at the institution must provide formal approval for submission. This sign-off also serves as an invitation to conduct a site visit to the program. All programs are required to identify a President/Institutional Director of the institution where the accredited program is housed. This individual is automatically assigned as a Countersigner.

Doctoral programs are also required to manually assign Countersigner permission to a department contact (i.e. Dean or a Department Chair). Note that the system will only allow you to assign one department contact as a countersigner.

### **How many Countersigners can a program have?**

Internship and postdoctoral programs have one Countersigner (President/Institutional Director). Doctoral programs must have two Countersigners (President/Institutional Director and Dean or Department Chair). The system will not allow more Countersigners to be identified. If you are a consortium program with multiple Countersigners, please upload a signed copy of the Consortium Form (See Standard I.C.3 (doctoral), I.A.3 (Internship), I.B.2 (postdoctoral) for a copy of this form).

### **Where are my Countersigners identified in the system?**

In order to access the list of assigned countersigners, click the Program tab and then the Permissions tab. This page lists the individuals who have been assigned Countersigner permission.

### **How do I assign Countersigner permission?**

The President/Institutional Director should automatically be granted Countersigner permission. If this is not the case, please contact the Accreditation Office. For doctoral programs, it is up to the Program Director to identify the Department level Countersigner (as described below).

If the Department Contact is already a user in the system and is identified as a Department contact on the Officials tab: Navigate to the Users tab, click on the Department official’s name and check the box on the right that says “Countersign Permission to Submit”. Click “Save” at the bottom of the screen and “Save Permissions” on the next screen. This user should now have Countersigner permissions and appear on the “Permissions” tab.

If the Department Contact is not yet in the system: Navigate to the Users tab. Underneath the Program Director box is a link that reads “Add User” – click this link. Fill out all of the required contact information for the Department Contact, making sure to identify this individual as a “Program Official”. At this time, you can assign certain permissions (e.g. Program Profile, View Officials, etc.); however, you will not be able to assign this new User as a Countersigner until they are listed as a Department Contact on the “Officials” tab. Once you have filled out all of the required user information click “Save” at the bottom of the screen and “Save Permissions” on the next screen.

Next, navigate to the “Officials” tab. Under “Department Contacts” click “Assign Official”. In the dropdown menu, select the User you have just created. The system will prompt you to identify the Official Title and address of the new User. Once you have done this, click “Save”. Since a Program Official update represents a substantive change, APA will need to formally approve this update before you can move forward (this typically occurs within 24 hours). Once the update is approved (you will receive an automated email), you can navigate back to the “Users” tab, select the new Department Contact, and check the box that says “Countersign Permission to Submit”. Click “Save” at the bottom of the screen and “Save Permissions” on the next screen. This user should now have countersigner permission and appear on the “Permissions” tab.

### How do Countersigners gain access to the CoA Portal?

If a User has not already been granted access to the CoA Portal (to assist with the ARO, etc.), they will have a grey “Notify” button next to their name on the Users page. Once you click this button they will receive an email with their login information. This notify function allows you to alert users about the purpose and function of the CoA Portal (outside the system) before they get the automated email granting them access.

### How do I submit the self-study to the Countersigners for review?

Once all the self-study standards have been marked as “Ready for Submission” you will find a “Submit Self Study For Signoff” button on the Self-Study/Home page (see below). Once you click that button, the countersigner will be granted access to the self-study for review. The Countersigner will receive an automated email alerting them to log on to the CoA Portal in order to formally approve the self-study. This email does not include login information, so be sure they have been granted access to the CoA Portal prior to submitting the self-study for their review.

HOME PROGRAM **SELF STUDY** ARO SUBS. CHANGE GROUPS EMAIL HELP

HOME STANDARDS

### Self Study Summary

STATUS	NUMBER OF STANDARDS
Not Started	0/40
In Progress	0/40
Ready for Submission	40/40
Ready for Pdir Review	0/40
Need Additional Information	0/40

### Counter Signatures

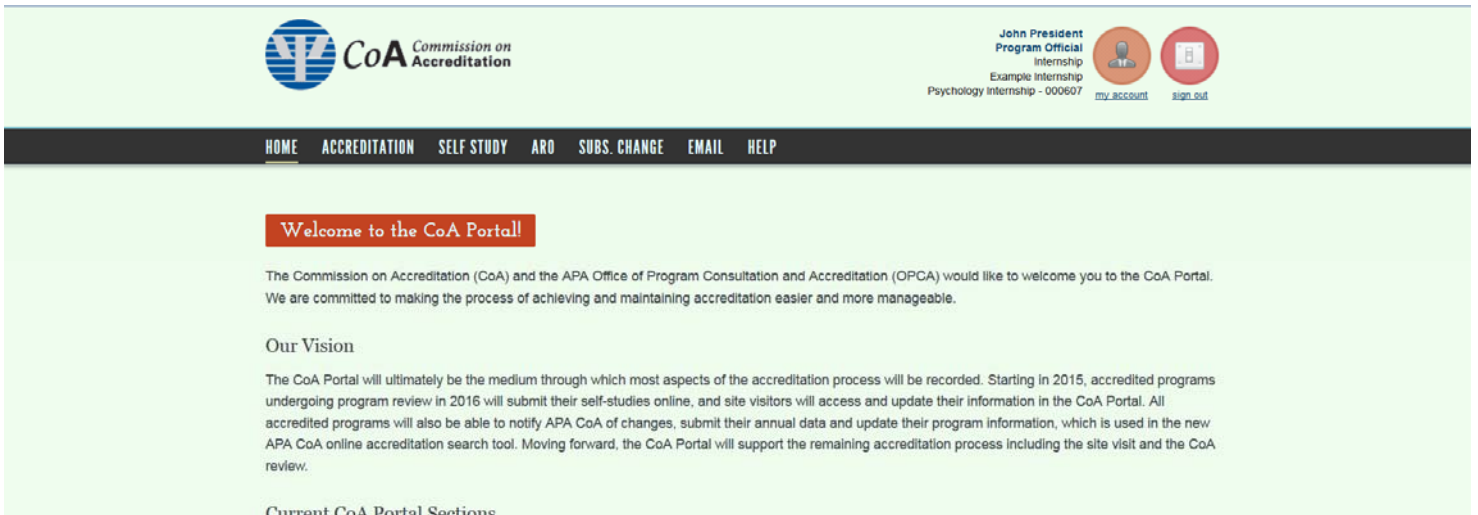
NAME	EMAIL	SIGN-OFF DATE
John President	amurthy10131@liaison-intl.com	

All the standards are in 'Ready for Submission' status. Click on the button to submit Self Study for Signoff.

**SUBMIT SELF STUDY FOR SIGNOFF** ←

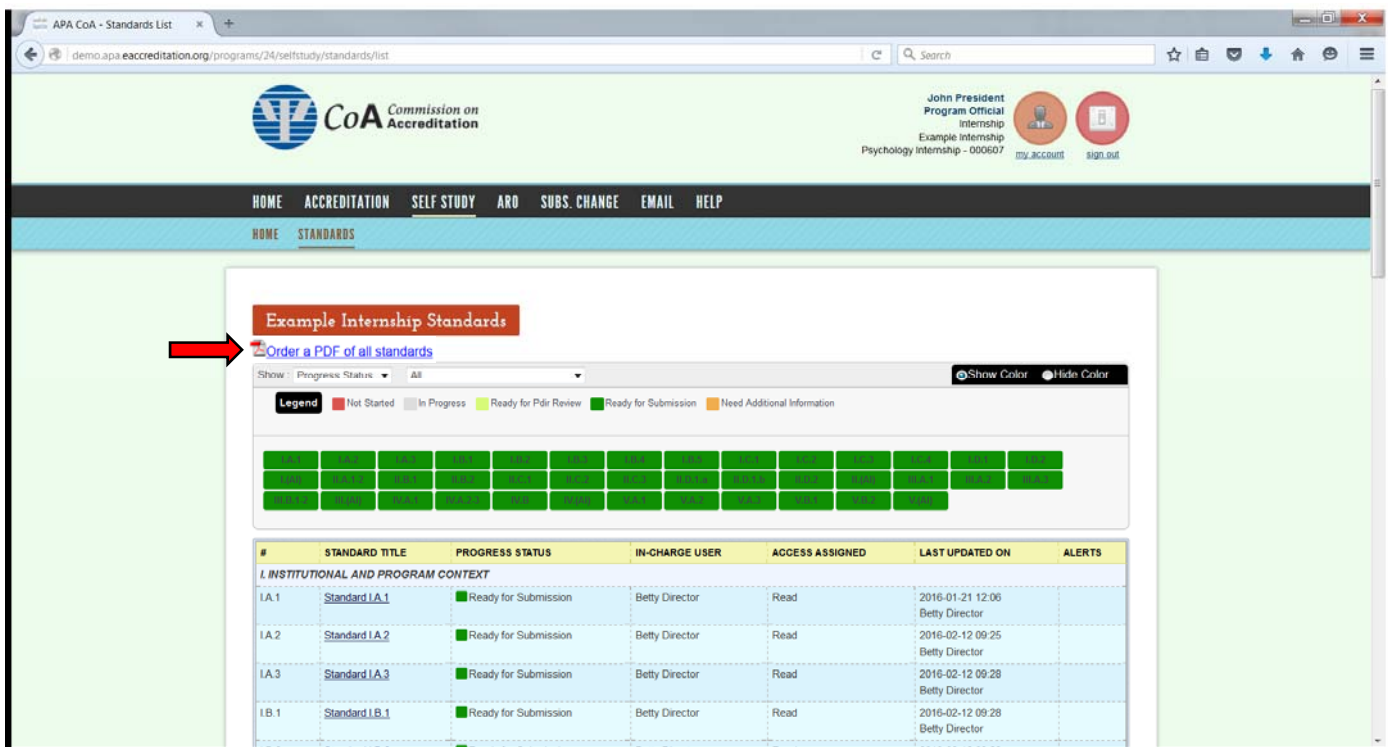
## What will Countersigners see/have access to when they log on to the CoA Portal?

When they log on to the portal, Countersigners will land on the CoA Portal Home page (see below). From there they can navigate to the Accreditation tab (which provides the program's status and initial accreditation date), the self-study tab, the ARO tab, the Subs. Change tab (section where programs can submit correspondence regarding program changes), and an Email tab (which lists any automated emails that were generated from the system). They have read-only access to these sections (unless the Program Director grants additional permissions on the Users tab).



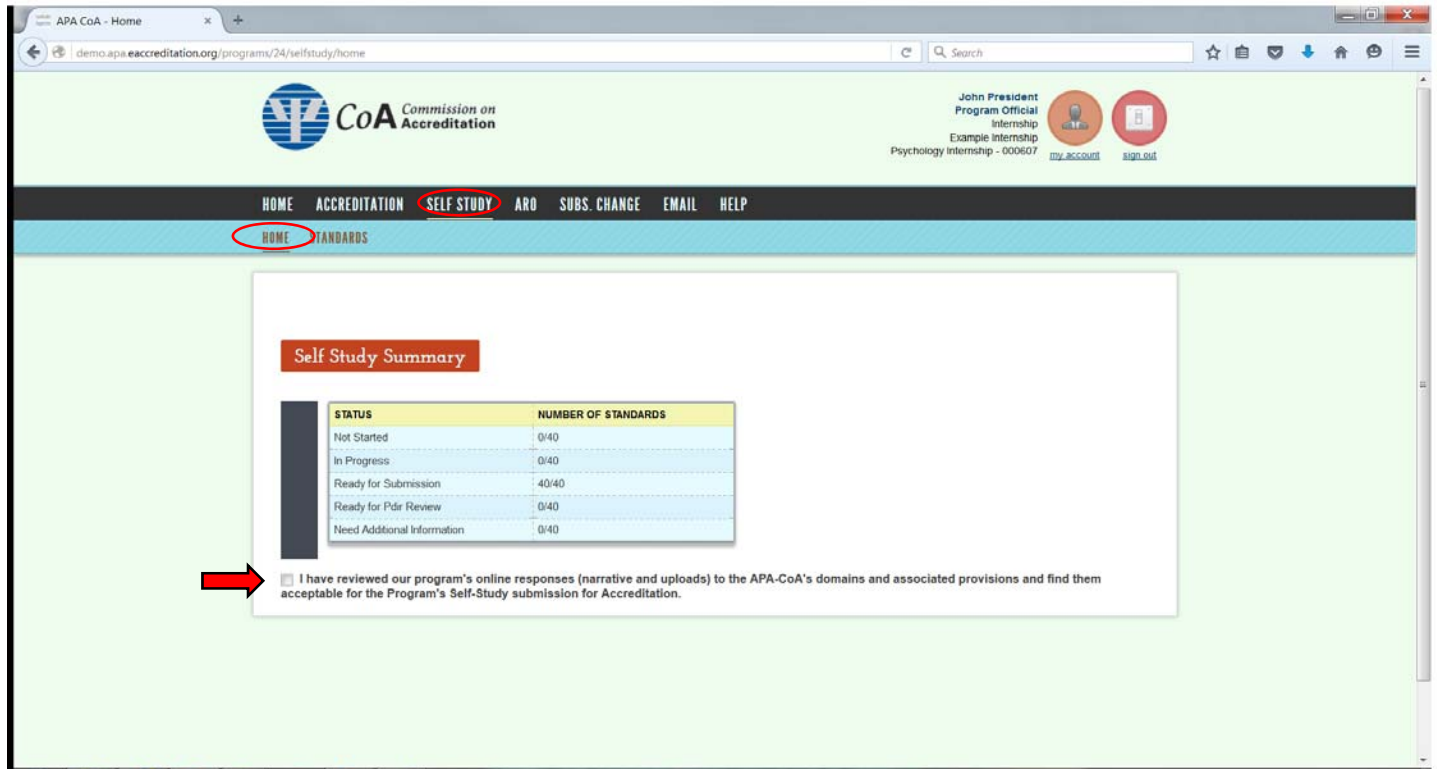
## How do Countersigners review the self-study?

Countersigner/s will view/navigate the self-study the same way that all other Users view it (see below). The Countersigner/s will need to click into each individual standard to view the narrative and uploads. If the Countersigner would prefer to review the self-study outside of the portal, he/she can request a PDF of the narrative (see screenshot below).



## How do Countersigners approve the self-study?

Once the Countersigner is ready to approve the self-study they will need to navigate to the Self-Study/Home page. There is a box that they must check that indicates that they have reviewed and approved the self-study.



APA CoA - Home

demo.apa.eaccreditation.org/programs/24/selfstudy/home

Commission on Accreditation

John President  
Program Official  
Internship  
Example Internship  
Psychology Internship - 000607  
my account sign out

HOME ACCREDITATION **SELF STUDY** ARO SUBS. CHANGE EMAIL HELP

HOME STANDARDS

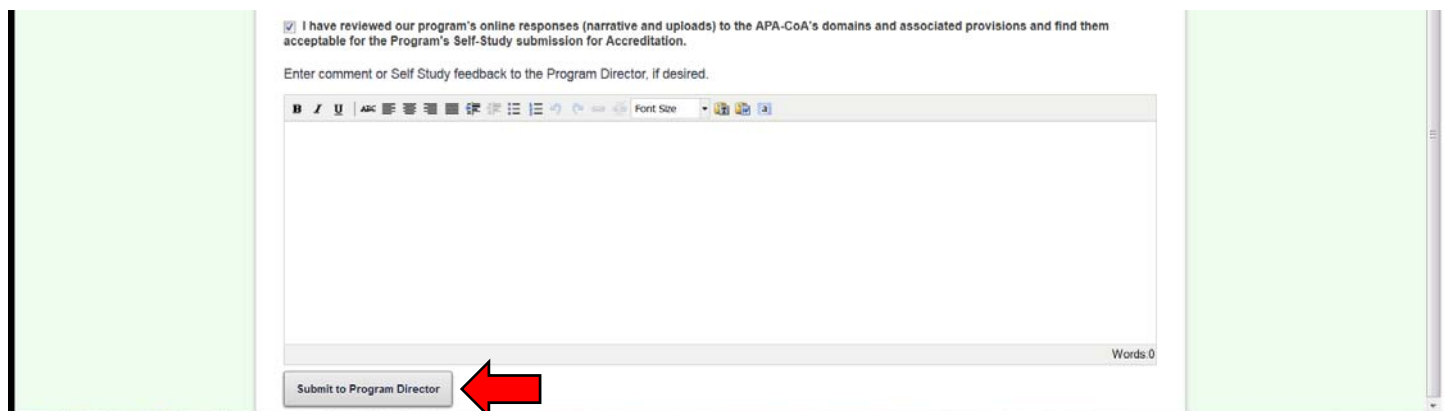
### Self Study Summary

STATUS	NUMBER OF STANDARDS
Not Started	0/40
In Progress	0/40
Ready for Submission	40/40
Ready for Pdir Review	0/40
Need Additional Information	0/40

I have reviewed our program's online responses (narrative and uploads) to the APA-CoA's domains and associated provisions and find them acceptable for the Program's Self-Study submission for Accreditation.

Once this box is checked a text box will appear so that the Countersigner can provide comments or feedback to the Program Director. Clicking the "Submit to Program Director" button designates formal sign-off.

If the Countersigner would like to see changes made to the self-study prior to formally approving it, this feedback will need to be provided outside of the system.



I have reviewed our program's online responses (narrative and uploads) to the APA-CoA's domains and associated provisions and find them acceptable for the Program's Self-Study submission for Accreditation.

Enter comment or Self Study feedback to the Program Director, if desired.

Submit to Program Director

**Note:** Countersigners do not need to approve individual standards. They only need to click this one button to approve the entire self-study.

**The Countersigner/s have approved the self-study. How do I submit to APA?**

Once the Countersigner/s have approved the self-study, the Program Director will find a “Submit to APA” button on the Self-Study/Home page. Once this button is clicked the self-study is formally submitted to APA and you will be locked out from making any additional changes. You will still have read access to the self-study.

Additional questions? Email [ProgramReview@apa.org](mailto:ProgramReview@apa.org) for assistance.