
NLN CNEA Mid-Cycle Report Policy

As one aspect of its monitoring processes, the NLN CNEA requires all accredited nursing programs to submit a mid-cycle report, typically due in January of the designated calendar year. The mid-cycle report is scheduled to fall mid-way through the program's accreditation term (i.e., year three of an initial six year accreditation term; year five of a ten year term). In years in which programs have a mid-cycle report due, the mid-cycle report will be submitted in lieu of the program's annual report.

The data that is collected and reviewed through the mid-cycle reporting process is an element of the NLN CNEA's emphasis on continuous quality improvement and a means by which the NLN CNEA fulfills its responsibility to monitor programs on an on-going basis.

Data gathered through the mid-cycle report will be reviewed by the NLN CNEA staff for completeness and forwarded to the Program Review Committee Mid-Cycle Review Subcommittee for review and recommendation to the Executive Committee of the Board of Commissioners. Any additional follow-up action will be as determined by the executive committee. Actions that the executive committee can take in response to a program's submitted mid-cycle report include an acceptance of the report as written; a request for additional clarification of data related to areas of concern to be submitted within a stipulated time frame; or notification to the program that the mid-cycle report is being forwarded to the Board of Commissioners for further review and deliberation. Additional actions to be taken by the Board of Commissioners could include a request for additional compliance reports from the program or a scheduled focus on-site program evaluation visit to further assess the program's continued compliance with NLN CNEA Standards for Accreditation.

The mid-cycle report is designed to document the program's ability to continue to meet the NLN CNEA Standards of Accreditation. The NLN CNEA will provide programs with report templates to guide the preparation of the mid-cycle report. Program data that are collected through the NLN CNEA mid-cycle report include, but are not limited to, the following:

- Program outcome data: NLCEX and/or certification pass rates; completion rates; number of graduates; and employment rates (last 3 years)
- Students, faculty, and employer satisfaction rates
- Systematic program evaluation plan
- Program resources data
- Faculty demographics and credentials
- Faculty vacancies, resignations and retirements
- Student applicant and enrollment number trends
- Student demographics
- Distance education modalities
- Number of student formal complaints
- Critical or notable substantive changes

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- Written executive summary addressing each standard and related quality indicators
- Evidence demonstrating that continuous quality improvement processes are in use to meet maintain compliance with the NLN CNEA Standards for Accreditation and each standards quality Indicators

Data collected through the NLN CNEA mid-cycle report may be reported in aggregate to interested stakeholders, including the U.S. Department of Education and other appropriate regulatory bodies.

Failing to submit the NLN CNEA mid-cycle report may lead to action by the NLN CNEA Board of Commissioners' to change the accreditation status of the program.

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