![ACGC - Accreditation Council for Genetic Counseling. Fostering excellence in education for the future of genetic counseling]

System FAQs

Table of Contents

Q: Do I need to use a specific web browser when completing the Application?

A: To ensure seamless functionality, you must use one of these web browsers supported by the Accreditation Management System:

Supported Browsers & Platforms

Chrome: Windows 10, 8.1, 8, 7, limited support on Mac OS X and iOS
IE 11 and above: Windows 10, limited support on Windows 8.1, 8, 7
FireFox current version: limited support on Windows 10, 8.1, 8, 7
Safari current version: limited support on Mac OS X, and iOS

For best user experience, we recommend using Chrome.

Other Browser Requirements

- JavaScript must be enabled on your web browser
- Cookies must be enabled on your web browser

To determine which browser version you are running, click here.


Q: Can I flag questions for my own tracking?

A: Yes. You can flag parts of your Application response (Critical, Follow-up, Incomplete, Needs Document, Other). This is a convenient option if you are not completing the application in one sitting or need to collaborate with others on your response. To add a flag to a question, click on the corresponding question number header:
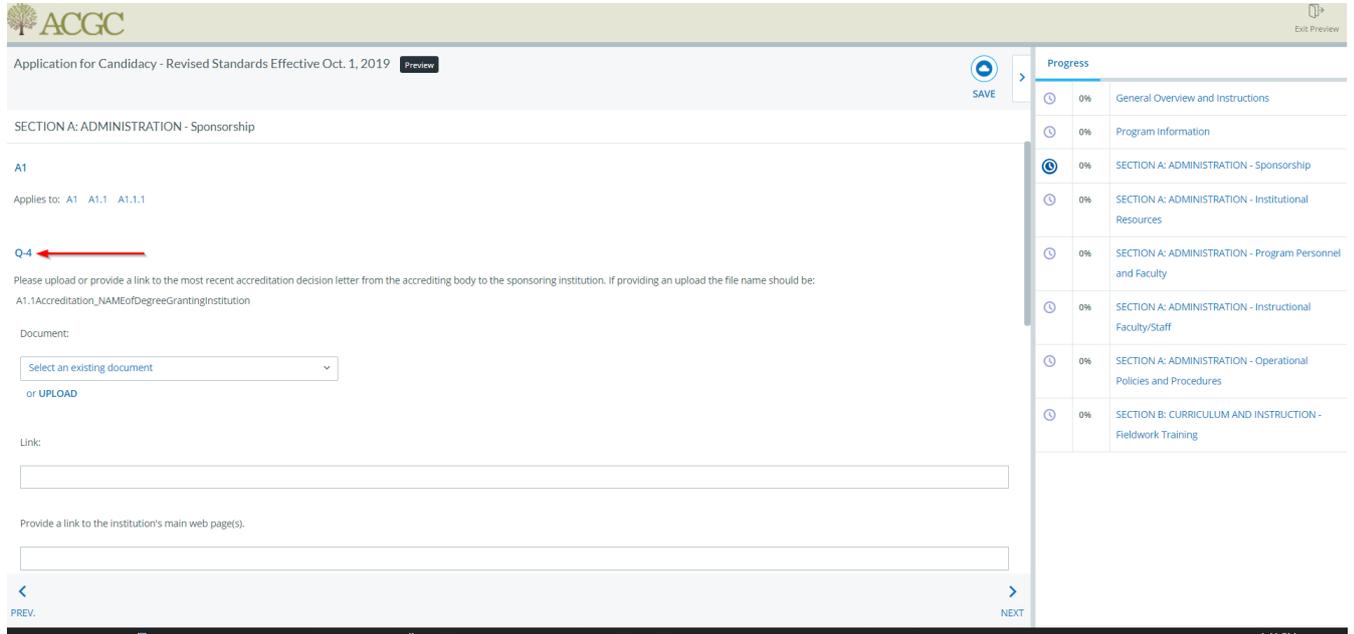
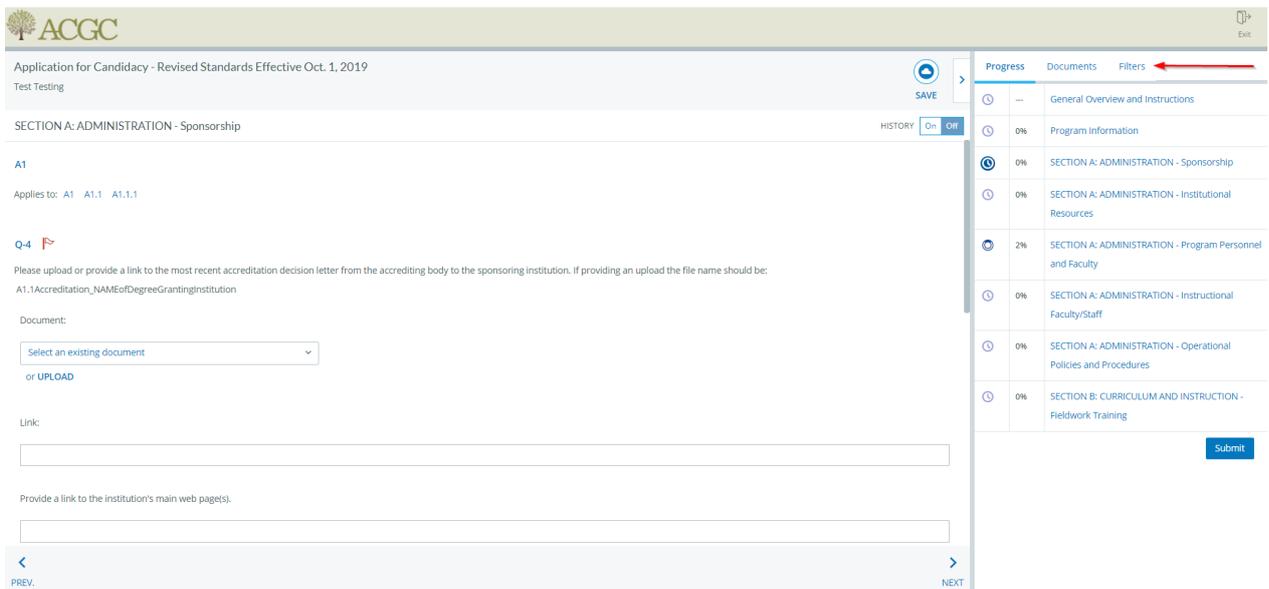In the top right-hand corner of the page, click **FLAGS**.
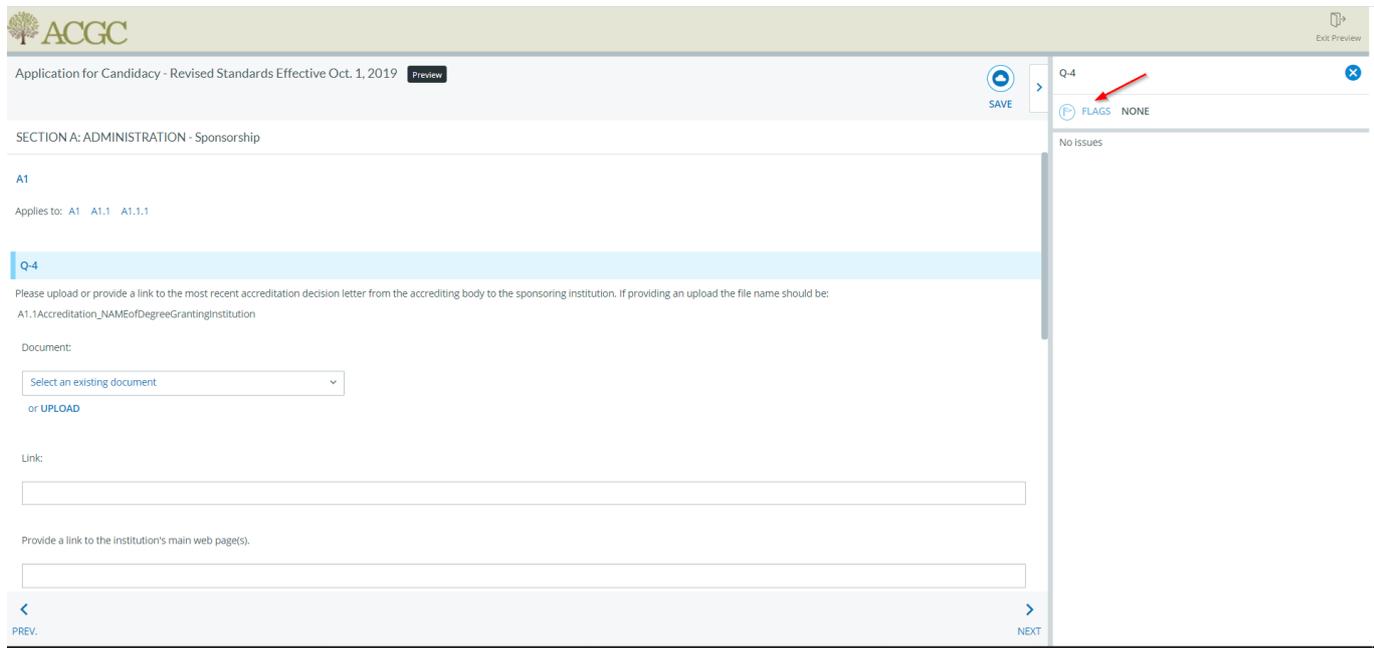
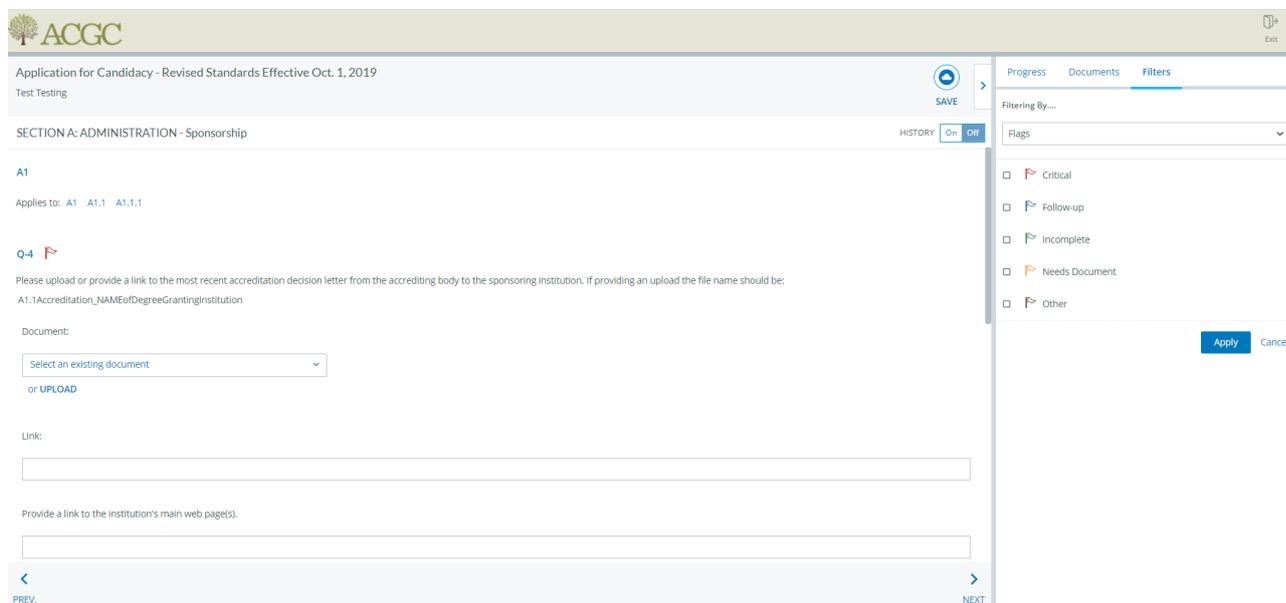This will display the flags available for selection:
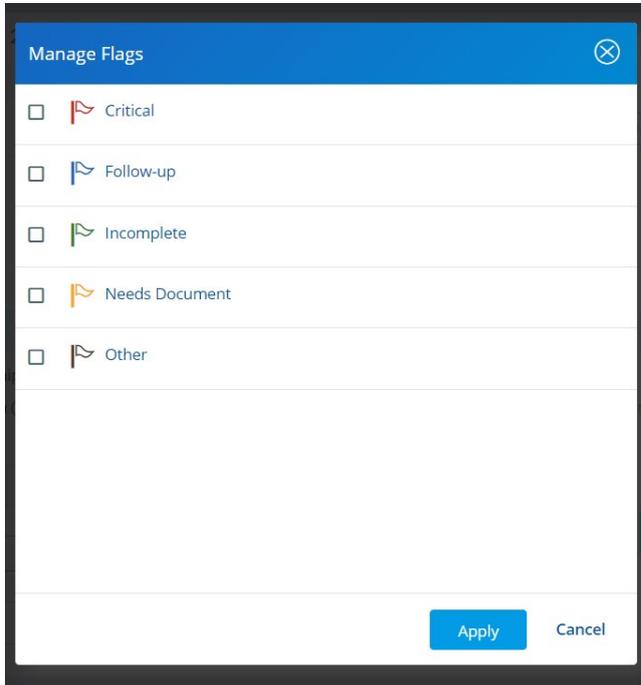
If you have questions flagged, you can filter by flags.

Q: How do I filter my response by flags?

A: If you applied filters to questions, you can filter by flags. On the top right of the navigation menu, click FILTERS:


In the Filtering By, select **Flags**.

Select your flag filters by clicking the check box to the left of your desired flag(s) and click **Apply** to view your filtered response.

For example, if you added a "Follow-Up" flag to questions on pages 1, 3, and 7 and then filter by that that flag, the navigation will refresh and the pages that do NOT have anything that matches your filters will not have any questions visible. When you navigate to those pages that contain the flags that you filtered by, the system will only show those questions that are applicable to your filter.

Q: Can I upload multiple documents for my Application response at once?

A: Yes. On the top right of the navigation menu, click on DOCUMENTS:
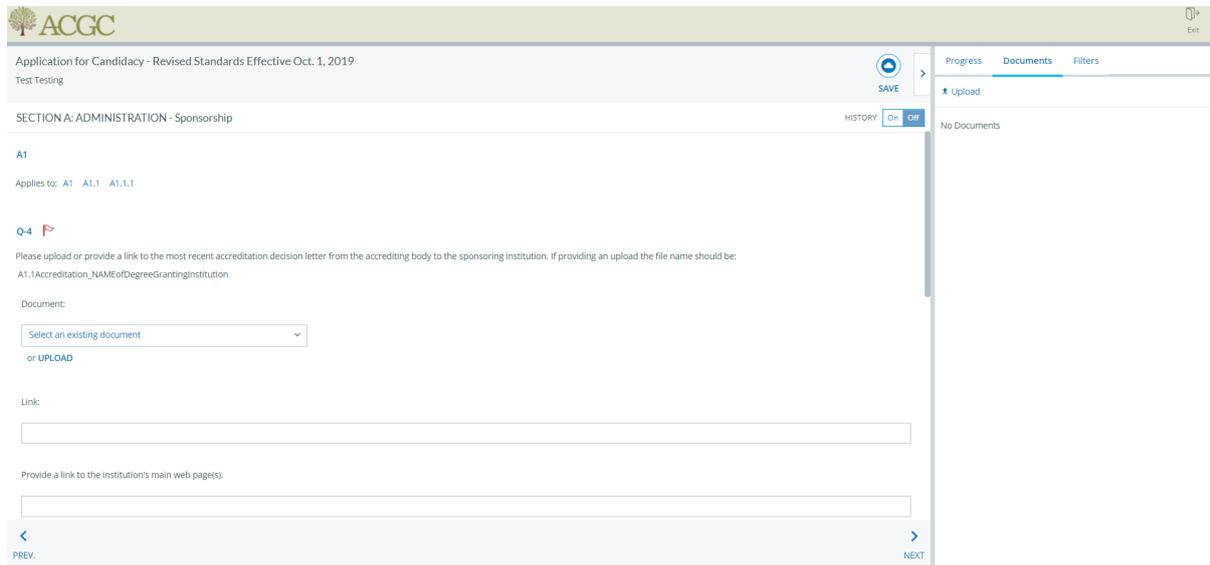
Click the Upload link and upload the documents by searching your desktop or network drives. You can also select multiple documents to be uploaded by holding down the Shift key and pressing the Page Down key.
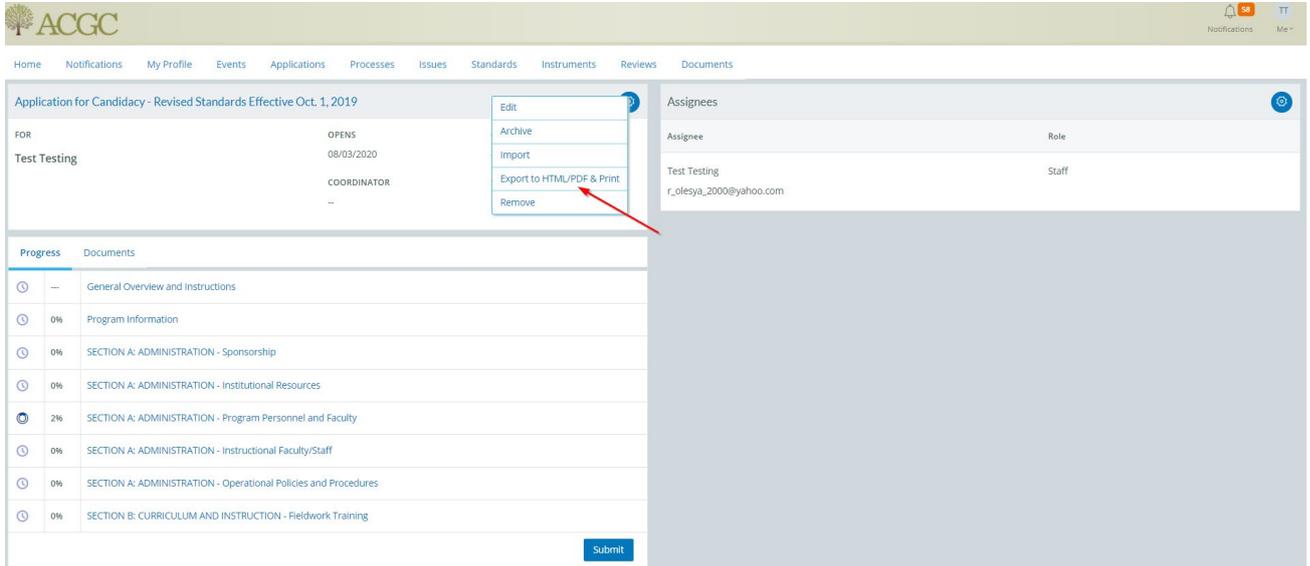
You will need to navigate to the section for which each uploaded document is intended and select the appropriate document in the upload section for that question.

Q: How do I save my response?

A: The system has a number of built-in auto-saves to protect your work. When you navigate using the PREV or NEXT arrows at the bottom of the page, your responses are automatically saved. If you navigate just by going to the page using the right-hand navigation, your responses are automatically saved. If you click Save at the button of the page, or use the arrows at the top of the page, your responses are automatically saved. Exiting saves the page, as long as you use the Exit button (top right).
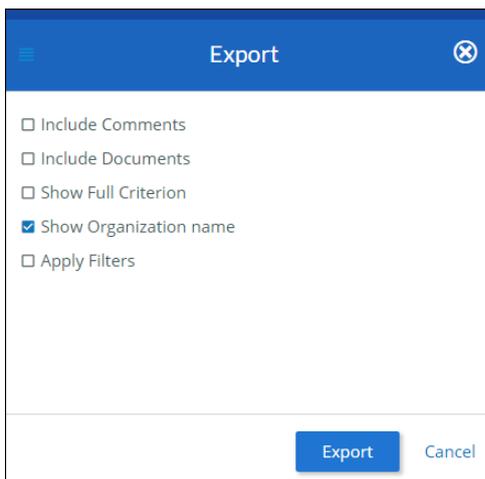
Q: How do I export my response?

A: If you have the application open with the data input sheet on the left, click **Exit** in the top right-hand corner to close the application and navigate to the Instrument Summary Response page. If just logged in to the system and clicked the New Program Application under Instruments, the Instrument Summary Response page will be the first page you will see. To export your response, click the gear icon to the right of the New Program Application instrument title and select the **Export to HTML/PDF & Print** link:

You will see the following options:

- Include Comments
- Include Documents
- Show Full Criterion
- Show Program Name
- Apply Filters

If you opt to include comment and document references, it will display those on the question. The system will generate a PDF document, and you can save it to your desktop or print using the icons on the top right of the screen:

General Overview and Instructions

The Accreditation Council for Genetic Counseling (ACGC) was established in 2012 to serve as the accrediting body for the genetic counseling profession. The ACGC's mission is to provide leadership by establishing Standards for graduate level genetic counseling education in order to protect the interests of students and the public, as well as the integrity of the genetic counseling profession through:

- Evaluating educational programs to ensure compliance with those Standards; and
- Accrediting genetic counseling training programs that meet the Standards established by the ACGC.

Eligibility for Candidacy:

The ACGC accredits qualified, masters-level genetic counseling training programs located within institutions chartered by and physically located within the United States and Canada. Sponsoring institutions must be accredited by, and in good standing with, a recognized regional accrediting agency and must be authorized by that agency to confer upon graduates of the Genetic Counseling program a graduate degree.

System Instructions:

You do not need to complete the application in one sitting. The system will allow you to enter responses, save your current progress and finish the submission later.

Navigating the Survey

- Use the Previous or Next links at the bottom of each section page, the arrows next to the Save button at the top of the page, or the appropriate section links in the right navigation menu.
  - **Do not use the back button in your browser without saving your data first or it will not be saved.**