Instructions for Completing and Submitting a Pre-Application

1. Accessing the Chemistry Program Approval & Review System (CPARS)

   Login to Salesforce
   1. Navigate to the institution portal at: https://institution.acs.org/institution
   2. Click the “Institution SSO Login” to access the login page.

3. If you have an ACS ID and password, then you can enter that information in the appropriate fields.
4. If you do NOT have an ACS ID and password, then you must create one by clicking on the “Create a free ACS ID” button (see above). Please note that each user will have to request their own ACS ID. This single sign on feature significantly improves the security of your data. Please note that you do NOT have to be an ACS member to create an ACS ID.
2. Request Portal Access

Once you create your ACS ID, return to https://institution.acs.org/institution to log in. The portal request form will appear. Provide your institution and role (either chairperson or other authorized user) to send a portal access request to the ACS Approval Program Office. If your institution is not listed, please contact us at cpt@acs.org or at 202-872-4589.

The ACS Approval Program Office will receive your request for access to CPARS. You should have access to the portal within 1-2 business days. If you need immediate access, please call us at 202-872-4589.

3. Complete the Pre-application Form

The form capsule in CPARS is being updated, so instead of entering your information directly into the system, we’ve created a separate form (in Excel) for you to complete. Once you’ve completed this form please send it to us at cpt@acs.org. We will enter the information into CPARS for you as soon as the form capsule is updated. The due date for submissions is October 31, 2019.

4. Outcome from Review

Reviewers from the Committee on Professional Training (CPT) will evaluate the form and render a decision. This usually occurs within a month of the deadline. You’ll receive an automated message from the ACS Approval Program when the decision is available.
5. Accessing the Decision
Log back into CPARS (use https://institution.acs.org/institution). From the landing page, click on “Institution Details” (see below)

* Contacts: Number of faculty and staff associated with the program
* Portal users: Number of authorized portal users (typically the department chair and admins)
* Annual report due date: For 2019, this date has been changed to 12/15/2019
* Approved since: Date that the program was initially approved.
Submission History Tab
To access all reports submitted by the department, click on “Submission History.”

- Click on “View my Submission.”
- The only report available to you should be the pre-application.
- The decision is listed under “Status”
- To see comments and additional information, click on “View my Submission.”
- Last status date – This is the date that the last decision was made by the reviewers
- Submission date – The date that the original report was submitted (in this case, it will be the date that we entered the data that we received from you).