



# CAA ONLINE REPORTING PLATFORM - ARMATURE FABRIC USER GUIDE

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# Getting Started

Reports submitted to the CAA are major sources of substantiating information about elements of an education program in relation to its compliance with the Standards for Accreditation of Graduate Education Programs in Audiology and Speech-Language Pathology. Programs must report on the continuity and recovery of the program's operations if events occur that significantly interrupt normal institutional operations, as applicable. It is the responsibility of the program director to submit completed reports to the CAA on or before the due date.

Programs are required to submit accreditation review materials by February 1 or August 1, except for programs applying for candidacy status for which applications are scheduled to be submitted January 1 or July 1. Due dates for programs that hold an accreditation status, e.g., accredited, candidate, are assigned based on the dates of the programs' accreditation or candidacy cycles.

## Using this Guide

Accreditation reports must be filed through the online reporting system, **ARMATURE Fabric**, unless otherwise directed. This guide was developed to help you understand how to access Fabric, how to access accreditation reports and applications (known as instruments), how to perform certain actions within the dashboard and reporting instruments, and some best practices and tips that accreditation staff have identified since Fabric was implemented as the CAA's accreditation management system in spring 2023.

## Glossary of Terms

Term	Description
Editor	This is a status that a user affiliated with a program may have that allows that user to complete and/or update accreditation reporting instruments.  * Only the program director (primary contact) has the ability to submit reporting instruments.
Fabric	Or ARMATURE Fabric, is the online reporting platform used by the CAA to collect data related to accreditation from graduate programs seeking accreditation.
Instrument	In Fabric, an instrument is a dynamic reporting form that is a program's accreditation application or annual report.
Organization	In Fabric, an organization is the account for the accredited graduate program. Historical accreditation action reports are stored in the Documents tab when accessing the organization using the Organization Representative persona.
Persona	In Fabric, some users will have access to different levels of security access, called personas. Most users will only have access to the "My Items" persona, which is the default user account. Program directors will have access to the "Organization Representative" persona to access or update information about the graduate program.
Primary Contact	This is the program director (or individual that is responsible for the program of professional education seeking accreditation), and the only user account that is an editor with the ability to submit a reporting instrument. This user has the option to log in with the Organization Representative persona or the My Items persona.

# Accessing Fabric and Accreditation Reporting Instruments

## Logging In

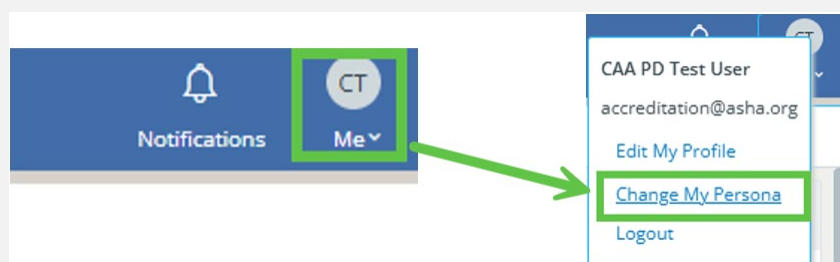
ARMATURE Fabric is a web-based application that serves as the CAA's accreditation management software and is used to collect programmatic accreditation information. Fabric can be accessed by navigating to <https://accreditation.asha.org/> on your web browser. It is recommended that you bookmark this URL for future reference.

1. You will be prompted to enter the email address associated with your Armature account. This is not necessarily the same email address that is used to log in to an ASHA member account. Program Directors should reach out to accreditation staff at [caareports@asha.org](mailto:caareports@asha.org) if they require assistance locating the email address associated with a user account.
  - a. First time users should select the “**Can’t Log In or forgot your password?**” link on the Armature login screen to reset your password.
  - b. You will receive an automated email generated by Armature. The email address that this message originates from is [noreply@armaturecorp.com](mailto:noreply@armaturecorp.com). We strongly recommend that programs work with their system administrators so that [armaturecorp.com](http://armaturecorp.com) and [asha.org](http://asha.org) are whitelisted as approved senders. Failure to do so may result in the inability to receive the password reset email.
  - c. After logging in, Program Directors will have the option to choose between two personas: **Organization Representative** or **My Items**. Other users will only have access to the My Items persona and will be directed to the Home tab after logging in.



## Personas

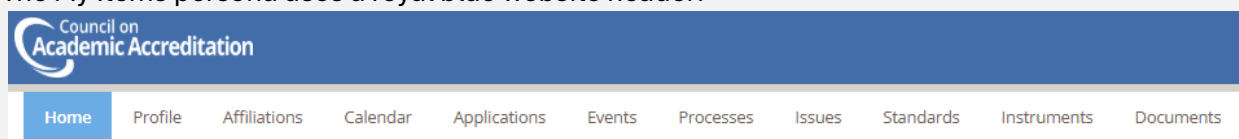
Personas in Fabric can be thought of as levels of user access. Users typically have the option to choose a persona (if more than one is available to the account) after logging in. To switch personas, you can select the **profile icon** found at the top right corner of the screen.



The two types of personas that users will have access to are described on the next page.

## My Items

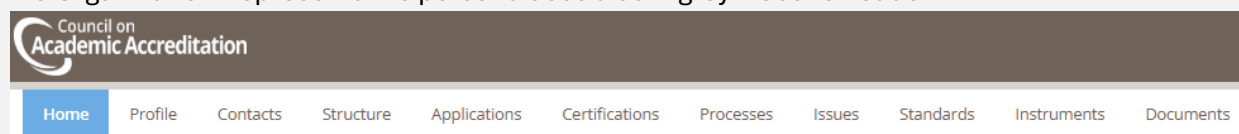
The My Items persona uses a royal blue website header:



This is the default user account persona. This persona acts as your individual user account, allowing you to see profile information about yourself and access items that have been assigned to your user account. Report editors will use the My Items persona to access reporting instruments through the Instruments tab.

## Organization Representative (Org Rep)

The Organization Representative persona uses a dark grey website header:



This persona is only available to program directors. The program director user account is designated as the primary contact for the accredited program within Fabric. When logged in as the Organization Representative, you will be directed to the Organization Dashboard after you log in and will be accessing/viewing information as though you are the accredited program.

This persona allows Program Directors to easily see reporting instruments associated with the accredited program.

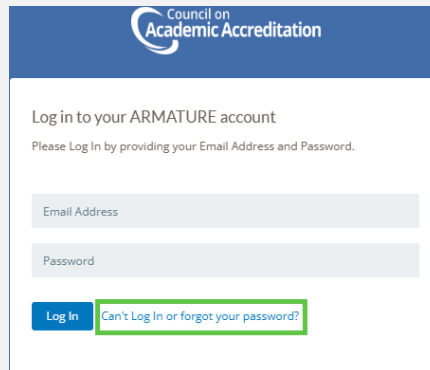
Each accredited program has a unique organization record associated with it, so individuals serving as the program director of an audiology and a speech-language pathology program will have two organization representative personas to choose from when logging in/changing personas.

Your Organizations			
Please select an organization from the list below.			
Name	Id	Type	Location
CAA Test AUD University <small>PROGRAM</small>	0000	Program	Rockville, Maryland
CAA Test SLP University <small>PROGRAM</small>	0000	Program	Rockville, Maryland
If you do not see the organization you are looking for, please contact your representative and ask them to grant you access.			
<a href="#">Choose Persona</a>   <a href="#">Logout</a>			

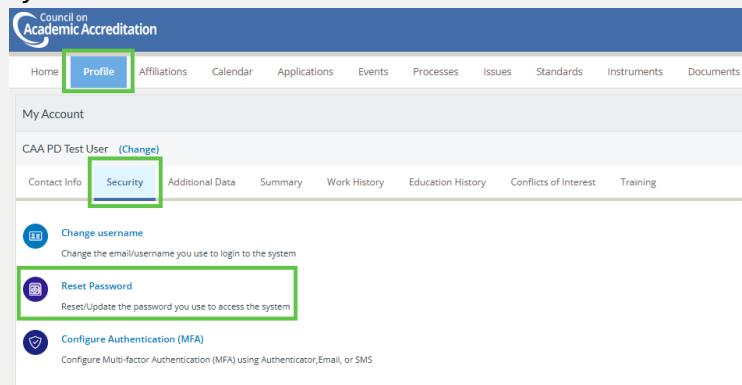
## Changing Login Credentials

If you need to reset your password, you can do so in two ways.

1. On the Login screen, you can select the “Can’t Log In or forgot your password?” link to have a reset password email sent to your user account email:

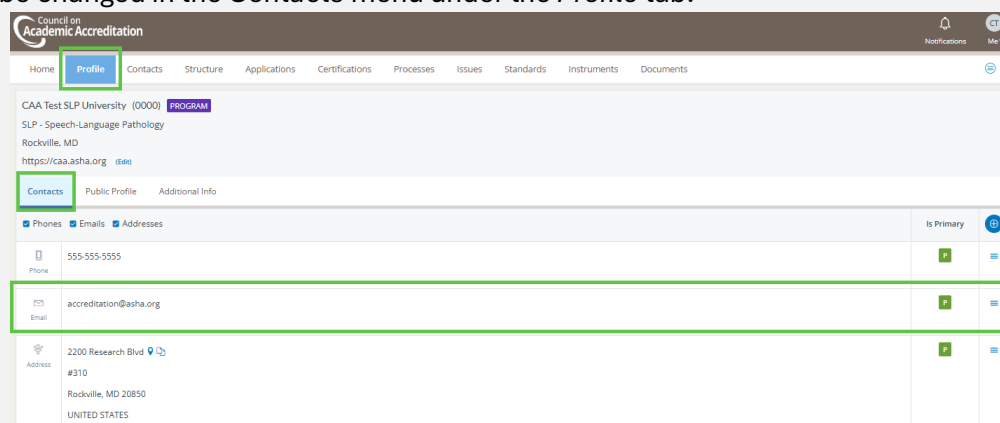


2. When logged in using the **My Items** persona, navigate to the *Profile* tab. Select *Reset Password* under the *Security* menu:



You may also change your username to a different email address through the *Security* menu. Please note that updating your username does not change your contact email address. That change must be made on the *Contact Info* menu.

If you are the program director and have access to the Organization Representative persona, updating your username will not change the primary email address associated with the program. This can be changed in the *Contacts* menu under the *Profile* tab:



## Dashboards

After logging in and choosing a persona, you will arrive at the main dashboard. Each persona's dashboard contains a number of menu tabs to choose from. This is an out-of-the-box feature of the Fabric platform, and there are only a few of these menu tabs that are used by the CAA. The following sections describe the tabs you may need to access for accreditation reporting purposes, and any differences between the My Items persona and Organization Representative persona.

### My Items

The My Items *Home* tab displays a snapshot of your profile information, and a widget that lists some or all of the scheduled reporting instruments that you are assigned to.

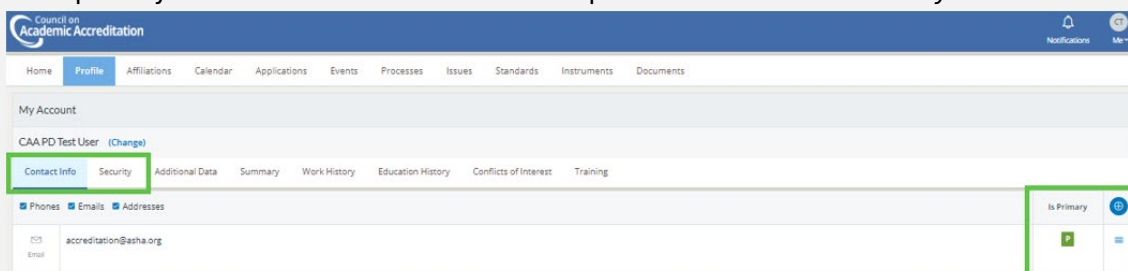
### Organization Representative

The Org Rep *Home* tab displays the name and primary contact of the accredited program. This dashboard also displays the expiration date of the current accreditation cycle under the Certifications section.

## Profile Tab

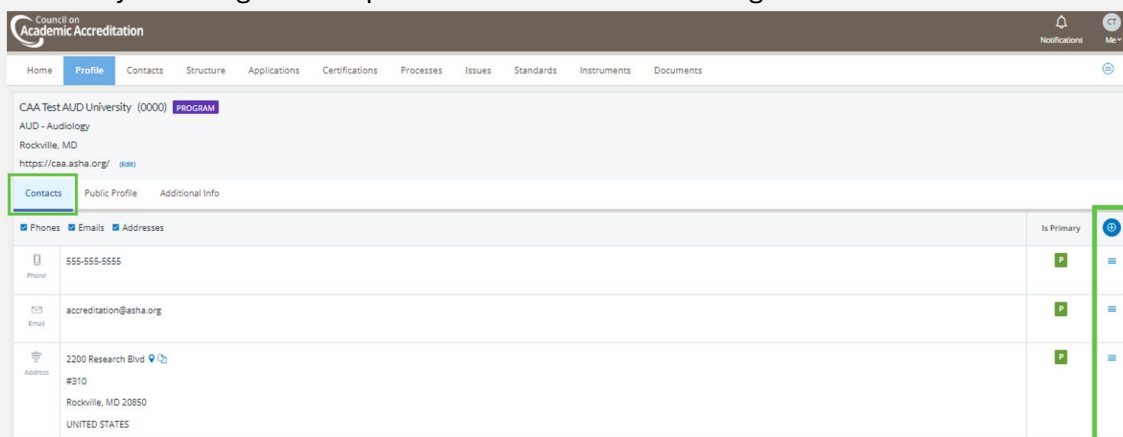
### My Items

The *Profile* tab displays your contact information (email address) under the *Contact Info* menu. You can edit your contact email address using the collapsed menu icon found at the right of the screen. You can update your username email address and password under the *Security* menu.



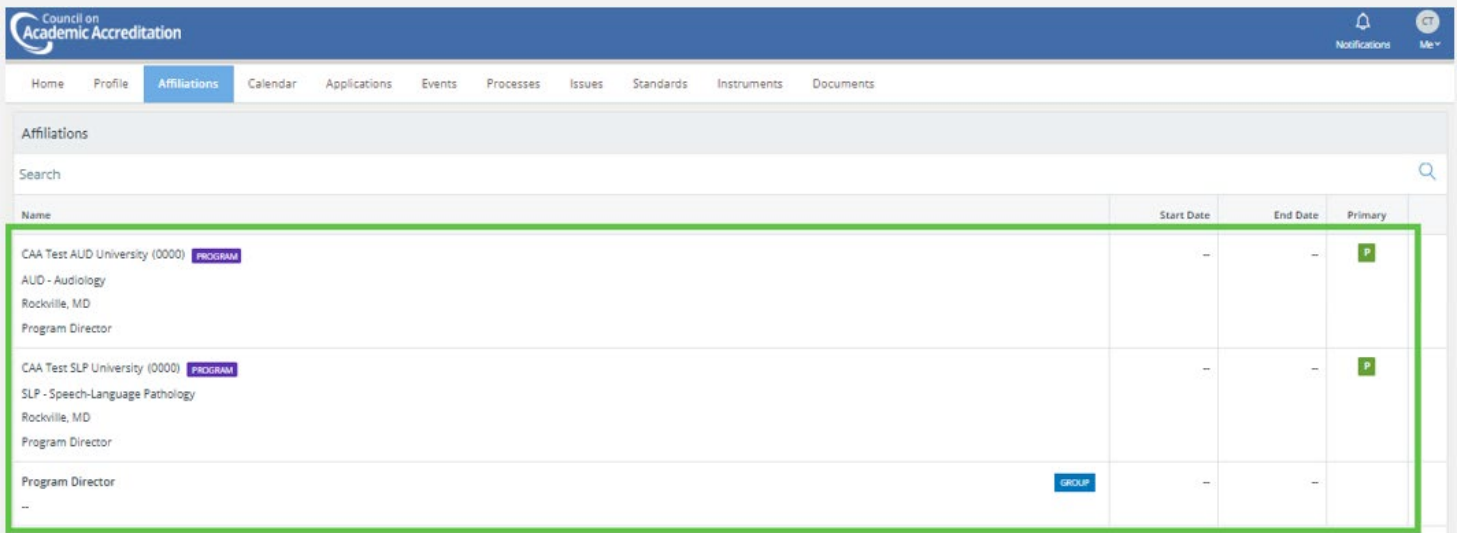
### Organization Representative

The *Profile* tab displays the primary phone number, email address, and mailing address of the accredited program under the *Contacts* menu. The program director can edit this contact information by selecting the collapsed menu icon found at the right of the screen.



## Affiliations Tab

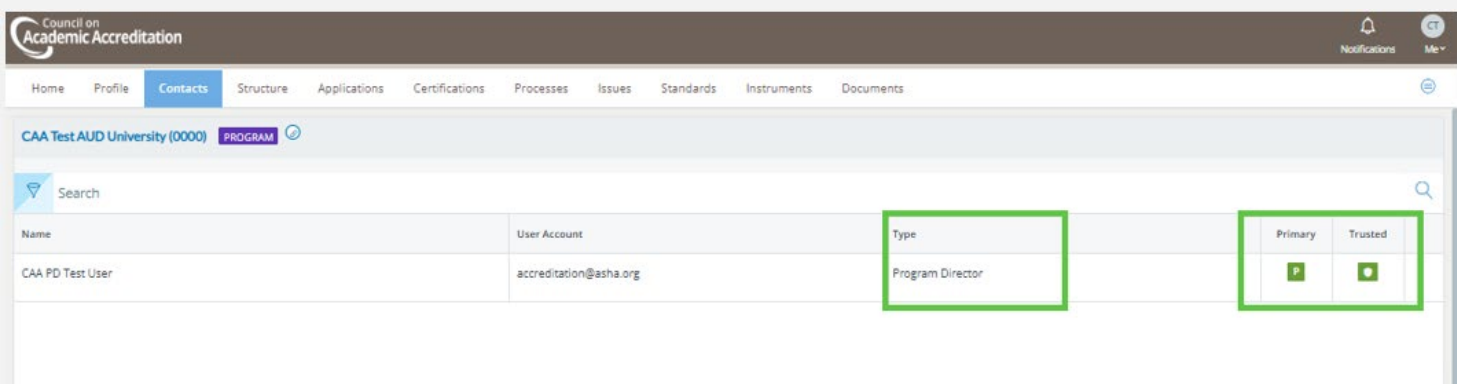
This tab only exists for the My Items persona. The *Affiliations* tab displays any programs and/or user groups that a user is affiliated with as a contact.



Name	Start Date	End Date	Primary
CAA Test AUD University (0000) <span>PROGRAM</span> AUD - Audiology Rockville, MD Program Director	--	--	<span>P</span>
CAA Test SLP University (0000) <span>PROGRAM</span> SLP - Speech-Language Pathology Rockville, MD Program Director	--	--	<span>P</span>
Program Director --	--	--	<span>GROUP</span>

## Contacts Tab

This tab only exists for the Organization Representative persona. The *Contacts* tab displays all users that are affiliated with the accredited program. Aside from the current program director, former programs directors and report editors would be listed in this tab. This tab also displays the type of affiliation a user has and if they are the primary/trusted contact for the program.



Name	User Account	Type	Primary	Trusted
CAA PD Test User	accreditation@asha.org	Program Director	<span>P</span>	<span>P</span>

## Processes Tab

The *Processes* tab displays the workflow processes for annual accreditation reviews. This tab exists for both the My Items or Organization Representative personas, but it is primarily used by accreditation staff to track review progress and manage the review workflow.



## Instruments Tab

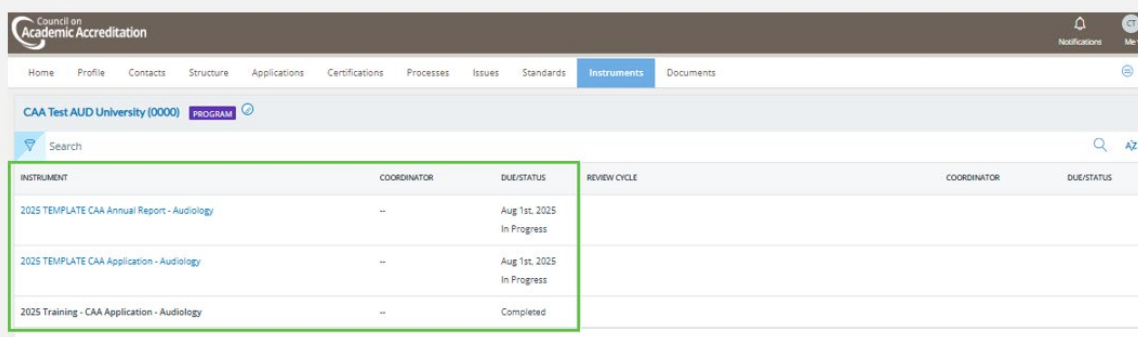
The *Instruments* tab is where users will access accreditation applications and annual reports. In Fabric, an “instrument” is the reporting form that is used to collect accreditation data from programs to be reviewed by the CAA.

### My Items

The *Instruments* tab in the My Items persona displays any instruments that the user has been assigned to. These may be active or historical instruments.

### Organization Representative

The *Instruments* tab in the Org Rep persona displays all instruments created for the accredited program. These will date back to spring 2023 when Fabric was launched. Users can access an instrument by clicking the instrument name. This tab displays the status of the instrument (Not Started, In Progress, Completed, or Submitted) and any review cycles associated with the instrument.



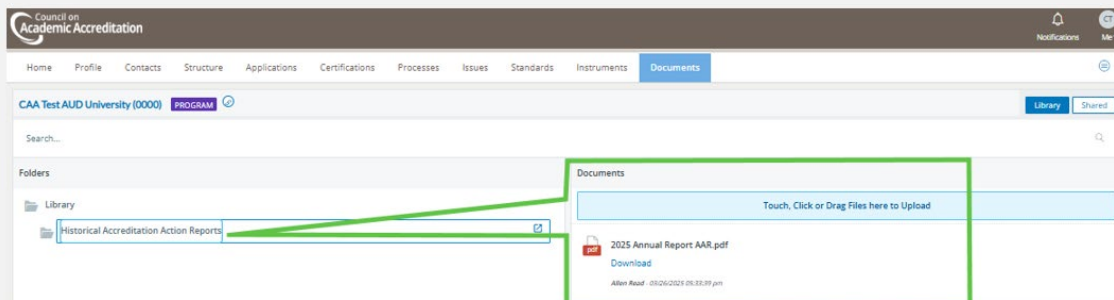
INSTRUMENT	COORDINATOR	DUE/STATUS	REVIEW CYCLE	COORDINATOR	DUE/STATUS
2025 TEMPLATE CAA Annual Report - Audiology	--	Aug 1st, 2025 In Progress			
2025 TEMPLATE CAA Application - Audiology	--	Aug 1st, 2025 In Progress			
2025 Training - CAA Application - Audiology	--	Completed			

## Documents Tab

The *Documents* tab exists for both the My Items or Organization Representative personas and is currently only utilized within the Org Rep persona to store historical Accreditation Action Reports (AARs) for reference.

### Organization Representative

The *Documents* tab within the Org Rep persona contains a library sub-folder, **Historical Accreditation Action Reports**, which will contain the previous AAR(s) for the accredited program. The most recent AAR serves as a point of reference for the program director to be able to determine what areas of non-compliance and/or concerns for follow-up need to be responded to in the next report submission.



# Completing and Submitting Accreditation Reports

This section will describe how users can access accreditation applications and annual reports and successfully complete and submit them to the CAA for review.

## Accessing Accreditation Applications and Annual Reports (Instruments)

Both types of instruments, applications and annual reports, can be accessed through the *Instruments* tab of the My Items or Organization Representative personas. Users may click on the name of the instrument to access the Instrument Response Summary. The *Summary* menu displays all of the sections of the instrument, as well as the overall status of the instrument. The *Summary* menu also tracks the progress for each section, showing the percentage complete next to the section title. Clicking on any of the section titles will redirect you to the area of the instrument where you can provide responses.

The screenshot shows the 'APPLICATION APP-823 - RESPONSE SUMMARY' page for '2025 TEMPLATE CAA Application - Audiology - INITIAL RESPONSE'. The status is 'IN PROGRESS'. A table lists the sections of the instrument with their completion percentages. The 'Modalties' section is highlighted with a green box and shows 33% completion. The other sections are at 0% completion.

Section	Progress
General Information & Instructions	0%
Institution Description and Authorization	0%
Modalties	33%
Standard 1.1 Institutional Accreditation	0%
Standard 1.2 Degree Granting Authority	0%
Standard 1.3 Mission, Goals and Objectives	0%
Standard 1.4 Evaluation of Mission and Goals	0%
Standard 1.5 Program Strategic Plan	0%

## Adding Report Editors

Program Directors may request that additional users be assigned to an instrument to assist with completing the report. This process is managed by accreditation staff, and by design the reporting instrument will only be assigned to the program director (the primary contact of the organization record in Fabric).

Each year at the start of the reporting window (April 1 or October 1), the program director may request to have additional editors assigned to that year's reporting instrument by completing a short survey form:

[Armature Fabric New User/Report Editor Request Form](#)

## Entering Data

In general, you will report current data as of the time of your report submission. However, some questions will prompt you to report data for the "most recently completed academic year" (this is defined the period of time that is covered from a fall term through the end of the subsequent

summer term, typically August through July for CAA reports). If you are submitting a report that is due August 1 and your academic year does not end until after the submission date, you should report data based on the most recently completed academic year as it is defined by your program.

It is recommended that whenever possible, program responses in narrative text fields should be **plain, unformatted text**. Using other text formatting is permissible, but it may cause the system to slow.

- 1) If content needs to be added from a website, Word document, or other computer application, users can do the following:
  - a. Open Notepad or a similar application to create a new text file
  - b. Copy the desired content from the website, Word document, or other application
  - c. Paste the copied content into the Notepad text file (this will strip out formatting)
  - d. Copy your now unformatted content from the text file and paste into the instrument text field.

## Documents

Along with completing and submitting the report instrument itself, there are a number of additional documents that programs are required to complete and upload to the instrument where instructed. These documents can be viewed and downloaded on the [CAA Resources](#) webpage.

The instrument's *Documents* tab is used to store the required uploads that appear throughout the instrument response form, and any additional documents the program is choosing to submit to the CAA for review. It can be accessed from either the Instrument Response Summary, within the collapsed menu near the top of the screen, or from the instrument response form as a tab on the right pane.

The screenshot displays the CAA application interface. The top navigation bar includes links for Home, Profile, Contacts, Structure, Applications, Certifications, Processes, Issues, Standards, Instruments, and Documents. The main content area shows the '2025 TEMPLATE CAA Application - Audiology - INITIAL RESPONSE' in progress. A sidebar on the left lists various sections: SUMMARY, GENERAL INFORMATION & INSTRUCTIONS, DOCUMENTS (highlighted with a green box), ASSIGNEES, MODALITIES, and REPORTS. The main content area is divided into two panes. The left pane shows the 'Standard 1.1 Institutional Accreditation' section, which includes a requirement for review: 'The sponsoring institution of higher education holds current institutional accreditation.' and a list of accrediting bodies. The right pane shows a 'Progress' and 'Documents' tab (highlighted with a green box) with a list of sections and their completion status: General Information & Instructions (0%), Institution Description and Authorization (0%), Modalities (33%), Standard 1.1 Institutional Accreditation (0%), Standard 1.2 Degree Granting Authority (0%), Standard 1.3 Mission, Goals and Objectives (0%), Standard 1.4 Evaluation of Mission and Goals (0%), and Standard 1.5 Program Strategic Plan (0%).

This documents tab is unique from the *Documents* tabs that appear on the My Items or Org Rep persona dashboards, as those are connected to the user account and accredited program (organization), respectively. The persona dashboard *Documents* tabs should not be used to upload information that will accompany an accreditation report submission.

## Required Uploads

All of the following documents can be viewed and downloaded on the [CAA Resources](#) webpage. Required documents, and where they are uploaded within the instrument, are listed below and on the following page.

- **Application Authorization Form** – uploaded to *Institution Description and Authorization* \*
- **Faculty Roster Summary Worksheet** – uploaded to *Standard 2.0*
- **Faculty Data Collection Worksheet** – one worksheet for each faculty member uploaded to the *Standard 2.0 Faculty Data Worksheet Table*
- **Standard 3.0 Courses Worksheet** – uploaded to *Standard 3.0*
- **Knowledge and Skills Within the Curriculum** – uploaded to *Standard 3.1* \*
- **Standard 3.6 Clinical Sites Worksheet** – uploaded to *Standard 3.6* \*
- **Program Completion Rate Calculator Worksheet** – uploaded to *Standard 5.5*

\* Only required to be uploaded with an [application](#) submission

## Modifying Uploaded Documents

Once a document is uploaded to the instrument using the corresponding upload question within the instrument, it cannot be deleted until a new document is uploaded to that upload field. In the image below, you can see that the document that is uploaded to a question does not have a collapsed menu icon to select:

The screenshot displays the CAA Academic Accreditation application interface. At the top, the header shows the CAA logo and the text "Council on Academic Accreditation". Below the header, the application title "2025 TEMPLATE CAA Application - Audiology" and the user "CAA Test AUD University" are visible. The interface includes a sidebar with navigation tabs for "Progress" and "Documents". The "Documents" tab is active, showing a list of uploaded documents. The document "aud-knowledge-and-skills-within-the-curriculum.docx" is highlighted with a green box. The main content area displays the question "Standard 3.1A Knowledge and Skills" and a text editor. The document "aud-knowledge-and-skills-within-the-curriculum.docx" is also listed in the "REMARKS" section, highlighted with a green box. The interface includes a "SAVE" button and a "Download" button.

If you need to update/replace a document that has been uploaded, you can do so by selecting the *Change* link to attach a new document.

Standard 3.1A Knowledge and Skills

Download, complete, and save this [Knowledge and Skills chart](#) document, then upload the completed document to this question.

[aud-knowledge-and-skills-within-the-curriculum.docx](#)

REMARKS

CAA PD Test User - 06/26/2025 05:09:38 pm

[Download](#) | [Change](#) | [Hide Remarks](#)

Once the new document is attached to the upload field, both the original and the new file will remain in the *Documents* tab, but the old document will now have a menu icon that will allow you to delete the document.

Council on Academic Accreditation

2025 TEMPLATE CAA Application - Audiology

CAA Test AUD University

SAVE

Progress Documents

Upload Download All

[aud-knowledge-and-skills-within-the-curriculum UPDATED.docx](#)

CAA PD Test User - 06/26/2025 05:14:20 pm

Show References

[aud-knowledge-and-skills-within-the-curriculum.docx](#)

CAA PD Test User - 06/26/2025 05:09:38 pm

Show References

Standard 3.1A Knowledge and Skills

Download, complete, and save this [Knowledge and Skills chart](#) document, then upload the completed document to this question.

[aud-knowledge-and-skills-within-the-curriculum UPDATED.docx](#)

REMARKS

CAA PD Test User - 06/26/2025 05:14:20 pm

[Download](#) | [Change](#) | [Hide Remarks](#)

## Exporting Instruments

Fabric allows users to export reporting instruments as HTML/PDF documents to view offline and/or print. This is useful if individuals that do not have Fabric user accounts need to review the report responses prior to the instrument being submitted. Instruments may be exported at any time, regardless of completion status. To export an instrument, perform the following steps:

1. Click on the *Instruments* tab, then click on the title of an instrument to access the Instrument Response Summary.
2. Click the collapsed menu icon next to SUMMARY and select the REPORTS menu.
3. Select **Export to HTML/PDF & Print**. This will populate a dialog window where you can select or deselect options for the report to display. Click **Export/Print** to generate a copy of the reporting instrument that you can save to your computer or print.

Council on Academic Accreditation

Home Profile Contacts Structure Applications Certifications Processes Issues Standards Instruments Documents

APPLICATION APP-823 - RESPONSE SUMMARY

2025 TEMPLATE CAA Application - Audiology - INITIAL RESPONSE CAA Test AUD University (0000) PROGRAM

IN PROGRESS

SUMMARY

SUMMARY General Information & Instructions

DOCUMENTS

ASSIGNEES Institution Description and Authorization

REPORTS Modalities

0% Standard 1.1 Institutional Accreditation

Export/Print

☐ Include Comments

☐ Include Documents

☒ Include Findings

☐ Include Issues

☐ Show Full Criterion

☒ Show organization name

☐ Apply Filters

Export/Print Cancel

## Submitting Instruments

**Only program directors have the ability to submit the reporting instrument.** Once all required fields within the instrument have text entered into them, the status of the instrument will change from *In Progress* to *Completed*. At this point, the reporting instrument has **not** been submitted.

The program director must complete the Submission Attestation and click the *Submit* button at the bottom of the page. This will populate a dialog window where you will confirm the submission by clicking the *Submit* button that appears. Once this action is performed, the status of the instrument will update to *Submitted* and no more changes can be made to the instrument.

2025 TEMPLATE CAA Application - Audiology  
CAA Test AUD University

Submission Attestation

Submission Attestation

Please check the box below confirming that you agree to the following attestation statement.

"To the best of my knowledge and belief, all information submitted in this report is accurate and complete as of the submission date."

☐ Check box to confirm

Standard 5.4 Ongoing Program Improvement 0%

Standard 5.5 Program Completion Rate 0%

Standard 5.6 Praxis Examination Pass Rate 0%

Standard 5.7 RESERVED 0%

Standard 5.8 Program Improvement - Student Outcomes 0%

Standard 5.9 Evaluation of Faculty 0%

Standard 5.10 Faculty Improvement 0%

Standard 5.11 Effective Leadership 0%

Standard 6.1 Institutional Financial Support 0%

Standard 6.2 Support for Faculty Continuing Competence 0%

Standard 6.3 Physical Facilities 0%

Standard 6.4 Program Equipment and Materials 0%

Standard 6.5 Technical Infrastructure 0%

Standard 6.6 Clerical and Technical Staff Support 0%

Submission Attestation 0%

PREV. NEXT

SAVE Submit

Submit Response

2025 Training - CAA Application - Audiology

Standard	Completion	Description
Standard 5.3 Program Completion	100%	General Information & Instructions
Standard 5.6 Praxis Examination	100%	Institution Description and Authorization
Standard 5.7 RESERVED	100%	Modalities
Standard 5.8 Program Improvement	100%	Standard 1.1 Institutional Accreditation
Standard 5.9 Evaluation of Faculty	100%	Standard 1.2 Degree Granting Authority
Standard 5.10 Faculty Improvement	100%	Standard 1.3 Mission, Goals and Objectives
Standard 5.11 Effective Leadership	100%	Standard 1.4 Evaluation of Mission and Goals
Standard 6.1 Institutional Financial Support	100%	Standard 1.5 Program Strategic Plan
Standard 6.2 Support for Faculty Continuing Competence	100%	
Standard 6.3 Physical Facilities	100%	
Standard 6.4 Program Equipment and Materials	100%	
Standard 6.5 Technical Infrastructure	100%	
Standard 6.6 Clerical and Technical Staff Support	100%	
Submission Attestation	100%	

Please confirm that you would like to continue with submission.

☐ Confirm Submission

Submit Cancel