



**Hurry, time is running out! Annual Report  
Deadline is October 1st!**

This is a friendly reminder that all accredited Professional, Post-Professional Degree Programs, and Post-Professional Residency Programs must submit their Annual Report by October 1st! This includes all programs who are completing self-studies or have site visits this year.



Please note that the Annual Report is considered to be "submitted to the CAATE" only after all electronic signatures are complete and the Program Director hits the **SUBMIT TO CAATE** button. Please see below for a review of the signature and submission process:

When all sections are Complete, a Submit for Signatures button will appear on the Annual Report > home tab. The Annual Report will require electronic sign off by Department Chair and Dean (Medical Director and President for Residency Programs). Once the Department Chair and Dean (Medical Director and President for Residency Programs) have both signed off, the Program Director will be notified via email, and can then login to eAccreditation to submit the Annual Report to the CAATE. You **must** click the Submit button (located on the Annual Report > home tab) in order to complete the submission process. **Please build in time for electronic signatures from your Department Chair and Dean.**

**Programs that submit Annual Reports more than 7 days after the October 1 deadline will be assessed a \$250 late processing fee.**

**Need help?** Click [\[HERE\]](#) for easily accessible instructional materials for all sections of the Annual Reports.

Kind regards,  
The CAATE Staff

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