



Kelli Blackburn, School Improvement Coordinator

# SIP Bites – Accreditation Assurances

October 19, 2021 ~ Volume 1, Issue 4

**Due Friday, October 29, 2021**

- In preparation for the Accreditation Review on November 29, 2021 – December 3, 2021, School Assurances must be completed by the principal of every school in the district.
- The Assurances are compliance-oriented requirements of all accredited institutions. Assurances are comprised of requirements applicable to all systems and institutions.
- Please see below for step by step directions.
- Schools with a FLDOE SIP must go to <https://www.floridacims.org/> to download a pdf copy of their completed FLDOE 2021 SIP before they begin. It will be uploaded as an attachment to Assurance #5.

**Need School Improvement  
Help???**

Contact your Cadre's Instructional  
Facilitator or the Office of Service  
Quality at 754-321-3636

**Due Friday, October 29, 2021**

# Cognia Accreditation School Assurances

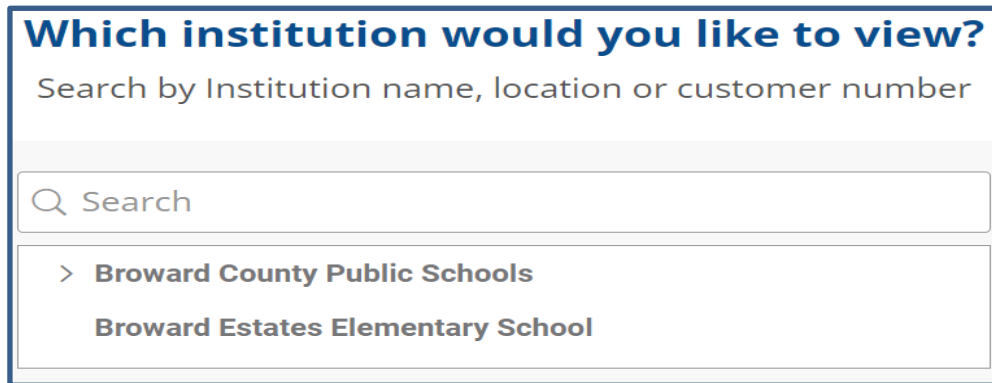
**Due Friday, October 29, 2021**

1. Log into:

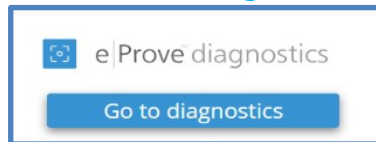
[myjourney.cognia.org/login](http://myjourney.cognia.org/login)



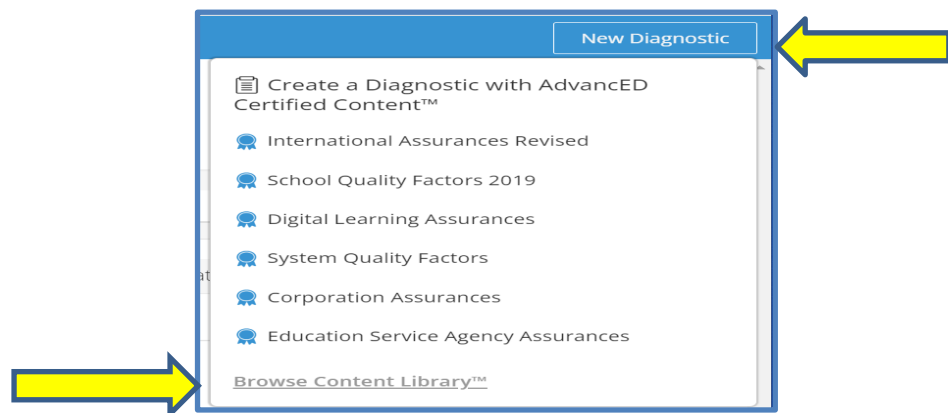
2. Click on your school name:



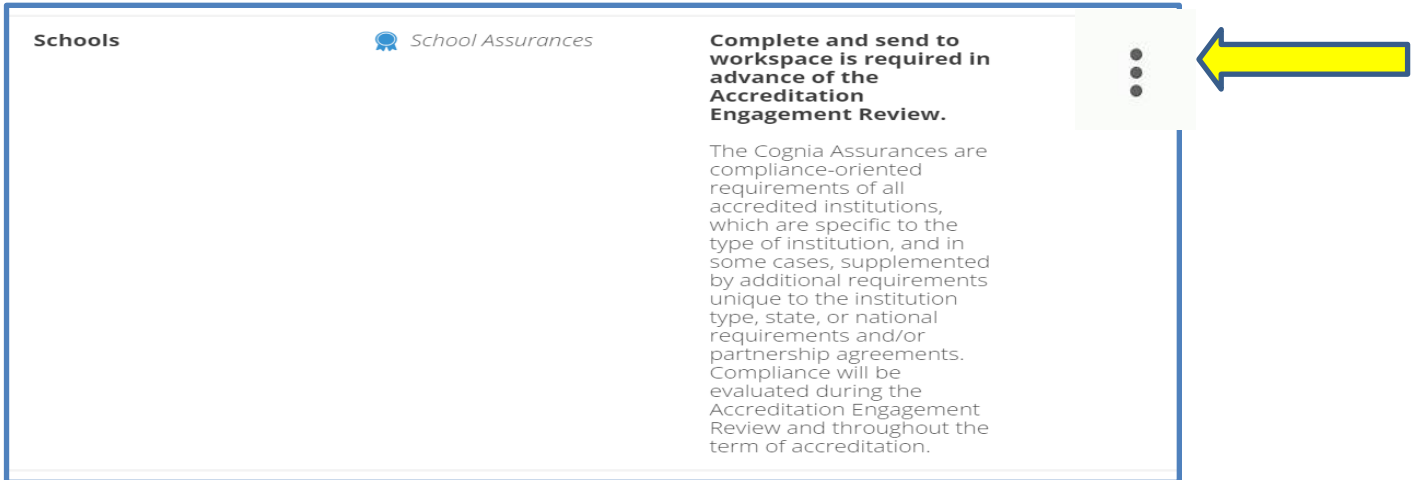
3. Scroll down to eProve Diagnostics and click **Go to diagnostics**:



4. Click on **New Diagnostic** in the upper right corner and click **Browse Content Library** at the bottom.



5. Scroll down to Schools (under type) and School Assurances (under content name). Click on the 3 dots on the right.



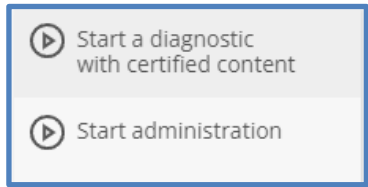
Schools School Assurances

**Complete and send to workspace is required in advance of the Accreditation Engagement Review.**

The Cognia Assurances are compliance-oriented requirements of all accredited institutions, which are specific to the type of institution, and in some cases, supplemented by additional requirements unique to the institution type, state, or national requirements and/or partnership agreements. Compliance will be evaluated during the Accreditation Engagement Review and throughout the term of accreditation.

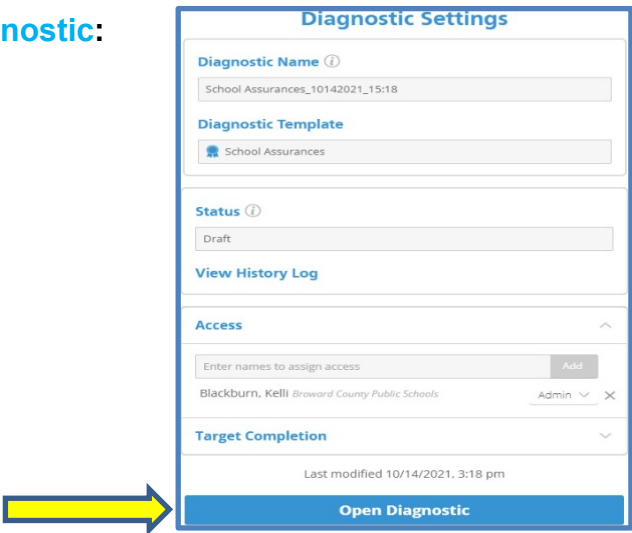
⋮

6. Click on **Start a diagnostic with certified content:**



- ▶ Start a diagnostic with certified content
- ▶ Start administration

7. Scroll down and click **Open diagnostic:**



**Diagnostic Settings**

Diagnostic Name ⓘ  
School Assurances\_10142021\_15:18

Diagnostic Template  
School Assurances

Status ⓘ  
Draft

[View History Log](#)

Access

Enter names to assign access Add

Blackburn, Kelli *Broward County Public Schools* Admin ×

Target Completion

Last modified 10/14/2021, 3:18 pm

**Open Diagnostic**

8. Scroll down to Part A. Institution Assurances. Answer YES to the following 5 Assurances. No comments are necessary for questions #1 through #3. Questions #4 and #5 require attachments.

1. **AdvancED Policies and Procedures** - The institution has read, understands, and complies with the Cognia Policies and Procedures. **Click radio button: Yes**
2. **Substantive Changes** - The institution has reported all substantive changes in the institution. **Click radio button: Yes**
3. **Security and Crisis Management Plan** - The institution implements a written security and crisis management plan that includes emergency evacuation procedures and appropriate training for stakeholders. **Click radio button: Yes**

- 4. Financial Transactions** - The institution monitors all financial transactions through a recognized, regularly audited accounting system. **Click radio button: Yes**

Click on **Attachments** and Upload (copy and paste) the following as an **External Link**  
<http://www.broward.k12.fl.us/sbbcpolicies/docs/P1002.1.000.pdf>

Under **Attachment Name** type: Office of the Chief Auditor

- 5. Improvement Plan** - The institution engages in a continuous improvement process and implements an improvement plan. **Click radio button: Yes**

Click on **Attachments** and Upload (copy and paste) the following as an **External Link**  
<https://www.browardschools.com/Page/50157>

Under **Attachment Name** type: SBBC School Improvement Plan

Schools with a FLDOE SIP must go to <https://www.floridacims.org/> to download a pdf copy of their completed FLDOE 2021 SIP. Please upload it as an attachment to Assurance #5. Under **Attachment Name** type: FLDOE School Improvement Plan.

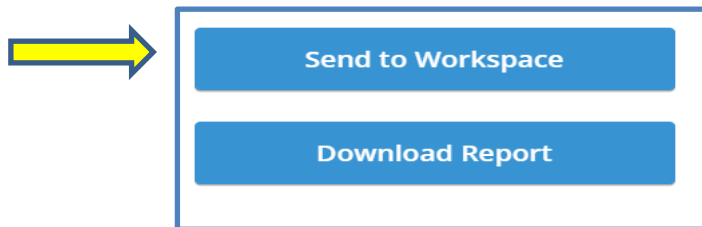
**When you have completed the Assurances:**

- 9. Scroll back up to the top of the page.**

- 10. Click on Lock Diagnostic:**



- 11. Click on Send to Workspace (the blue bar in the bottom left corner of the page).**



If you need assistance contact the Office of Service Quality: 754-321-3636

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