**DIRECTIONS FOR USING SCPE PORTAL TAB TO CREATE EXCEL DOCUMENT IN SUPPORT OF EXPANSION IN CLASS SIZE**

Be sure that the SCPE tab in the portal is up-to-date and complete for the program as configured prior to the proposed expansion in student number. All data points must be entered for each site. The SCPE tab will automatically save whenever you enter or edit data on a site.

IF the SCPE portal tab as saved represents active sites with agreements sufficient in number to accommodate the increased class size during the clinical phase, follow these steps:

1. Download the SCPE tab data to Excel by clicking on the “Export to CSV” button on the SCPE page.
2. Edit the Excel sheet (by hiding extra columns) to show **only the required experiences** per the *Standards* (family med, internal med, emergency, pediatrics, behavior & mental, general surgery, ob/gyn) **and** electives **and** those discipline specific experiences required by the program for all students (i.e., orthopedics, if required), in the columns for clinical experiences.
3. Save the spread sheet as “SCPE for expansion in class size *insert program name.*”
4. Keep a copy of the file for your records. Submit a copy of the file as directed in the change form.

IF the tab as saved DOES NOT represent active sites with agreements sufficient in number to accommodate the class size increase during the clinical phase, follow the steps below:

1. Add the clinical sites being developed for use with the increased class size to the SCPE portal tab. These sites are not currently active sites and may not yet have signed agreements **but must be sufficient to support the increased maximum class size.**
2. Download the SCPE tab data to Excel by clicking on the “Export to CSV” button on the SCPE page.
3. Edit the Excel sheet (by hiding extra columns) to show **only the required experiences** per the *Standards* (family med, internal med, emergency, pediatrics, behavior & mental, general surgery, ob/gyn) **and** electives **and** those discipline specific experiences required by the program for all students (i.e., orthopedics, if required), in the columns for clinical experiences.
4. Sort the data in the columns so that the sites are sorted first by those that are active, then by those with agreements and finally sorted alphabetically. This will place the active sites with agreements listed at the top of their respective columns.
5. For currently active sites with agreements that will increase capacity, add a required experience column, to the right of each current required experience column, as needed, and label “Added Capacity.” Insert the total number of additional SCPEs that site will accommodate.
6. Save the spread sheet as “SCPE for expansion in class size *insert program name.*”
7. Keep a copy of the file for your records. Submit a copy of the file as directed in the change form.

**Note that forms submitted without SCPE projections completed as directed will not be considered and will be returned to the program**.