

Reporting after Accreditation

An accreditation decision is cause for celebration, however it is also an opportunity for continued self-examination and quality improvement. While your self-study and site visit are over, here are some of the obligations that you can expect after accreditation.

Interim Reports

[Interim reports](#) will likely be the first kind of reporting that you will encounter after an accreditation decision. You will be required to submit interim reports on any non-compliant findings based on your accreditation review. The Council always defines a specific scope and due date for each interim report.



Annual Reports

[Annual reporting](#) is a yearly check to ensure minimum compliance for all accredited units. You will not need to submit an annual report the first annual reporting cycle after your *initial accreditation*. The annual report is a simple set of questions and answers through the CEPH platform.

Substantive Changes

[Substantive change notices](#) are documents that update the Council of a change or changes made within your unit of accreditation. The Council requires prior notice of any substantive change made. This may consist of the addition or subtraction of a concentration, discontinuation of a degree, or change of organizational unit.



How do I know if I need to submit a substantive change?

The Council recognizes that accredited schools and programs often make small curricular changes and may regularly revise guiding statements such as the vision, mission, goals, evaluation measures and concentration competencies to best reflect the needs of constituents and developments in the field. These types of changes **would not** require the submission of a substantive change notice.

The procedures list the following as changes **that would** require a substantive change notice:

- a major change in the established vision, mission or goals
- offering a new degree (*includes joint/dual/concurrent/accelerated degrees*)

- adding or discontinuing an area of concentration
- suspending a degree program, concentration or student enrollment
- offering a degree program that differs substantially in mode of delivery from those previously reviewed (*includes adapting an existing concentration for executive or distance-based study*)
- offering a degree program at a site distant from the school or program
- substantially increasing or decreasing the length of a degree program
- substantially revising basic requirements for professional public health degrees (*i.e., foundational courses, applied practical experiences, integrative learning experiences*)

This list is not exhaustive, as the procedures indicate. For example, significant changes in organizational structure also require prior notice to the Council. If you are not sure whether a change you are making requires Council notice, CEPH staff are available to discuss the matter with you.

Other Updates

If you have a change in program leadership, or want to update your CEPH contact, email the full address block with the individuals name, title, and credentials to officeadmin@ceph.org.

Sample:

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