

Requesting Shells

Using AIMS, institutions select the programs that need a shell created; then, the system notifies a CAEP staff member. Your shell(s) will be created within five business days.

First, logon to the AIMS (<http://aims.caepnet.org>) website and click **Program Options**.

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AIMS Main Menu | **Manage Programs** | Show Archived records | Review E

- ▶ Accreditation Information
 - ▶ EPP
 - ▶ State Protocol coming soon
 - ▶ Accreditation Process
 - ▶ EPP Accreditation System for
 - ▶ Site Visitor Team
 - ▶ Visit Reports
 - ▶ BOE Visit Evaluations
 - ▶ Program Review System (PFR)
 - ▶ Annual Report System (ARS)
 - ▶ Data Management
 - ▶ EPP Information
 - ▶ **Program Options**
 - ▶ Faculty Information
 - ▶ Contact Information
 - ▶ Resources
 - ▶ Contact CAEP

#	ID	Program Name	Level	Degree	Delivery / Site
1	4691	Elementary Education	ITP	Baccalaureate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	4695	English/Language Arts	ITP	Baccalaureate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3	4692	Foreign Language	ITP	Baccalaureate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	4696	Mathematics Education	ITP	Baccalaureate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5	4769	MED Leading to Initial Licensure; LEAPS; *		Other	<input type="checkbox"/> <input type="checkbox"/> A
6	12708	Music Education		Baccalaureate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7	4699	Physical Education	ITP	Baccalaureate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
8		School Counseling *			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9	4690	School Psychology	ADV	Specialist or C.A.S.	<input type="checkbox"/> <input type="checkbox"/> A
10	4698	Science	ITP	Baccalaureate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
11	4697	Social Studies	ITP	Baccalaureate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
12	4701	Special Education	ITP	Baccalaureate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
13	12710	Visual Arts			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Total 13 Program(s) * Click program name to see comment Request Shells

At the bottom of the screen, you will see a link that says “Request Shells.”



Click the link and open the “Manage Shell Requests” screen. At the top of the screen, change the semester to the semester you wish to submit your reports, (i.e. Spring 2014 = S14). At the bottom of the screen there are four buttons. Click “Add.”

Manage Shell Requests 📄 Semester: F11* Comment? Click Edit button

ID	SPA	Program Name	Option	Review Type	SPA Standard	Shell created	Request submitted	Actions
Total 0 Request(s) / 0 selected								

Now you are in the “Add Shell Request for Semester___” screen. Select the Program Name for the shells you would like to request, by clicking the appropriate box. If necessary, change the **Option**, **Review**, **Type**, or **Standard** to suit your needs. Click “OK” at the bottom of the screen.

Add Shell Requests for semester F14 Select the appropriate Option, Review Type, and Standard for your program.

<input type="checkbox"/>	Option ⓘ	Review Type ⓘ	SPA	Standard ⓘ	Program Name	Level	Degree
<input type="checkbox"/>	▼	▼	NASP	▼	School Psychology	ADV	Specialist or C.A.S.
<input type="checkbox"/>	▼	▼	ACEI	▼	Elementary Education	ITP	Baccalaureate
<input type="checkbox"/>	▼	▼	ACTFL	▼	Foreign Language	ITP	Baccalaureate
<input type="checkbox"/>	▼	▼	NCTE	▼	English/Language Arts	ITP	Baccalaureate
<input type="checkbox"/>	▼	▼	NCTM	▼	Mathematics Education	ITP	Baccalaureate
<input type="checkbox"/>	▼	▼	NCSS	▼	Social Studies	ITP	Baccalaureate
<input type="checkbox"/>	▼	▼	NSTA	▼	Science	ITP	Baccalaureate
<input type="checkbox"/>	▼	▼	NASPE	▼	Physical Education	ITP	Baccalaureate
<input type="checkbox"/>	▼	▼	CEC	▼	Special Education	ITP	Baccalaureate

In the last screen you will see the list of programs that you are requesting. Hit **“Submit”** at the bottom of the screen to send your request to a CAEP staff member. When your request has been submitted, a green check appears.

Manage Shell Requests 🧐

Semester: F11 ▾

Comment? Click Edit button

ID	SPA	Program Name	Option	Review Type	SPA Standards	Shell created	Request submitted	Actions
	AAHE	Health Education	A	Initial	AAHE 2008	✓	✓	Del Edit
	ACEI	Elementary Education	C	Initial	ACEI 2007	✓	✓	Del Edit
	ACEI	Elementary Education	C	Initial	ACEI 2007	✓	✓	Del Edit
	ACTFL	Foreign Language	C	Initial	ACTFL 2002		✓	Del Edit
	ACTFL	Foreign Language Education	C	Initial	ACTFL 2002	✓	✓	Del Edit

**Please note: If you do not see the green check, then CAEP has not received your request.*