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.**

At the bottom of the screen, you will see a link that says "**Request Shells**." 🐌 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.**"

ID	SPA	Program Name	Option	Review Type	SPA Standar	Shell created	Request submitted	Actions

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

Total 0 Request(s) / 0 selected   Add...   Link...   Submit   Close

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.

☐	Option ⓘ	Review Type ⓘ	SPA	Standard ⓘ	Program Name	Level	Degree
☐	▾	▾	NASP	▾	School Psychology	ADV	Specialist or C.A.S.
☐	▾	▾	ACEI	▾	Elementary Education	ITP	Baccalaureate
☐	▾	▾	ACTFL	▾	Foreign Language	ITP	Baccalaureate
☐	▾	▾	NCTE	▾	English/Language Arts	ITP	Baccalaureate
☐	▾	▾	NCTM	▾	Mathematics Education	ITP	Baccalaureate
☐	▾	▾	NCSS	▾	Social Studies	ITP	Baccalaureate
☐	▾	▾	NSTA	▾	Science	ITP	Baccalaureate
☐	▾	▾	NASPE	▾	Physical Education	ITP	Baccalaureate
☐	▾	▾	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.