



**Commission on  
Accreditation**

OF ALLIED HEALTH EDUCATION PROGRAMS

# **Policies & Procedures**

**Updated through June 2005**

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**1.00 POLICIES AND PROCEDURES**

*The Board of Directors of the Commission on Accreditation of Allied Health Education Programs (CAAHEP) is responsible for adopting policies and procedures.*

*The Board of Directors uses a collaborative process to develop policies and procedures.*

*The CAAHEP policies and procedures are available to the public.*

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**1.01 RECOGNITION OF CAAHEP AS A SPECIALIZED ACCREDITING AGENCY**

*CAAHEP maintains voluntary non-governmental recognition as a specialized accrediting agency.*

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**1.02 GEOGRAPHIC SCOPE**

*CAAHEP accredits programs only upon the recommendation of its collaborating CoAs. The decision to review programs outside of the United States and its protectorates is left to the individual CoAs. Those committees that wish to recommend programs in institutions located outside of the United States and its protectorates for CAAHEP accreditation may do so.*

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**1.03 ETHICAL STANDARDS OF PRACTICE**

*CAAHEP Commissioners, Board of Directors, staff and volunteers, as well as CoA members, volunteers and staff adhere to ethical standards of practice in all CAAHEP-related activities.*

**A. Conflict of Interest**

Conflict of interest refers to any situation in which a volunteer of CAAHEP or its CoAs stands to gain materially from his or her association with CAAHEP.

A conflict of interest also exists when any member of the Board (or immediate family) is directly associated with or stands to realize financial or similar tangible personal or proprietary gain as a result of any action of the Board. Similarly, members of the Board are not to enter into employment relationships with persons or activities directly or indirectly detrimental to CAAHEP.

The situations listed below constitute examples of potential conflicts of interest. These are intended to be illustrative and not necessarily inclusive of all possible scenarios. When a member of the Board has violated this conflict of interest policy, he or she will be subject to disciplinary action.

1. Acceptance of gifts, entertainment or other favors from an outside concern that does or is seeking to do business with CAAHEP. (This does not include normal business luncheons.)
2. Having a financial interest in an outside concern from which CAAHEP purchases goods or services.
3. Accepting personal compensation for Board-related speaking engagements, consulting services or other activities.

4. Representing CAAHEP in any transaction in which the member of the Board (or immediate family) has a substantial interest.

If any voting member of CAAHEP, the CAAHEP Board of Directors or its CoAs has a conflict of interest in any matter brought before the body for a vote, that member shall declare such conflict before any discussion of the matter. Further, any other voting members may share their concern regarding a potential conflict of interest of other voting members prior to the beginning of any discussion of the matter in question.

When considering accreditation recommendations, members of the Board of Directors shall absent themselves from the room for any discussion and/or vote on programs within that member's own profession, or programs within any institution with which the member has had a business relationship or for which the member has served in an advisory capacity in the preceding three years.

Additionally, Board members shall refrain from any discussion or vote on any program, regardless of discipline, located within that member's state.

Each member of the Board will sign annually a statement that acknowledges he or she has read and understands CAAHEP's ethical standards policies [See Appendices]. Signed statements are maintained in the CAAHEP office.

## **B. Compensation**

CAAHEP recognizes the appropriateness of reimbursement for reasonable expenses incurred by CAAHEP and CoA volunteers in the course of their activities on behalf of CAAHEP. However, CAAHEP does not permit honoraria to be paid for any accreditation services rendered.

## **C. Confidentiality**

CAAHEP requires that its accreditation procedures, and those of the CoAs, be sensitive to the need to maintain confidentiality in the accreditation process while also disclosing certain information to serve and protect the public interest.

In order to comply with this requirement, CAAHEP and its CoAs will hold as confidential the following documents and the information contained therein:

1. Application for Accreditation
2. Self-Study Report
3. Site Visit Report
4. All Progress and Annual Reports
5. All correspondence between CAAHEP, the CoAs and the programs which relates to the accreditation process (including the appeals process, if any).

Institutions may release any of the above information, at their discretion. Except in the case of a program that has been placed on academic probation, CAAHEP and its CoAs will not make public any of the above documents without the permission of the institution, unless an institution misrepresents the information either through public statements or release of selected sections of documents. **See Sections 5.07 and 5.08 for further details regarding Public Notification and Public Use of CAAHEP Accreditation Status.**

**1.04 FAIR BUSINESS PRACTICES**

*CAAHEP, its CoAs, the accredited programs and their sponsoring institutions comply with principles of fair business practices.*

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**1.05 FAIR EDUCATION PRACTICES**

*CAAHEP accredited programs and their sponsoring institutions comply with fair practice standards in education:*

**A. Publications and Disclosure**

1. Announcements, catalogs, publications, and advertising must accurately reflect the program offered.
2. At least the following shall be made known to all applicants and students: the sponsor's institutional and programmatic accreditation status as well as the name, address and phone number of the accrediting agencies, admissions policies and practices, number of credits required for completion of the program, tuition/fees and other costs required to complete the program, policies and processes for withdrawal and for refunds of tuition/fees.
3. At least the following shall be made known to all students: academic calendar, student grievance procedure, criteria for successful completion of each segment of the curriculum and graduation, and policies and processes by which students may perform clinical work while enrolled in the program.

**B. Lawful and Non-discriminatory Practices**

All activities associated with the program, including student and faculty recruitment, student admission, and faculty employment practices, must be non-discriminatory and in accord with federal and state statutes, rules, and regulations. There shall be a faculty grievance procedure made known to all paid faculty.

**C. Safeguards**

The health and safety of patients, students, and faculty associated with the educational activities of the students must be adequately safeguarded.

**D. Student Records**

Satisfactory records must be maintained for student admission, advisement, counseling, and evaluation. Grades and credits for courses must be recorded on the student transcript and permanently maintained by the sponsor in a safe and accessible location.

**E. Substantive Change**

The sponsor must report substantive change(s) to the appropriate parties in a timely manner.

**F. Agreements**

There shall be a formal affiliation agreement or memorandum of understanding between the sponsor and all other entities that participate in the education of the students describing the relationship, role, and responsibilities between the sponsor and that entity.

**1.06 INSTITUTIONAL AUTONOMY**

*CAAHEP and its CoAs conduct their business with respect for the sponsoring institution's autonomy, self-governance and self-management.*

**A. Rights of Program Sponsors**

There are specific rights of the institution which sponsors a CAAHEP-accredited program. These rights complement the responsibilities that are stated and implied in the Standards. Identified below are amplifications on selected responsibilities from among those stated in the CAAHEP Standards.

**1. Sponsorship** — The institution has the right, without approval from CAAHEP or a CoA, to define and establish its own organizational and administrative structure and management. The institution has a responsibility for maintaining administrative and academic control over its affiliates, and for assuring quality, availability of resources, supervisory accountability for and integrity in the education conducted within its affiliates.

**2. Resources** — The institution has the right:

- a) To provide and manage its physical resources in accord with its overall requirements and policies. The institution has a responsibility to insure that the resources and facilities required for effective learning and clinical experiences are adequate for the needs of the number of students enrolled.
- b) To choose its own financial practices, including those for raising and allocating funds, and for budgeting, accounting and auditing. The institution has a responsibility to insure that there are sufficient funds to sustain the quality of the program until commitments to currently matriculated students are satisfied.
- c) To assess qualifications, hire, promote, grant tenure, assign duties, and apportion the time for program administrators, faculty and support staff in accord with its own policies. The institution has the right to monitor and provide opportunities for the continuing competence of its faculty by the most appropriate and feasible means at its disposal. The institution has a responsibility to monitor and promote the continuing competence of its faculty and to assure that members are knowledgeable and effective in teaching the assigned subjects.
- d) To identify and hire individuals to assume the responsibilities of each designated administrative position. The institution has a responsibility to select individuals who are qualified, as demonstrated by significant competence in or potential for competent administration.
- e) To determine, within the constraints of its available resources, the number of students who may be enrolled in the program. The institution has a responsibility to assure an adequacy of resources for the support of enrolled students.

**3. Curriculum** — Given statements of the competencies to be attained by the students to qualify for graduation, the institution has the right:

- a) To determine the format, sequence, duration, and methods of instruction for the curriculum. The institution has a responsibility to design a curriculum in a sequence and process which is based upon a sound educational rationale and promotes efficient and effective learning, with major focus on problem-defining and problem-solving skills related to the profession.
- b) To assign credits to courses and establish graduation requirements. The institution has a responsibility to avoid an inflation of course requirements and to avoid the assignment of excessive credit hours to required coursework.
- c) To determine the academic credential to be awarded. The institution has a responsibility to insure that all of the above elements are included in a manner which adequately prepares graduates to meet the entry-level requirements for the profession.

**4. Students** — The institution has the right:

- a) To establish admission requirements and to select students in accord with its policies. The institution has a responsibility to accurately publish admission requirements and to select students in a fair and equitable manner.
- b) To determine the manner in which it maintains permanent student records. The institution has a responsibility to retain official records for each student so that documentation of the student's attendance and performance is available if needed by the graduate or external agencies in later years.

**5. Fair Practices** — The institution has the right to determine the manner in which it observes and satisfies the fair practice requirements of accredited programs. [See CAAHEP Policy 1.05]. The institution has a responsibility to accurately reflect in its advertising and other statements about the program, what it offers, and the career prospects for the field; to observe non-discriminatory practices in student and faculty recruitment, matriculation, and promotion; to provide adequate safeguards for the health and safety of students, faculty and patients associated with the students' learning experiences; and to provide all faculty and applicants with published statements of policies and processes which are fair and reasonable to students and to faculty.

**6. Self-Study**— The institution has the right to define its own means of conducting on-going self-evaluation. The institution has a responsibility to prepare the Self-Study Report in a format acceptable to the CoA. The self-study process should address outcomes.

**B. Requirements for Institutions Sponsoring Accredited Programs**

CAAHEP requires institutions applying for the accreditation of health science educational programs to be institutionally accredited by a recognized accrediting body or by a body otherwise acceptable to CAAHEP. CAAHEP may accredit postsecondary programs sponsored by a consortium or by a secondary educational institution.

**1. General Characteristics of a Sponsoring Institution**

A sponsoring institution or consortium:

- a) Demonstrates evidence of sound financial support of the educational program on a current and continuing basis.
- b) Appoints faculty to the program based on established criteria for eligibility, including professional and academic qualifications.
- c) Assumes primary responsibility for curriculum planning and selection of course content, in consultation with representatives of affiliating institutions if any.
- d) Exercises primary responsibility in coordination of classroom teaching and supervised clinical experience in simulated as well as in actual clinical facilities.
- e) Receives and processes applications for admission to the program.
- f) Accepts applicants who are then enrolled as full or part-time students with all customary privileges for use of available student services and facilities.
- g) Grants a degree or certificate or other official evidence of completion of the program.

**2. Operational Characteristics of a Consortium**

A consortium, consisting of two or more sponsoring entities, is formed by agreement to undertake a common enterprise. The consortium is considered a separate entity and has an organization chart, a budget with designated funding, and a defined line of management. Participant institutions must be accredited and hospitals must be accredited by the Joint Commission on Accreditation of Healthcare Organizations

(JCAHO) or meet equivalent standards. (The traditional arrangement of a sponsor for an academic program having one or more off-site clinical affiliates should not be described as a consortium.)

A consortium publishes and makes available to candidates, students, and others its identity, staffing, objectives, programs of education, curricula, policies, calendar, costs, and related information.

A consortium applies for programmatic accreditation in the same manner as other sponsors and is subsequently responsible for supporting its educational programs in similar fashion

### **3. Secondary Educational Institution Sponsors**

Upon recommendation from a committee on accreditation, CAAHEP may accredit a postsecondary program conducted under the auspices of a secondary educational institution. Such programs may enroll students who have not yet acquired a high school diploma.

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#### **1.07 DUE PROCESS**

*CAAHEP assures timely and equitable due process to institutions and individuals served by the Commission.*

[See also Sections 5.05 Process for Determining Accreditation Actions, 5.11 Appeal of Adverse Accreditation Actions, and 5.12 Complaints]

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#### **1.08 CONTINUOUS IMPROVEMENT**

*CAAHEP is committed to ongoing evaluation of its policies and procedures for the purpose of continuous improvement.*

Methodologies of evaluating continuous improvement will include, but are not limited to, self-evaluation and analysis, periodic observation by CAAHEP staff of the decision-making process of the committees on accreditation, program site visit questionnaires, ongoing customer satisfaction surveys, and focused study of important aspects of accreditation.

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#### **1.09 STREAMLINING ACCREDITATION**

*CAAHEP is committed to time efficient and cost-effective accreditation practices that preserve and enhance the quality of health science education.*

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#### **1.10 ORGANIZATIONAL ARCHIVES**

*CAAHEP maintains a record of the organization for historical documentation and research.*

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#### **1.11 CAAHEP ANNUAL DUES AND FEES**

*CAAHEP assesses dues and fees that are necessary and reasonable. These fees are established by the CAAHEP Board of Directors.*

**A. Sponsoring and Associate Members**

CAAHEP annually assesses each Sponsoring and Associate Organization member dues set by the Board of Directors at \$3000 per fiscal year.

**B. Committees on Accreditation**

CAAHEP annually assesses each Committee on Accreditation member dues set by the Board of Directors at \$3,000 per year. In the case of newly admitted CoAs, no fee will be assessed until the fiscal year that begins after the CoA has sent forward to the CAAHEP Board at least one set of recommendations for accreditation

**C. Institutions/Sponsors of Accredited Programs**

Each institution/sponsor of at least one CAAHEP accredited program is assessed an annual fee set by the Board of Directors at \$450.

Where an institution/sponsor has more than one accredited program and those programs are in different locations, the following guidelines will be used to determine whether each site constitutes a separate institution and therefore should be billed separately:

1. If the programs are in the same discipline, does the appropriate CoA view them as having separate accreditation (e.g., are there different file/ID numbers, are the programs on different comprehensive review timetables, is each program acted on separately by the CoA and CAAHEP, would a change in accreditation status affect only one of the programs, or all)? *If the answer is "yes," then CAAHEP will consider the programs to be separate and each location is a separate sponsor, therefore each would be assessed the annual fee.*
2. If the programs are in the same discipline and are sponsored by consortia, are the members of the consortia exactly the same (i.e., different consortia members constitute separate and distinct sponsors, even though there may be one or more common member institutions)? *If the answer is "yes," then CAAHEP would consider the programs to be sponsored by the same entity and, therefore, only one annual fee would be assessed.*
3. If the programs are not of the same profession and they are located on multiple campuses, are those campuses sufficiently different that they should be considered separate institutions/sponsors? Factors to consider would be: Are there separate top level administrators? Are budgets allocated from the same source to each campus separately? Are policies and procedures different for each campus? Do the same courses have different course numbers or titles at different campuses? *If the answer to any of the foregoing is "yes," then CAAHEP would consider those campuses to be separate institutions/sponsors, therefore, each would be assessed the annual fee.*

If it is determined that there is only one institution/sponsor of the programs on multiple campuses, then one fee will be invoiced and the institution/sponsor will have one listing in the CAAHEP database. As a result, in the state-by-state compilation of institutions with accredited programs in the AMA's **Health Professions Education and Career Directory**, all programs will be listed in the city and state of the main campus.

**C. Procedures for Invoicing Sponsor Institutions of CAAHEP-Accredited Programs:**

1. Institutions that sponsor a single CAAHEP-accredited program: CAAHEP cover letter and invoice will be addressed to the Program Director (or other designated recipient). The letter and invoice will be mailed no later than May 15<sup>th</sup> and will indicate that payment is due by August 15<sup>th</sup>. If paid after that date, an additional fee of \$50 will be due.
2. Institutions that sponsor multiple CAAHEP-accredited programs: Cover letter and invoice will be addressed to the Dean (or equivalent) with copies of the letter to the Program Directors of all CAAHEP-accredited programs. If the programs report to different deans, then the letter and invoice will go to the institution's President/CEO with copies of the letter to the program directors. Letter and invoice will be mailed no later than May 15<sup>th</sup> with payments due by August 15<sup>th</sup>. If paid after that date, an additional fee of \$50 will be due.
3. A second letter and invoice will be sent on August 15<sup>th</sup> to all institutions that have not yet paid. The letter will state that if final payment is not received by September 15<sup>th</sup> the program will be placed on administrative probation.

**D. Procedures for Those Institutions Failing to Pay by September 15<sup>th</sup>**

1. Sponsoring institutions that do not respond to either the first or second invoices and remain unpaid as of September 15<sup>th</sup> will receive a third invoice for \$500 and the enclosed letter will carry notice that the educational program(s) sponsored by that institution is/are placed on administrative probation for failure to comply with the administrative responsibilities for payment of the CAAHEP annual fee. This letter will be addressed to the CEO of the sponsoring institution with copies to the Dean and Program Director(s). This letter will also inform the institution that if payment is not made by November 1<sup>st</sup>, they will face potential involuntary withdrawal of accreditation. CoAs will receive a list of the programs that have been placed on administrative probation for failure to pay the CAAHEP fee.
2. Upon payment of the fee, prompt notice of removal of the administrative probation will be sent to the sponsoring institution's CEO with copies to the Dean, Program Director(s) and CoA.
3. Failure to pay by November 1<sup>st</sup> may result in a recommendation to the CAAHEP Board of Directors that accreditation be involuntarily withdrawn. These recommendations will be considered at the Board's January meeting. Such involuntary withdrawals are not appealable.

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**1.12 SPOKESPERSON FOR THE COMMISSION**

*The President of the CAAHEP Board of Directors is the official spokesperson for the organization and may delegate this responsibility.*

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**1.13 INVESTMENT OF FUNDS**

*CAAHEP invests its financial resources wisely to optimize the return on investments, while assuring safety and needed liquidity.*

The Finance Committee of the Board is charged with making recommendations regarding banking and investment strategies employed to maximize the financial viability of CAAHEP. Upon their recommendation, the Board approved the following policy, effective May, 2000:

The Management Firm handling CAAHEP's investment portfolio is empowered to use its best judgment in the investments selected, within the following ranges: 40-50% large cap stocks; 30-40% mid cap stocks; 5-15% small cap stocks and 0-15% in international funds.

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**2.01 MEMBERSHIP IN CAAHEP - CLASS I**

*CAAHEP Bylaws provide for three categories of organizational membership. These \*categories are: Sponsoring Organizations, Committees on Accreditation and Associate Organizations.*

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**2.02 SPONSORING ORGANIZATIONS**

*CAAHEP recognizes sponsoring organization members. These are organizations or agencies that establish or support one or more Committees on Accreditation and support the CAAHEP accreditation system.*

**A. Joining CAAHEP as a Sponsoring Member**

When a national professional organization believes that its membership has legitimate concerns about, and responsibilities for, the quality of personnel prepared in educational programs accredited by CAAHEP, the organization may petition the particular CoA for approval to join them as a sponsoring organization. Each CoA shall establish policies and procedures for the addition of such sponsoring organizations. If the CoA determines that it wishes to recommend an organization for sponsoring membership, it shall convey that recommendation to CAAHEP for a vote by the full Commission pursuant to Article V, Section 2 of the CAAHEP Bylaws. Such vote shall be placed on the next Annual Meeting agenda. **Any organization wishing to sponsor a CoA must also be approved as a sponsoring member of CAAHEP.**

**B. Voluntary Termination of Sponsoring Membership**

Any sponsoring organization may voluntarily terminate its membership in CAAHEP. Such termination will also result in withdrawal of the organization as a sponsor of the CoA. As required in Article V, Section 4 of the CAAHEP Bylaws, any organization wishing to terminate its sponsoring membership shall be obligated to pay dues for the fiscal year in which it terminates its membership.

A sponsoring organization may choose to terminate its sponsorship of a CoA but remain a member of CAAHEP. If the organization does not sponsor any other CoAs within the CAAHEP system, the membership will be converted from the category of Sponsoring to that of Associate.

**C. Involuntary Termination of Sponsoring Membership**

CoAs should establish policies and procedures for the involuntary termination of sponsoring organization members. Any such recommendation for termination shall be forwarded by the CoA to the CAAHEP Board of Directors for their consideration and further action. Pursuant to Article V, Section 5 of the CAAHEP Bylaws, if a CoA wishes to terminate the membership of a sponsoring organization, they must provide that organization with a full statement of the reasons for such termination. The organization will then be afforded the opportunity of a hearing to be conducted by the Board of Directors. If the Board determines that involuntary termination of sponsoring membership is justified, it shall make a recommendation to the full Commission. A two-thirds vote of the Commission is required for the involuntary termination of sponsoring memberships.

## 2.03 COMMITTEES ON ACCREDITATION

*Each health science discipline wishing to have educational programs accredited by CAAHEP must be represented by a Committee on Accreditation (CoA) that is approved as a member of CAAHEP.*

*Only one CoA for any health science profession qualifies as a member of CAAHEP.*

*Member CoAs commit to observe CAAHEP's policies and procedures and to assure that the CoA's policies and procedures are consistent with those of CAAHEP.*

### A. Criteria for CoAs affiliated with CAAHEP

1. The discipline for which accreditation is being awarded has been voted eligible to participate in CAAHEP [see 2.05 on page 11].
2. The CoA is sponsored by appropriate communities of interest.
3. Mission of the CoA is consistent with CAAHEP's purpose and mission.
4. CoA policies and procedures are consistent with CAAHEP's policies and procedures.
5. The CoA is financially viable.
6. There is demonstrated need for the CoA.
7. Diverse communities of interest, beyond the discipline for which accreditation is being awarded, participate collaboratively in all accreditation activities. Examples of communities of interest include educators, employers, related professionals, the public, and consumers of health science education programs.
8. The CoA meets all requirements of the application process which requires submission of the following documents to the CAAHEP Office:
  - a) Signed letter from the sponsor/s officially petitioning CAAHEP for membership of the proposed CoA
  - b) Completed Questionnaire for CAAHEP Committees on Accreditation
  - c) Copy of proposed Standards for programmatic accreditation

The special committee may request additional information and/or may solicit comments to arrive at a fair and equitable recommendation to the BoD.

If the BoD approves the membership of a CoA, it will forward a recommendation to the Commission. Final membership must be approved by a majority vote of the Commission.

### B. Voluntary Withdrawal of Membership as a Committee on Accreditation

Any CoA wishing to withdraw from the CAAHEP system shall give written notice of such intention at least six months prior to the desired date of withdrawal. As specified in Article V, Section 4 of the CAAHEP Bylaws, any CoA wishing to withdraw will be obligated to pay dues for the fiscal year in which it terminates its membership. The written notice should outline the reasons for withdrawal; the intended timeline to be followed; and detailed plans for notification of all affected programs and other communities of interest.

Because all CAAHEP Educational Standards belong to CAAHEP, the CoA must have a plan for the development of its own Standards. There may be an interim period during which the CoA licenses the right to continue using CAAHEP Standards.

### **C. Termination of Membership of a Committee on Accreditation**

A Committee on Accreditation may have its membership terminated for failing to observe CAAHEP's mission, values, polices and procedures, or for ceasing to meet the established membership criteria.

If the BoD feels that a CoA is in violation of CAAHEP's mission, values, policies, procedures or membership criteria, a letter shall be sent to the Chair and Staff executive of that CoA outlining the areas in which they are believed to be out of compliance. The CoA shall have the opportunity to respond and the BoD shall hold a hearing pursuant to Article V, Section 5 of the CAAHEP Bylaws. If the BoD determines that there is just cause for termination of the CoA's membership, a recommendation will be sent to the full Commission. The Commission will vote at its next Annual Meeting and a two-thirds approval vote is required.

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### **2.04 ASSOCIATE MEMBER ORGANIZATIONS**

*CAAHEP recognizes as associate members, organizations who have an interest in the educational preparation of graduates of health science disciplines participating in its accreditation system.*

Pursuant to CAAHEP's Bylaws, all organizations applying for Associate Membership will provide a statement of their interest in the educational preparation of graduates of health science disciplines. This material will be shared with Commissioners and the requested membership will be voted upon by the Commission.

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### **2.05 ELIGIBILITY OF HEALTH SCIENCE DISCIPLINES**

*CAAHEP determines eligibility of health science disciplines for the purpose of participating in accreditation activities within its system.*

#### **A. Criteria for Eligibility of Health Science Disciplines**

1. The health science discipline must represent a distinct and well-defined field.
2. There must be a demonstrated need for the health science occupation and for accreditation of educational programs which prepare persons to enter the field.
3. Educational programs for the health science occupation should not duplicate educational programs for already existing health science occupations.
4. Organizations seeking eligibility of the health science occupation must be national in scope and have legitimate concerns about and responsibilities for the quality of practitioners prepared by the educational programs. Petitioning organizations, if not already members of CAAHEP, must join as an associate member organization prior to consideration of their petition.
5. A health science occupation consisting exclusively of on-the-job training will not be considered for recognition.
6. Educational programs should be no shorter than one academic year (two semesters). Programs must comply with established standards and submit documentation that graduates have gained the required skills and knowledge to obtain entry-level positions within the occupation.
7. To be eligible for participation, the health science occupation must have programs already established with enrolled students. There is no minimum number of programs required.

Once a petitioning organization has established that the health science discipline meets the above eligibility criteria, a vote on eligibility will be placed on the agenda of the next annual business meeting of the Commission. An announcement of such vote will be mailed to all Commissioners and placed on the CAAHEP website at least 30 days in advance of the annual meeting.

## **B. Related Health Science Disciplines**

When an existing CAAHEP Committee on Accreditation and one or more of its sponsoring organizations wish to develop Standards for a new discipline that is related to their area of expertise, they shall submit a petition to the CAAHEP Board of Directors, outlining how the new discipline meets the above eligibility criteria. Notice of their intent to develop Standards in the discipline shall be provided to the relevant communities of interest and shall be placed on the CAAHEP website at least 30 days in advance of the Board vote.

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## **2.06 PUBLIC REPRESENTATIVES**

*The public interest in the accreditation of health science education programs is represented in the governance of CAAHEP and also in the accreditation function.*

Pursuant to CAAHEP's Bylaws, there shall be two Commissioners appointed to represent the general public. Both of these Commissioners also shall serve on the Board of Directors.

### **A. Selection and Appointment of Public Members**

1. The Public Members are appointed by the Board of Directors for the purpose of giving special attention to the public interest, though all members of CAAHEP and the CoAs have the duty to protect that interest.
2. CAAHEP's Public Members are selected based on the following qualifications:
  - a) An informed person with a broad, community point of view who can contribute an outside perspective on accreditation issues.
  - b) While those from many non-health professional career areas may prove likely candidates for public representation, those from educational administration, health related organizations, and the accreditation community need not be excluded.
  - c) A Public Member cannot be a current or past member of a profession whose educational programs are accredited by CAAHEP. Practitioner representation is valuable and may well be in the public interest, but public membership per se derives from different objectives.
  - d) A Public Member cannot be affiliated in any capacity with a CAAHEP-accredited program (e.g., faculty, staff or administration in or overseeing a CAAHEP-accredited program).

### **B. Role and Responsibility of Public Member on BoD**

1. Monitors accreditation actions with particular attention to due process issues.
2. Participates in BoD/COA quality assurance processes.
3. Serves on the committee reviewing applications for the membership of a new Committee on Accreditation.
4. Serves on the panel for Open Hearings on Standards.

- C. Role and Responsibility of Public Member as Commissioner**  
In addition to the other duties and responsibilities of the public member(s), the public member(s) shall prepare and present a report to the Commission at its annual meeting.
- D. Term of Office:** The term of office of Public Member Commissioners shall be three years and they are eligible to serve two consecutive terms.
- E. Expenses:** Expenses incurred by Public Members in attending the CAAHEP Annual Meeting and Board meetings will be paid by CAAHEP.
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**2.07 REPRESENTATIVE OF STUDENTS**

*The interests of students in the accreditation of health science education programs are represented in the governance of CAAHEP by a recent graduate of a CAAHEP-accredited program. "Recent graduate" is someone who has graduated no more than three years prior to appointment.*

- A. Qualifications:**
- Graduate of a CAAHEP accredited program within the last three years.
  - Understands and is willing to represent on the Commission the interests of students enrolled in health science education programs.
  - Currently works in the health science field for which he/she was trained.
  - Is a member of a professional organization representing his/her health science field
- B. Roles and Responsibilities:**
- Attends CAAHEP Annual Meeting
  - Participates in the business of the Commission, including such activities as electing the CAAHEP Board of Directors, amending CAAHEP Bylaws, changing CAAHEP mission and vision statements, approving new organizations for membership; recognizing health science disciplines and monitoring the Board of Directors to ensure quality and equity within the CAAHEP system.
  - Brings to the attention of the Commission educational concerns that impact on the accreditation of academic programs, especially concerns of students and alumni.
  - Participates as an observer in a CAAHEP accreditation site visit(s).
  - Addresses the Commission at the Annual Business Meeting on a topic of her/his choice.
- C. Selection and Notification Process:**
- The Executive Director will request Commissioners to submit nominations on the CAAHEP Recent Graduate Commissioner Nomination form [See Appendices].
  - The Executive Director will contact the reference on the form and request a letter of recommendation.
  - Nominees will be reviewed by the Board of Directors. One will be elected, and an alternate will also be named.
  - The President will notify the person elected and discuss the responsibilities with him/her.
- D. Term of Office :** The term of the Recent Graduate Commissioner will be three years; he/she is ineligible for reelection.
- E. Expenses:** Expenses incurred by the Recent Graduate Commissioner in attending the CAAHEP Annual Meeting will be paid by CAAHEP.

### 3.01 BOARD OF DIRECTORS

*The Board of Directors is the final decision-making authority for accreditation actions as well as the administrative body that implements the mission and vision adopted by the Commission.*

#### **A. Orientation of Board Members**

In order to assure knowledgeable and effective governance by Board members, immediately upon election to the BoD, new members shall receive an orientation packet which includes:

1. CAAHEP Bylaws and Strategic Plan
2. CAAHEP Policy Compilation
3. BoD meeting minutes of previous year
5. List of commonly used acronyms
6. The Communiques from the last two years
7. List of the names, addresses, phone numbers, fax numbers and e-mail address of:
  - a. Board of Directors Members
  - b. CoA Chairs
  - c. CoA Executive staff
  - d. CAAHEP Staff members with titles and responsibilities

#### **B. Board Meetings**

All business meetings of the CAAHEP Board of Directors are open to any interested persons. The Board packet for accreditation actions shall include:

1. A summary of administrative actions such as administrative probation since the last BoD meeting
2. A list of programs declaring inactive status since the last BoD meeting
3. A list of programs voluntarily withdrawing from CAAHEP accreditation since the last BoD meeting.

To maintain confidentiality, programs will be identified by numbers in the agenda materials and during discussions. Votes will be “batched” by profession and by recommended actions and voted on as groups, wherever feasible, unless adverse actions are being considered.

#### **C. BoD-CoA Liaison – Role and Responsibility**

CAAHEP utilizes a “liaison” function as one means of ensuring quality and consistency in its accreditation decisions and with CAAHEP’s policies and procedures.

Definition: A BoD-CoA Liaison is a current or past member of the Board of Directors who serves as a designated liaison between the BoD and a specific Committee on Accreditation (CoA).

##### **1. Assignment of Liaisons to CoAs**

- a) The liaison will be assigned by the president; however, the CoA may request a change in the assigned liaison;.
- b) To avoid potential conflicts of interest, no liaison serves on the CoA representing his or her health science discipline.

##### **2. Liaison Role and Responsibilities:**

- a) Remain familiar with current CAAHEP Policies and Procedures;
- b) Assist the CoA in developing or amending its policies and procedures so that they are consistent with those of CAAHEP;

- c) Assist the CoA with application and compliance with its own policies and procedures;
- d) Assist with orientation of new CoA members to CAAHEP;
- e) Serve as a resource for CAAHEP's accreditation process and Standards review process;
- f) Update the CoA of changes to CAAHEP policies and procedures;
- g) Develop a working familiarity with the CoA and serve as a direct link to the CAAHEP Board;
- h) Assist and guide CoA with the implementation process of Standards;\
- i) Provide formal reports of CoA activities to the Oversight Committee of the BoD.

When a liaison is appointed to a specific CoA, the CAAHEP Office shall notify the chair and executive director of the CoA; and request that the liaison be placed on the CoA's mailing list to receive copies of the CoA newsletter, meeting agenda and minutes. In addition, the CAAHEP office shall supply the liaison with a copy of the Standards and complete contact information for the staff and chair of the CoA.

### **3. Liaison Review of CoA's Recommendations for Program Accreditation**

Each liaison reviews accreditation recommendations submitted by the CoAs for which he/she is a liaison to:

- a) determine consistency and equitability of recommendations
- b) verify that citations are based only on noncompliance with Standards
- c) verify that due process has been followed
- d) provide clarification

### **4. Liaison's Role as a Support to the CoA**

- a) Prior to any meeting of the BoD, liaisons should contact the CoA Chair and/or staff to:
  - i) determine whether there are any issues that the CoA would like to discuss with the BoD; and
  - ii) inform the CoA Chair and staff of issues that the BoD would like to discuss with the CoA.
- b) Each liaison shall attend at least one meeting of the CoA each year.
  - i) attendance may be in person or by teleconference.
  - ii) expenses will be paid by CAAHEP, following receipt of the liaison's report.
  - iii) each liaison should have attended at least one BoD accreditation action session prior to serving as a liaison.
- c) When a new CoA is being developed, a liaison shall be appointed to provide advice and guidance on the preparation of the CoA application.

### **5. Guidelines for attending CoA meeting:**

- a) The liaison should receive, if reasonable, the same documentation for accreditation decisions as other members of the CoA. This documentation should include the CoA's policies and procedures as well as any specific procedures used by the CoA for making accreditation decisions, e.g., guidelines for deciding on recommendations for the number of years until the next comprehensive review, etc.
- b) The liaison is a representative of CAAHEP (not a representative of his or her specific discipline).
- c) The liaison should participate in the meeting to the extent required to ensure that CoA discussion and decision making are in accordance with all CAAHEP policies.
- d) The liaison may act as a resource on policies. However, he or she should not otherwise take an active part in the CoA accreditation discussions
- e) When requested, the liaison may offer methods used by others which may assist the CoA in their deliberations. However, the liaison should not imply that any one discipline or CoA has the only correct methods.

## **6. Report of the liaison following the meeting**

- a) Liaison will prepare a written review of the CoA meeting, according to a standardized format [See Appendices]. This is in addition to any oral report given directly to the CoA at the meeting.
  - b) This written report will be sent to the CoA and shared with the members of the BoD.
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### **3.02 CAAHEP AWARDS**

*The CAAHEP Board of Directors has established two awards: the CAAHEP Award for Exceptional Service and the President's Citation.*

#### CAAHEP Award for Exceptional Service:

The CAAHEP Award for Exceptional Service is the highest honor awarded by CAAHEP. It is reserved for those who are or have been Commissioners. It recognizes an individual who has served the Commission in word and deed, i.e., has spoken with conviction about the work of the Commission, advanced its purposes, and actively participated in the Commission's activities at a high level for a sustained period of time. The recipient is someone who is respected by other Commissioners, but is not currently a Board member.

The criteria for the award are as follows:

- Advancing CAAHEP's mission and goals
- Assuming leadership responsibilities within CAAHEP (e.g., chairing committees and task forces, serving as an officer, assuming responsibility for CAAHEP special programs, etc.)
- Exhibiting notable participation in one or more CAAHEP activities and/or programs
- Advancing ideas and/or new strategies to benefit the organization

Nomination: Any Commissioner may nominate someone to be considered for this award. The nomination will be written and will address each of the criteria. Nominations will be solicited by February 1 of the year in which the award is to be given.

Selection: The President and three of the longest-serving members of the Board of Directors will serve as the Award Selection Committee. The Committee will review nominations and may select no more than two to be submitted to the full Board of Directors on a ballot. Each member of the Board will have one vote and the nominee receiving the majority of votes will receive the award.

Frequency: The CAAHEP Award for Exceptional Service will be given when, in the opinion of the Awards Selection Committee, a nominee meets the criteria. In some years, no award may be given.

Presentation: The CAAHEP Exceptional Service Award will be presented at CAAHEP's Annual Meeting. The recipient will be invited to attend as CAAHEP's guest.

#### CAAHEP President's Citation

In recognition that the CAAHEP President must depend on others for assistance in accomplishing the work of the organization, CAAHEP has established the President's Citation. This award is given to a volunteer who has been especially instrumental in helping the President during his/her term of office. The decision to give the citation, and the selection of a recipient is entirely within the discretion of the President.

Criteria for this award include the following:

- Membership and active participation on a task force, committee or other body of the organization;
- Assistance to the President directly and indirectly in achieving his/her goals and objectives on behalf of CAAHEP;
- Support for helping the President advance accreditation in allied health education.

The President's Citation shall be presented during the CAAHEP Annual Meeting.

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#### 4.01 CRITERIA FOR ACCREDITATION STANDARDS

*All CAAHEP accreditation Standards include outcome measures. All accreditation Standards are relevant and, to the extent possible, have been determined to be reliable and valid.*

*The accreditation Standards include fair business practices, ethical standards, due process and fair educational practices.*

*The accreditation Standards include a requirement for notification of substantial changes affecting a program.*

##### **Adoption of New and Revised Standards**

- A. CoAs are responsible for developing and periodically revising *Standards* in order to:
  - 1. Maintain compliance with CAAHEP policy; and
  - 2. Maintain congruence between the educational preparation of students and the accepted state of practice for the discipline.
- B. Each CoA should review its profession's current *Standards* no less than once every five (5) years and provide the BoD with a written report on the outcome of review (i.e., no revisions were deemed necessary, revisions are underway).
- C. Each CoA is responsible for working with its sponsoring organization(s) to develop progressive drafts over a period of several months. These drafts should comply with one of the two Standards Templates (See Appendices). Initial and progressive drafts shall be shared with the CAAHEP Standards Committee for informal review and comment.
- D. CoA sponsoring organization(s) is (are) required to obtain consideration from all applicable communities of interest regarding what should and what should not be included in the *Standards*.
  - 1. Communities of interest include practitioners, educators, employers, related professionals, students, institutional administrators (deans and program directors), national societies and agencies, and the public.
  - 2. Solicitations may be made via media announcements, correspondence, postings, annual meetings, special hearings, etc.
- E. CoA incorporates suggestions from communities of interest into proposed *Standards* as they deem appropriate.
- F. CoA submits proposed final draft of new or revised *Standards* to Executive Director of CAAHEP and requests a formal review by the CAAHEP Standards Committee. This review should take place before final drafts are shared with the sponsoring organizations.
- G. CAAHEP Executive Director will forward the proposed *Standards* to the CAAHEP Standards Committee.
  - 1. Standards Committee will review proposed *Standards*.
  - 2. Standards Committee will make a final check for consistency with CAAHEP policy and adherence to due process.
- H. Once the Standards Committee has reviewed and approved the draft, it should be sent to the CoA's sponsoring organization(s) for formal endorsement.
- I. The CoA should submit its final draft, along with the endorsement(s) from Sponsoring organization(s)

to the CAAHEP office. CAAHEP then schedules a public Open Hearing on the proposed *Standards*.

1. Time and place of hearing is determined by CAAHEP and will coincide with either a Fall or Spring meeting of the CAAHEP Board of Directors.
2. CAAHEP provides at least thirty (30) days notice of the public Open Hearing to the appropriate communities of interest. Notice is included in the Communique and on the CAAHEP website.
3. All announcements must identify the date, time and location of hearing, and specify the mailing address and date by which written comments must be received in the CAAHEP office.
4. The hearing is conducted by a three-person panel, composed of members of the Standards Committee.
5. Immediately following the hearing, the panel meets in executive session to assess testimony and comments to determine which, if any, should be incorporated into the Standards.

J. The CAAHEP Standards Committee, following consultation with the CoA chair and senior staff, formulates a recommendation based on the outcome of the Open Hearing and forwards it to the BoD.

K. BoD takes action on the Standards and notifies the CoA of its decision.

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#### **4.02                   FORMAT OF ACCREDITATION STANDARDS**

*All CAAHEP accreditation Standards shall conform with the established format.*

[See Appendices]

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#### **4.03                   INNOVATIVE EDUCATION**

*CAAHEP encourages innovation in health science education that achieves accreditation Standards.*

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#### **5.01                   AUTHORITY FOR ACCREDITATION**

*CAAHEP is the accrediting agency. CAAHEP delegates to its Board of Directors the responsibility for assuring that accreditation recommendations from the CoAs follow due process and comply with the accreditation Standards.*

##### **A. Procedure for Notification of Accreditation Actions**

Accreditation is granted by CAAHEP thus CAAHEP is responsible for all written communication with the sponsoring institution and its program(s) regarding their accreditation status. All notification(s) of accreditation status including: initial, continuing, transfer of sponsorship, withhold, withdraw (voluntary or involuntary), probationary accreditation, administrative probation and extension of date for next comprehensive review must come from the CAAHEP office, on CAAHEP letterhead.

1. CoAs shall not publish the accreditation action recommendations they submit to the BoD until after CAAHEP action.
2. CoAs are encouraged to refrain from sending letters to programs/institutions specifying accreditation action recommendations. The exception to this would be if it is the intent of the CoA to recommend an adverse accreditation action, for which due process must be followed. In this case, the CoA notifies the program of its opportunity to ask for reconsideration or to voluntarily withdraw from the accreditation process.

3. Official notification letters and certificates will be generated by the CAAHEP office, signed by the appropriate individuals, and mailed to the institutions in a timely manner. The appropriate governmental agencies will also be notified directly from the CAAHEP office as required.
4. A summary of accreditation actions taken by the BoD will be published by CAAHEP soon after each meeting, both in the quarterly newsletter and on the CAAHEP website.
5. CAAHEP accreditation staff shall maintain a list of all CAAHEP accredited programs.

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**5.02                    INTERVAL BETWEEN COMPREHENSIVE PROGRAM EVALUATIONS**

*With the exception of Initial status, CAAHEP accreditation is not time limited, but remains in place until another action is taken.*

*The CoAs, with approval by the Board of Directors, determine the interval between comprehensive program evaluations with a maximum of 10 years.*

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**5.03                    INFORMATION ABOUT FEES CHARGED TO PROGRAMS BY A COMMITTEE ON ACCREDITATION**

*CAAHEP requires its collaborating CoAs to inform the Board of Directors in advance of any plans to increase the fees charged to programs.*

*A CoA makes an appropriate announcement of a change in its fee structure in advance of implementation.*

**Information to be sent to the CAAHEP Board of Directors:**

Any CoA wishing to implement increases in the fees it charges to programs should inform the CAAHEP Board of Directors of those plans in advance of any public announcement of such increases. The notice to the CAAHEP Board should include information on current fees as well as the proposed increases.

The CoA also should describe the timetable for announcement and implementation of the fee increase to educational institutions and provide sample letters and/or notices to be sent to the educational institutions that would announce the proposed fee increase.

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## 5.04 STATUSES OF PUBLIC RECOGNITION

*CAAHEP confers the following statuses of public recognition related to accreditation for each concentration and add-on track: Initial, Continuing, Probation, Administrative Probation, Withhold and Withdrawal: Voluntary or Involuntary*

### **Definitions:**

**Accreditation** is granted when a program is in substantial compliance with the accreditation *Standards* and remains in effect until due process has demonstrated cause for its withdrawal.

**Add-on Track:** Additional competency statement added to an underlying concentration. At the programmatic level, an add-on track must have an accredited underlying concentration.

**Concentration:** Separate and independent minimum competency statement.

**Continuing Accreditation** is granted to a program when it is re-evaluated at specified intervals.

**Initial Accreditation** is the first status of accreditation granted to a program that has demonstrated substantial compliance with CAAHEP Standards. Initial accreditation is for a period of either three years or five years, depending upon the policy of the specific Committee on Accreditation that is making the recommendation. At the end of the allotted time, the program may be recommended for continuing accreditation or probationary accreditation. If no such recommendation is forthcoming, the Initial Accreditation will automatically expire. A program may request reconsideration of a CoA's decision to allow Initial Accreditation to expire. However, the CoA's final decision is not appealable.

**Probation** is a temporary status of accreditation granted when a program does not continue to meet accreditation *Standards* but should be able to meet them within the specified time.

**Administrative Probation** is conferred when a program has not complied with administrative requirements.

**Withhold of Accreditation** is conferred when a program seeking initial accreditation is not in compliance with the accreditation *Standards*.

**Withdrawal of Accreditation-Voluntary** is granted when a sponsoring institution requests that its program(s) be removed from CAAHEP.

**Withdrawal of Accreditation-Involuntary** is conferred when a program is no longer in compliance with the accreditation *Standards*.

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**PROCESS FOR DETERMINING ACCREDITATION RECOMMENDATIONS**

*In order to assure consistency in decision making and quality in the educational programs, there are certain core elements that must be utilized by every CoA in reviewing programs and formulating their recommendations to the CAAHEP Board.*

**A. Core Elements of CAAHEP Process****1. Program Initiates Accreditation Process through CoA**

- a. Request for Accreditation Services Form is sent by and returned to the CoA (also available via the CAAHEP website); copied to CAAHEP at time of accreditation recommendation. It must contain the signature of the sponsoring institution's CEO.
- b. CoA sends accreditation materials to the program (i.e., self-study template, supporting documents, etc.).

**Note:** If Continuing Accreditation, the process is initiated by the CoA

**2. Submission of Self-Study Report**

**3. Review of Self-Study Report by the CoA** - feedback (consultation) to program is provided as needed.

**4. Site Visit** - An on-site visit is required to be part of the evaluation process to determine compliance with Standards. Site visitors represent both the CoA and CAAHEP.

- a. Each CoA will have policy statements for site visitors concerning conflict of interest and confidentiality. Each CoA also should have a formal process to evaluate site visitor performance.
- b. A narrative report of findings from the site visit shall be provided to each program following a site visit. The Site Visit Report, in addition to stating the areas not meeting the Standards, shall also include a listing of the strengths, weaknesses and areas needing improvement. Programs shall be given an opportunity to respond to the report of findings.
- c. The program's response to the report of findings shall be taken into consideration when determining an accreditation action recommendation.

**5. CoA Review of Program's Compliance with Standards**

- a. Review program response to on-site report including additional materials if submitted.
- b. Request additional materials as appropriate

**6. Accreditation Recommendation Determined by CoA**

All CoA recommendations must be based upon the published criteria. Each CoA should have procedures that include effective controls against conflict of interest and inconsistent application of their criteria and Standards. Once the CoA has determined its recommendations:

- a) Recommendations are forwarded to CAAHEP (within two weeks of the meeting at which the CoA votes, if possible).
- b) If a recommendation is adverse (withhold/withdraw/probation) the CoA must first follow due process. The CoA must notify the program by certified mail/return receipt requested that an adverse decision is being recommended to CAAHEP. The letter must describe those areas that are deficient and what program modifications are required to bring the program into compliance with the Standards. The letter must inform the program of its right to request reconsideration or voluntarily withdraw. Included in the letter is a reasonable timeline for requesting reconsideration and responding to the accreditation recommendation and deficiencies, as well as for submitting additional materials if they so choose.

c) Reconsideration: If a program requests reconsideration then the adverse recommendation is not forwarded to CAAHEP until the CoA has reviewed all additional materials (including

evidence of corrected deficiencies) and it has been determined that the program is still not in substantial compliance with the Standards. If a program does not request reconsideration then the accreditation recommendation is forwarded to CAAHEP as initially voted. In either case, adverse recommendations to the CAAHEP Board of Directors must be accompanied by two pieces of written evidence that confirm the program was notified of its rights and that due process was followed.

**7. Accreditation Status Decision by CAAHEP Board of Directors**

Letters notifying programs of the CAAHEP Board of Directors decision are signed by the CAAHEP President and sent to the CEO of the sponsoring institution with copies to the Dean and the Program Director.

**8. Continuous Quality Review**

CoAs are required to continually monitor programs for effective compliance with published criteria. This effort might include: progress reports, annual reports, focused site visit. The time period for these items is established by the CoAs.

**B. Review Process for Board Consideration of Accreditation Recommendations**

1. To adequately review recommendations for accreditation, members of the CAAHEP Board of Directors must minimally be familiar with:

- a) The Standards and Guidelines for all CAAHEP recognized professions.
- b) CAAHEP statuses of public recognition
- c) CAAHEP policies and procedures related to accreditation actions

2. The CAAHEP Board of Directors meets up to six times each calendar year for the purpose of reviewing accreditation recommendations. The January and July meetings shall be face-to-face meetings with representatives of the CoAs. The March, May, September and November meetings shall be held (as needed) via telephone conference on the second Friday of each of those months at 3:00 pm Eastern time. The Board reviews accreditation recommendations for the following statuses of public recognition:

- a) Initial
- b) Continuing
- c) Probation
- d) Withhold or Withdraw

Accreditation recommendation materials from the CoAs are due in the CAAHEP office no later than two weeks after the CoA meeting at which those recommendations were determined or no later than the 15th of each month prior to the meeting of the Board of Directors.

3. At least one full week prior to the meeting of the CAAHEP Board of Directors, the Board will receive:

- a) Updated indices of those programs that have voluntarily withdrawn during the previous quarter; are on administrative probation or are currently inactive. All indices will indicate the profession, name of the sponsoring institution and the date that change in accreditation status was effective.
- b) A consent agenda that identifies all programs being recommended for accreditation without citations. Programs are identified by number and profession only.
- c) Individual agendas for each profession that have accreditation recommendations with citations. Programs are identified by number and profession only. Citations are presented for these programs for the Board to review. If the recommendation is adverse, support documents such as letter of findings, program response, and CoA correspondence demonstrating due process will also be attached.

If the Board does not agree with any accreditation recommendation, the item can be tabled until the issues can be clarified and resolved or referred back to the CoA. If necessary a vote on any tabled items may be handled via conference call or mail ballot.

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**Section 5.051****TRANSFERRING SPONSORSHIP**

The following procedures outline the steps for transfer of program sponsorship from one institution to another.

The chief executive officer of the institution relinquishing sponsorship, or an official designee, should provide the appropriate committee on accreditation and CAAHEP with a notice of intent to transfer the program.

The chief executive officer of the new sponsoring institution, or an official designee, completes and forwards the CAAHEP application for continuing accreditation of the program, together with a summary of the pertinent bases for program relocation, and forwards to the committee on accreditation:

Statements and appropriate exhibits fulfilling the criteria required to be a sponsoring institution (See Policy 1.06.B.)

Reasonable assurances that the Standards will continue to be met. These will include but not be limited to:

An organization chart identifying the program's position within the organizational structure and all key personnel by name and title.

Curriculum vitae of the program director, the clinical coordinator or equivalent, and the medical director.\*

Institutional support resources.\*

A specific budgetary commitment.\*

A curriculum outline and a list of principal faculty and lecturers with their qualifications.\*

Identification of all clinical or other affiliate teaching facilities along with copies of formal affiliation agreements.\*

The Committee on Accreditation acknowledges receipt of these letters and exhibits. If the materials submitted indicate that the program continues to be in compliance with the Standards, the CoA recommends to CAAHEP approval of the transfer of sponsorship and an appropriate accreditation category, with or without a progress report requirement. The committee on accreditation determines applicable fees and informs the new sponsor of these fees.

**Should the CoA find the information and exhibits by the new sponsor to be less than adequate, they may:**

Require modification and submittal of the most recent Self-Study Report with specific deadline date, or

Require a new Self-Study Report (by date) and/or

Recommend to CAAHEP that accreditation be withheld from the transferred program for reasons stated. This recommendation may or may not be based on a special, modified site visit.

\*Submit only information and exhibits which reflect updating in materials on file with the CoA.

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**5.06****STATUSES OF ACCREDITATION NOT REQUIRING BOARD ACTION**

*The statuses of Administrative Probation, Voluntary Withdrawal of Accreditation and Voluntary Inactive Accreditation do not require a vote by the CAAHEP Board of Directors.*

### **A. Administrative Probation**

Programs may be placed on **administrative probation** at the request of a CoA and with the submission of the appropriate template letter to CAAHEP (see Appendices). Because this is a public status, the notification of this status must come from CAAHEP. Prior to recommending to CAAHEP that a program be placed on administrative probation, the CoA must first inform the program (twice, in writing) that they are in danger of being placed on administrative probation if the specified requirements are not met. Generally speaking a program is placed on administrative probation as a result of the non-payment of fees, failure to submit an annual report or progress report and/or failure to notify the CoA and CAAHEP of changes in program personnel or other significant changes to the program (See Section III of the CAAHEP Standards). A program may also be placed on administrative probation for the non-payment of CAAHEP's annual institutional fee. Ultimately, a recommendation to withdraw CAAHEP accreditation may be forwarded to the CAAHEP Board of Directors if the cited administrative concerns are not resolved in a reasonable length of time as defined by CAAHEP and the CoA.

### **B. Voluntary Withdrawal of Accreditation**

A program may **voluntarily withdraw** from the CAAHEP system of accreditation at any time. A program that wishes to voluntarily withdraw must make this request in writing to CAAHEP using the appropriate template letter (see Appendices). The request must be signed by the CEO of the institution or by another designated individual. CAAHEP will notify the CoA of the voluntary withdrawal of accreditation and remove the program from all relevant lists and databases. Voluntary withdrawals require no formal action by the CoA or the CAAHEP Board of Directors.

### **C. Voluntary Inactive Status**

Programs may request a period of **inactive status**. A program may remain inactive for up to two years. During this time the program is required to pay all CoA and CAAHEP fees. No students may be enrolled or be matriculating in the program during the time period in which the program is inactive. To request an inactive status a program must submit the appropriate CAAHEP Request for Inactive Status letter.

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## **5.07 PUBLIC NOTIFICATION OF A PROGRAM'S ACCREDITATION STATUS**

*CAAHEP provides the public with information about a program's accreditation status upon request and as required by law.*

*CAAHEP considers a program that is on probation to retain its status as an accredited program, and includes the name of the program in official listings without differentiation.*

*CAAHEP discloses the probationary status of a program in all responses to telephone and written inquiries.*

Upon request, CAAHEP will release the Letter of Notification of Probationary Accreditation that has been mailed to the institution. This letter includes the time period for which the program is to remain on probation and citations to the sections of the Standards in which the program is deficient.

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## **5.08 PUBLIC USE OF CAAHEP ACCREDITATION STATUS BY PROGRAMS AND SPONSORING INSTITUTIONS**

*CAAHEP requires institutions and programs to be accurate in reporting to the public the program's accreditation status.*

***Publication of a program's accreditation status must include the full name, mailing address and telephone number of CAAHEP.***

***CAAHEP requires a program to inform all current students and applicants in writing of the program's accreditation status in cases of Probation or Involuntary Withdrawal.***

- A. If a program has not yet been accredited by CAAHEP, the sponsor must make no reference to an accreditation status for that program.
- B. If a program has CAAHEP accreditation, the sponsor must use the following language when referring to that accreditation:
  1. In at least one of its comprehensive publications customarily used to officially convey institutional information, it must state:

*“The [name of program] is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of [name of Committee on Accreditation] Commission on Accreditation of Allied Health Education Programs  
1361 Park Street, Clearwater, FL 33756  
727-210-2350”*
  2. Provided the requirements of paragraph B.1 have been met, when the sponsor additionally publishes the accreditation status of the program, it must state:

*“The [name of program] is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of [name of Committee on Accreditation].”*
  3. Provided the requirements of paragraph B.1 have been met, the sponsor may choose, but is not required, to include the program accreditation statement in small publications such as newspaper ads, flyers, pamphlets, etc.
- C. If a program has been placed on Probationary Accreditation by CAAHEP, it must inform all students and applicants in writing, and must disclose this sanction whenever reference is made to its accreditation status, by including the statement:

*“[Name of program] is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of [name of Committee on Accreditation]. The program has been placed on Probationary Accreditation as of [date of Probation action].”*

Since Probationary Accreditation is a temporary status, publications that are published less frequently than once a year (e.g., catalogues) are not required to carry the above wording. However, whenever such publications are distributed to the program's current students or potential applicants, they must include an insert containing the above language. Any promotional pieces, print advertisements or areas on the program's website that make reference to accreditation status must include the above language about Probationary Accreditation.

*CAAHEP maintains accurate and up-to-date documentation of accreditation decisions for purposes of public notification, records and research.*

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## **5.10 COORDINATED ON-SITE EVALUATIONS**

*CAAHEP encourages coordinated on-site visits among its CoAs and other nationally recognized accrediting agencies.*

### **Procedure**

Institutions that sponsor more than one health science program are encouraged to request coordinated or concurrent site visits. CoAs are required to participate in joint surveys, unless such cooperation is deleterious to a program.

CoAs may conduct coordinated or concurrent visits with state agencies, provided that the committees ensure that all applicable CAAHEP policies and procedures are observed, that the integrity of the Standards is preserved, and that the confidentiality of all information obtained is maintained.

CAAHEP acknowledges that state agencies have the prerogative of sending representatives to observe any site visit conducted within their jurisdiction. Official agreements by CoAs with a state to do coordinated or concurrent visits will be reviewed by the CAAHEP Board of Directors as part of its quality improvement program.

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## **5.11 APPEAL OF ADVERSE ACCREDITATION ACTIONS**

*The Commission on Accreditation of Allied Health Education Programs provides a program's sponsor institution the mechanism to appeal an accreditation decision to withhold or withdraw accreditation.*

### **Definitions:**

Accreditation Record: All written materials available to the Committee on Accreditation when it formulated its status of public recognition recommendation to CAAHEP and through Reconsideration of that recommendation.

Accreditation Standards: A qualitative measure used in assessing a health science education program's compliance with established national norms as described in a document called *Standards*.

Adverse Accreditation Decision: A CAAHEP action of Withhold Accreditation or Withdraw Accreditation.

Appeal Panel Member: an individual, recommended by the sponsor(s) of the Committee on Accreditation, who has knowledge of the relevant profession, is familiar with accreditation process, has a working knowledge of the appropriate *Standards* as well as the type of institution sponsoring the health science education program, and has no relationship past or present with the program sponsor or the accreditation process leading to the decision being appealed.

Basis of Appeal: The program sponsor must show that regarding CAAHEP's decision: 1) the record does not support the decision; and/or 2) due process and proper procedure were not followed.

Committee on Accreditation (CoA): the committee that evaluated the health science education program and submitted the adverse accreditation recommendation upon which CAAHEP action was taken.

Day: a calendar day.

Executive Office: CAAHEP, 1361 Park Street, Clearwater, FL 33756.  
Voice: 727-210-2350, FAX: 727-210-2354

Notice of Appeal: A letter addressed to the President of CAAHEP from the Chief Executive Officer of the program sponsor requesting an appeal of an adverse accreditation decision by CAAHEP.

Program Sponsor: The entity that requested the accreditation services for the program on which the CAAHEP adverse accreditation action was taken.

Proper Notice: All correspondences, notices, and other materials exchanged between the participants of an appeal shall be by Certified Mail-Return Receipt Requested or by next day delivery.

Reconsideration: a Committee on Accreditation's second consideration of a status of public recognition recommendation, based on the conditions that existed when the Committee on Accreditation formulated its original recommendation and on subsequent documented evidence of corrected deficiencies at the time of the second consideration. Reconsideration is available when a CoA recommends probationary, withhold, and withdraw accreditation.

Sponsor of Committee on Accreditation: an organization that establishes or supports the Committee on Accreditation that submitted the adverse accreditation recommendation.

Statement of Appeal: The substance of the appeal by a program sponsor comprised of the entire, point-by-point basis upon which the institution believes the CAAHEP action should be reversed.

Type of Institution: The level of institution and/or the degree level awarded at completion of the program (e.g., Associate, Baccalaureate, non-degree Certificate).

**Procedure:**

1. The Chief Executive Officer of the program sponsor may file a Notice of Appeal of a CAAHEP action of Withhold or Withdraw Accreditation, addressed to the President of CAAHEP, and mailed to the CAAHEP Executive Office to the attention of the Executive Director. The Notice of Appeal must be postmarked within 15 days of the receipt of CAAHEP's letter of adverse accreditation action, which said letter shall be sent by CAAHEP Certified-Return Receipt Requested or next day delivery.
2. At any time prior to the hearing date, the program sponsor may inform CAAHEP in writing that it waives the hearing and chooses to have the appeal decided on the written materials only. Under this circumstance: the Appeal Panel shall meet within 45 days of the completion of Steps 3 through 8; only the Appeal Panel, its legal advisor, and staff to maintain the record shall be present; the Appeal Panel shall complete its responsibilities in Step 11 within 20 days of its meeting; Steps 12 through 15 shall be completed as stated; and expenses incurred shall be apportioned as described in Step 9.
3. Upon receipt of the Notice of Appeal, CAAHEP shall immediately reinstate the status of public recognition held prior to the decision being appealed, that is accredited programs remain accredited and unaccredited programs remain unaccredited.
4. Within 5 days of receipt of the program sponsor's Notice of Appeal, CAAHEP shall notify the appropriate CoA that an appeal has been filed and request that the CoA submit one (1) copy of the complete accreditation record for the sponsor's health science program upon which the CoA based its recommendation to CAAHEP. The CoA shall provide the record within 30 days of the postmark of the Notice of Appeal.

5. Within 30 days of the postmark of the Notice of Appeal, the program sponsor shall submit six (6) copies of its Statement of Appeal. This Statement shall indicate the basis for the appeal as 1) that the record does not support the decision; and/or 2) that due process and proper procedure were not followed. The Statement of Appeal shall present point-by-point all aspects of the decision that the program sponsor believes warrant reversal and the complete rationale for the program sponsor's position(s).
6. Within 45 days of the postmark of the Notice of Appeal, CAAHEP shall send to the program sponsor the names of at least five (5) individuals who meet the requirements of an Appeal Panel member. The list shall be prepared from recommendations submitted to CAAHEP by the organization(s) that sponsor(s) the CoA that submitted the accreditation recommendation to CAAHEP.
7. Within 10 days of receipt of the list, the institution shall designate to CAAHEP three (3) of the individuals listed who shall become the members of the Appeal Panel. In the event the institution does not respond by the deadline or fails to designate three individuals, the President of CAAHEP shall appoint, within 5 days after the institution's deadline, from the list as many members as are needed to create a three (3) member Appeal Panel. The President shall designate one of the members to be the Chairperson.
8. Within 10 days after constituting the Appeal Panel, each Appeal Panel member shall be provided with the complete accreditation record that existed at the time of the CoA's recommendation to CAAHEP, the Statement of Appeal submitted by the program sponsor, and any correspondence between CAAHEP and the program sponsor. A list of all materials comprising the complete record shall be made and provided to the program sponsor.
9. Within 15 days after constituting the Appeal Panel, a hearing shall be scheduled to be conducted as soon as feasible, preferably within 45 days after the Appeal Panel is constituted. Once scheduled, notice of the date, time, and location of the hearing shall be sent to the members of the Appeal Panel and the program sponsor, with copies of the notice sent to the CAAHEP President as well as the Chair and Executive Director of the CoA. Expenses incurred in the development and presentation of the program sponsor's portion of the appeal, including its witnesses, shall be borne by the program sponsor. Expenses incurred in the selection of the Appeal Panel, the arrangements for the hearing, and the expenses of witnesses requested by the Appeal Panel shall be borne by CAAHEP. All reasonable and customary expenses incurred by the Appeal Panel directly associated with conducting the hearing (e.g. copying, postage, travel, meals, lodging, hearing transcript) shall be borne equally by the program sponsor and by CAAHEP.
10. The hearing shall be conducted by the Chair according to the "CAAHEP Hearing Format", shall have a written transcript, and shall provide an opportunity for the program sponsor representative(s) to present oral argument in person or by telephone conference in support of the appeal; for a CAAHEP representative to present oral argument in person or by telephone conference in support of CAAHEP's decision; and for the Appeal Panel to ask questions of the program sponsor, the CAAHEP representative, or any other witness(es) it deems appropriate. The Chair of the CoA and/or designee(s) may be present in person or by telephone conference as bystander(s), or participant(s) at the request of CAAHEP. The Appeal Panel may request the services of a legal advisor. Brief executive sessions may be called by the Appeal Panel to insure its complete understanding of the information. Only facts known at the time of the CoA's recommendation to CAAHEP and after reconsideration of that recommendation, if any, shall be accepted. The Appeal Panel may request that the program sponsor file additional written materials to support its oral argument. Six (6) copies of the additional materials shall be sent to the CAAHEP Executive Office and shall be postmarked within 10 days of the adjournment of the hearing. At the conclusion of oral arguments and questioning, the hearing shall be adjourned.
11. Within 20 days of the adjournment of the hearing or the receipt of additional written materials from the institution within the 10 day limit, whichever is later, the Appeal Panel shall prepare its report and

submit it to the President of CAAHEP [See Appendices]. The panel shall address each point raised by the program sponsor in its Statement of Appeal and shall recommend to the CAAHEP Board of Directors either to “deny the appeal” or “grant the appeal.”

12. Within 5 days after receiving the Appeal Panel report, the President shall forward a copy of the Appeal Panel report to each member of the Board of Directors and designate the manner in which the Board of Directors will arrive at its decision (regular meeting, mail ballot, conference call). Within 20 days of the President’s receipt of the Appeal Panel report the Board of Directors shall make its decision.
13. If the Board of Directors’ decision is to “deny the appeal,” then the status of public recognition shall immediately be changed to that which was originally decided by CAAHEP. If the Board of Directors’ decision is to “grant the appeal,” the Board of Directors shall determine the status of public recognition for the program.
14. Within 5 days after the decision of the Board of Directors, the President shall notify the program sponsor and the CoA of that decision.
15. The decision of the Board of Directors shall be final and is not subject to further appeal.

## **CAAHEP Hearing Format**

- I. Hearing Called to Order
- II. Introduction of Appeal Panel Members and Other Attendees
- III. Chairperson's Opening Statement and Reading of the Confidentiality Statement
- IV. Review of Hearing Ground Rules
  - Only information about the conditions of the program available to the Committee on Accreditation when it formulated its recommendation to CAAHEP and that submitted through Reconsideration of that recommendation is relevant.
  - The institution may not present new, revised, or updated information that was not available to the Committee on Accreditation for its recommendation or reconsideration of that recommendation.
  - The Appeal Panel determines the relevance of information presented.
  - The purpose of the hearing is to determine whether the record supports the CAAHEP decision and/or whether due process and proper procedure were followed. The hearing is not to be defensive or confrontational.
- V. Appellant's Oral Presentation (not to exceed 20 minutes)\*
- VI. Panel's Clarification of Appellant's Presentation\*
- VII. CAAHEP's Oral Presentation (not to exceed 20 minutes)\*
- VIII. Panel's Clarification of CAAHEP's Presentation\*
- IX. Witness(es) Presentation (as requested by the Appeal Panel)\*
- X. Panel's Clarification of Witness(es) Presentation\*
- XI. Recess for Panel Executive Session to Review Material Presented
- XII. Additional Clarification from Attendees, if needed.\*
- XIII. Review of Timetable of Remaining Steps in Appeal
- XIV. Chairperson's Concluding Remarks
- XV. Hearing Adjourned

\* Each party's presentation would be made separately to the Appeal Panel without the other parties present.

**5.12  
PROGRAMS**

**COMPLAINTS REGARDING CAAHEP, CoAs AND ACCREDITED**

*CAAHEP and its CoAs follow due process procedures when written and signed complaints are received by the Commission or a CoA alleging that they or an accredited program are not following established Commission policies or accreditation Standards.*

*CAAHEP and its CoAs maintain indefinitely a record of all complaints received.*

**Procedure:**

- A. To receive formal consideration, all complaints shall be submitted in writing and signed. The complaint should demonstrate that reasonable efforts have been made to resolve the complaint, or alternatively that such efforts would be unavailing.
- B. When received by CAAHEP, complaints are transmitted within five working days to the chairperson and staff of the appropriate CoA for consideration. When received by the chair or staff of a CoA, a copy is forwarded to the CAAHEP office within five working days.
- C. Following consultation among staff of the CoA and CAAHEP, the chairperson of the CoA determines whether the complaint relates to the manner in which the program complies with the Standards or follows established accreditation policies.
  - 1. If the complaint does not relate to the Standards or to established policies, the person initiating the complaint shall be notified accordingly within twenty working days following receipt of the complaint by the CoA. A copy of this correspondence shall be shared with CAAHEP.
  - 2. If the complaint does relate to the Standards or to established policies, the chair or representative of the CoA shall acknowledge receipt of the complaint within twenty working days and share with the filing party a description of the process and policies which pertain to handling such complaints.
    - a. The chair or representative of the CoA shall notify the program director and the chief executive officer of the sponsoring institution of the substance of the complaint and shall request a preliminary investigation and report on the findings within 30 days of the sponsoring institution's receipt of the letter of notice.
    - b. The chair or representative of the CoA may request further information or material relative to the complaint from the complaining party, the institution, or other relevant sources.
    - c. The CAAHEP office should receive copies of this correspondence.
    - d. The identity of the complaining party shall be kept confidential, unless the complainant authorizes disclosure of his/her identity, or unless such disclosure is required by legal process in a subsequent proceeding.
- D. On receipt of the responses referred to above, the CoA shall consider the complaint and all relevant information obtained in the course of investigation and formulate an appropriate action according to the following guidelines:
  - 1. If the complaint is determined to be unsubstantiated or unrelated to the Standards or established accreditation policies, the complaining party, officials of the program in question, and the appropriate official of the sponsoring institution, will be so notified within ten days of the completion of the investigation.

2. If the investigation reveals the program may not be or may not have been in substantial compliance with the Standards or may not have been following the established accreditation policies, one of two approaches shall be taken.

a. The program may submit a report and documentation within thirty days following the investigation demonstrating the manner in which the substantiated complaint has been corrected. Should the CoA be satisfied with the response, the program, its sponsoring institution, and the party filing the complaint should be notified of the CoA's satisfaction with the resolution of the matter and notice that the program's accreditation status remains unaffected by the complaint.

b. Should the CoA judge the program or sponsoring institution's response to the complaint inadequate and lacking in evidence of the program's continuing substantial compliance with the Standards or adherence to accreditation policies, the CoA may request and arrange for a return site visit of the program as soon as reasonably feasible, but not more than thirty days following the investigation. The purpose of the return site visit shall be limited to an investigation of the complaint and the manner in which it affects compliance with the Standards or with accreditation policies. The cost of the return site visit shall be borne by the said CoA.

i) Should the CoA, on evidence received through the return on-site evaluation, consider the program to remain in substantial compliance with the Standards and in adherence with accreditation policies, the program, its sponsoring institution, and the complaining party shall be notified of this assessment and the fact that the program's current accreditation status remains unaffected by the complaint.

ii) Should the CoA consider the evidence of the site visit to indicate the complaint is valid and the program is not in substantial compliance with the Standards or with accreditation policies, the said committee shall recommend a change in accreditation status to CAAHEP.

- E. Should D(2)(b)(ii) pertain, all information regarding the complaint, a full report of its investigation, and the CoA's recommendation shall be transmitted to CAAHEP for consideration and action.
- F. CAAHEP emphasizes that it will not intervene on behalf of individuals or act as a court of appeal for faculty members or students in matters of admission, appointment, promotion or dismissal. It will act only when it believes practices or conditions indicate the program may not be in substantial compliance with the Standards or with established accreditation policies.

# APPENDICES

## Ethical Standards of Practice Board of Directors

I hereby attest that I have read and I understand Section 1.03 of the CAAHEP Policy Compilation – Ethical Standards of Practice, and I agree to abide by all policies regarding Conflict of Interest, Compensation and Confidentiality.

If I have a conflict of interest in any matter that comes before the CAAHEP Board of Directors for a vote, I shall declare that conflict before any discussion of the matter and I shall abstain from voting on any such matters.

Additionally, I attest that I shall hold as strictly confidential all information related to accreditation activities or other matters that are discussed in Executive Session and are intended to remain confidential.

The terms of this Ethics Statement are effective immediately and shall apply to all work performed by me in carrying out my responsibilities as a member of the Board of Directors.

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Name (Please Print)

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Signature

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Date

# Commission on Accreditation of Allied Health Education Programs

## Standards and Guidelines

*for the*

*Accreditation of Educational Programs in [Name of the Profession]*

**Essentials/Standards initially adopted in 19\_\_;  
revised in 20\_\_ etc**

**Adopted by the  
(CoA Sponsors and CAAHEP)**

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits programs upon the recommendation of the [Name of Committee].

These accreditation *Standards* are the minimum standards of quality used in accrediting programs that prepare individuals to enter the [name of the profession] profession. The accreditation **Standards** therefore constitute the minimum requirements to which an accredited program is held accountable.

**Standards** are printed in regular typeface in outline form. *Guidelines* are printed in italic typeface in narrative form.

### **Preamble**

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) and [names of sponsoring organizations] cooperate to establish, maintain and promote appropriate standards of quality for educational programs in [name of allied health profession] and to provide recognition for educational programs that meet or exceed the minimum standards outlined in these accreditation **Standards**. Lists of accredited programs are published for the information of students, employers, educational institutions and agencies, and the public.

These standards are to be used for the development, evaluation, and self-analysis of [name of allied health profession] programs. On-site review teams assist in the evaluation of a program's relative compliance with the accreditation *Standards*.

**Description of the Profession may be inserted here.**

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## **I. Sponsorship**

### **A. Sponsoring Educational Institution**

A sponsoring institution must be a post-secondary academic institution accredited by an institutional accrediting agency that is recognized by the U.S. Department of Education, and must be authorized under applicable law or other acceptable authority to provide a post-secondary program, which awards a minimum of a \_\_ (insert degree/certificate) \_\_ at the completion of the program.

*(Note to CoAs: this statement could be reworded to match the sponsor requirements of the CoA – see Attachment 1)*

## **B. Consortium Sponsor**

1. A consortium sponsor is an entity consisting of two or more members that exists for the purpose of operating an educational program. In such instances, at least one of the members of the consortium must meet the requirements of a sponsoring educational institution as described in I,A.
2. The responsibilities of each member of the consortium must be clearly documented as a formal affiliation agreement or memorandum of understanding, which includes governance and lines of authority.

## **C. Responsibilities of Sponsor**

The Sponsor must assure that the provisions of these **Standards** are met.

# **II. Program Goals**

## **A. Program Goals and Outcomes**

There must be a written statement of the program's goals and learning domains consistent with and responsive to the demonstrated needs and expectations of the various communities of interest served by the educational program. The communities of interest that are served by the program include, but are not limited to, students, graduates, faculty, sponsor administration, employers, physicians, the public, and nationally accepted standards of roles and functions.

Program-specific statements of goals and learning domains provide the basis for program planning, implementation, and evaluation. Such goals and learning domains must be compatible with both the mission of the sponsoring institution(s) and the expectations of the communities of interest. Goals and learning domains are based upon the substantiated needs of health care providers and employers, and the educational needs of the students served by the educational program.

## **B. Appropriateness of Goals and Learning Domains**

The program must regularly assess its goals and learning domains. Program personnel must identify and respond to changes in the needs and/or expectations of its communities of interest.

An advisory committee, which is representative of these communities of interest, must be designated and charged with the responsibility of meeting at least annually, to assist program and sponsor personnel in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring program responsiveness to change.

## **C. Minimum Expectations**

The program must have the following goal defining minimum expectations: "To prepare competent entry-level (insert name/title of professional) in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."

Programs adopting educational goals beyond entry-level competence must clearly delineate this intent and provide evidence that all students have achieved the basic competencies prior to entry into the field.

*Nothing in this Standard restricts programs from formulating goals beyond entry-level competence.*

### III. Resources

#### A. Type and Amount

Program resources must be sufficient to ensure the achievement of the program's goals and outcomes. Resources include, but are not limited to: faculty, clerical/support staff, curriculum, finances, offices, classroom/laboratory facilities, ancillary student facilities, clinical affiliations, equipment/supplies, computer resources, instructional reference materials, and faculty/staff continuing education.

#### B. Personnel

The sponsor must appoint sufficient faculty and staff with the necessary qualifications to perform the functions identified in documented job descriptions and to achieve the program's stated goals and outcomes.

##### 1. Required Position(s)

*(Note to CoAs: Specify Position(s), Responsibilities, and Qualifications)*

#### C. Curriculum

The curriculum must ensure the achievement of program goals and learning domains. Instruction must be an appropriate sequence of classroom, laboratory, and clinical activities. Instruction must be based on clearly written course syllabi describing learning goals, course objectives, and competencies required for graduation.

*(Note to CoAs: Specify curriculum content (discipline topics, general education, etc) as guideline)*

#### D. Resource Assessment

The program must, at least annually, assess the appropriateness and effectiveness of the resources described in these standards. The results of resource assessment must be the basis for ongoing planning and appropriate change. An action plan must be developed when deficiencies are identified in the program resources. Implementation of the action plan must be documented and results measured by ongoing resource assessment.

### IV. Student and Graduate Evaluation/Assessment

#### A. Student Evaluation

##### 1. Frequency and purpose

Evaluation of students must be conducted on a recurrent basis and with sufficient frequency to provide both the students and program faculty with valid and timely indications of the students' progress toward and achievement of the competencies and learning domains stated in the curriculum.

##### 2. Documentation

Records of student evaluations must be maintained in sufficient detail to document learning progress and achievements.

#### B. Outcomes

##### 1. Outcomes Assessment

The program must periodically assess its effectiveness in achieving its stated goals and learning domains. The results of this evaluation must be reflected in the review and timely revision of the program.

*"Assessing effectiveness" is done through evaluations such as graduate performance measures, employer and graduate satisfaction, job placement, and attrition.*

##### 2. Outcomes Reporting

The program must periodically submit its goal(s), learning domains, evaluation systems (including type, cut score, validity, and reliability), outcomes, its analysis of the outcomes and an appropriate action plan based on the analysis.

## **V. Fair Practices**

### **A. Publications and Disclosure**

1. Announcements, catalogs, publications, and advertising must accurately reflect the program offered.
2. At least the following must be made known to all applicants and students: the sponsor's institutional and programmatic accreditation status as well as the name, address and phone number of the accrediting agencies; admissions policies and practices; policies on advanced placement, transfer of credits, and credits for experiential learning; number of credits required for completion of the program; tuition/fees and other costs required to complete the program; policies and processes for withdrawal and for refunds of tuition/fees.
3. At least the following must be made known to all students: academic calendar, student grievance procedure, criteria for successful completion of each segment of the curriculum and graduation, and policies and processes by which students may perform clinical work while enrolled in the program.

### **B. Lawful and Non-discriminatory Practices**

All activities associated with the program, including student and faculty recruitment, student admission, and faculty employment practices, must be non-discriminatory and in accord with federal and state statutes, rules, and regulations. There must be a faculty grievance procedure made known to all paid faculty.

### **C. Safeguards**

The health and safety of patients, students, and faculty associated with the educational activities of the students must be adequately safeguarded.

All activities required in the program must be educational and students must not be substituted for staff.

### **D. Student Records**

Satisfactory records must be maintained for student admission, advisement, counseling, and evaluation. Grades and credits for courses must be recorded on the student transcript and permanently maintained by the sponsor in a safe and accessible location.

### **E. Substantive Change**

The sponsor must report substantive change(s) as described in Appendix A to CAAHEP/CoA in a timely manner. Additional substantive changes to be reported to (CoA) within the time limits prescribed include:

**(Note to CoAs: List specific "substantive changes" to be reported)**

### **F. Agreements**

There must be a formal affiliation agreement or memorandum of understanding between the sponsor and all other entities that participate in the education of the students describing the relationship, role, and responsibilities between the sponsor and that entity.

## APPENDIX A

(This Appendix will be added by CAAHEP after final approval of the Standards document.)

### Application, Maintenance and Administration of Accreditation

#### A. Program and Sponsor Responsibilities

##### 1. Applying for Initial Accreditation

- a. The chief executive officer or an officially designated representative of the sponsor completes a "Request for Accreditation Services" form and returns it to:  
[Insert CoA name and address]

The "Request for Accreditation Services" form can be obtained from [the committee on accreditation], CAAHEP, or the CAAHEP website at [www.caahep.org](http://www.caahep.org).

**Note:** There is **no** CAAHEP fee when applying for accreditation services; however, individual committees on accreditation may have an application fee.

- b. The program undergoes a comprehensive review, which includes a written self-study report and an on-site review.

The self-study instructions and report form are available from the [committee on accreditation]. The on-site review will be scheduled in cooperation with the program and [committee on accreditation] once the self-study report has been completed, submitted, and accepted by the [committee on accreditation].

##### 2. Applying for Continuing Accreditation

- a. Upon written notice from the [CoA], the chief executive officer or an officially designated representative of the sponsor completes a "Request for Accreditation Services" form, and returns it to:  
[insert the CoA name and address].

- b. The program may undergo a comprehensive review in accordance with the policies and procedures of the [CoA].

If it is determined that there were significant concerns with the on-site review, the sponsor may request a second site visit with a different team.

After the on-site review team submits a report of its findings, the sponsor is provided the opportunity to comment in writing and to correct factual errors prior to the [committee on accreditation] forwarding a recommendation to CAAHEP.

##### 3. Administrative Requirements for Maintaining Accreditation

- a. The program must inform the [name of committee on accreditation] and CAAHEP within a reasonable period of time (as defined by the committee on accreditation and CAAHEP policies) of changes in chief executive officer, dean of health professions or equivalent position, and required program personnel.
- b. The sponsor must inform CAAHEP and the [committee on accreditation] of its intent to transfer program sponsorship. To begin the process for a Transfer of Sponsorship, the current sponsor must submit a letter (signed by the CEO or designated individual) to CAAHEP and the [committee on accreditation] that it is relinquishing its sponsorship of the program. Additionally, the new sponsor must submit a "Request for Transfer of Sponsorship Services" form. The [committee

on accreditation] has the discretion of requesting a new self-study report with or without an on-site review. Applying for a transfer of sponsorship does not guarantee that the transfer of accreditation will be granted.

- c. The sponsor must promptly inform CAAHEP and the [committee on accreditation] of any adverse decision affecting its accreditation by recognized institutional accrediting agencies and/or state agencies (or their equivalent).
- d. Comprehensive reviews are scheduled by the [CoA] in accordance with its policies and procedures. The time between comprehensive reviews is determined by the [committee on accreditation] and based on the program's on-going compliance with the Standards, however, all programs must undergo a comprehensive review at least once every ten years.
- e. The program and the sponsor must pay [committee on accreditation] and CAAHEP fees within a reasonable period of time, as determined by the [committee on accreditation] and CAAHEP respectively.
- f. The sponsor must file all reports in a timely manner (self-study report, progress reports, annual reports, etc.) in accordance with [CoA] policy.
- g. The sponsor must agree to a reasonable on-site review date that provides sufficient time for CAAHEP to act on a [CoA] accreditation recommendation prior to the "next comprehensive review" period, which was designated by CAAHEP at the time of its last accreditation action, or a reasonable date otherwise designated by the [CoA].

Failure to meet any of the aforementioned administrative requirements may lead to administrative probation and ultimately to the withdrawal of accreditation. CAAHEP will immediately rescind administrative probation once all administrative deficiencies have been rectified.

#### **4. Voluntary Withdrawal of a CAAHEP- Accredited Program**

Voluntary withdrawal of accreditation from CAAHEP may be requested at any time by the Chief Executive Officer or an officially designated representative of the sponsor writing to CAAHEP indicating: the last date of student enrollment, the desired effective date of the voluntary withdrawal, and the location where all records will be kept for students who have completed the program.

#### **5. Requesting Inactive Status of a CAAHEP- Accredited Program**

Inactive status may be requested from CAAHEP at any time by the Chief Executive Officer or an officially designated representative of the sponsor writing to CAAHEP indicating the desired date to become inactive. No students can be enrolled or matriculated in the program at any time during the time period in which the program is on inactive status. The maximum period for inactive status is two years. The sponsor must continue to pay all required fees to the [committee on accreditation] and CAAHEP to maintain its accreditation status.

To reactivate the program the Chief Executive Officer or an officially designated representative of the sponsor must notify CAAHEP of its intent to do so in writing to both CAAHEP and the [committee on accreditation]. The sponsor will be notified by the [committee on accreditation] of additional requirements, if any, that must be met to restore active status. If the sponsor has not notified CAAHEP of its intent to re-activate a program

by the end of the two-year period, CAAHEP will consider this a “Voluntary Withdrawal of Accreditation.”

**B. CAAHEP and Committee on Accreditation Responsibilities – Accreditation Recommendation Process**

1. After a program has had the opportunity to comment in writing and to correct factual errors on the on-site review report, the [committee on accreditation] forwards a status of public recognition recommendation to the CAAHEP Board of Directors. The recommendation may be for any of the following statuses: initial accreditation, continuing accreditation, transfer of sponsorship, probationary accreditation, withhold accreditation, or withdraw accreditation.

The decision of the CAAHEP Board of Directors is provided in writing to the sponsor immediately following the CAAHEP meeting at which the program was reviewed and voted upon.

2. Before the [committee on accreditation] forwards a recommendation to CAAHEP that a program be placed on probationary accreditation, the sponsor must have the opportunity to request reconsideration of that recommendation or to request voluntary withdrawal of accreditation. The [committee on accreditation’s] reconsideration of a recommendation for probationary accreditation must be based on conditions existing both when the committee arrived at its recommendation as well as on subsequent documented evidence of corrected deficiencies provided by the sponsor.

The CAAHEP Board of Directors’ decision to confer probationary accreditation is not subject to appeal.

3. Before the [committee on accreditation] forwards a recommendation to CAAHEP that a program’s accreditation be withdrawn or that accreditation be withheld, the sponsor must have the opportunity to request reconsideration of the recommendation, or to request voluntary withdrawal of accreditation or withdrawal of the accreditation application, whichever is applicable. The [committee on accreditation’s] reconsideration of a recommendation of withdraw or withhold accreditation must be based on conditions existing both when the [committee on accreditation] arrived at its recommendation as well as on subsequent documented evidence of corrected deficiencies provided by the sponsor.

The CAAHEP Board of Directors’ decision to withdraw or withhold accreditation may be appealed. A copy of the CAAHEP “Appeal of Adverse Accreditation Actions” is enclosed with the CAAHEP letter notifying the sponsor of either of these actions.

At the completion of due process, when accreditation is withheld or withdrawn, the sponsor’s Chief Executive Officer is provided with a statement of each deficiency. Programs are eligible to re-apply for accreditation once the sponsor believes that the program is in compliance with the accreditation *Standards*.

Any student who completes a program that was accredited by CAAHEP at any time during his/her matriculation is deemed by CAAHEP to be a graduate of a CAAHEP-accredited program.

## ATTACHMENT 1 – Alternative Wording for Sponsorship

*NOTE: A CoA planning to use alternative wording for Sponsorship, should draft its proposed language and submit it to the CAAHEP Standards Committee prior to sending the language to the CoA's sponsoring organizations. The CAAHEP Executive Office staff is available for consultation anytime during the Standards revision process.*

### I. Sponsorship

#### A. Sponsoring Institution

A sponsoring institution must be at least one of the following:

1. A post-secondary academic institution accredited by an institutional accrediting agency that is recognized by the U.S. Department of Education, and authorized under applicable law or other acceptable authority to provide a post-secondary program, which awards a minimum of a (insert degree/certificate) at the completion of the program.
2. A foreign post-secondary academic institution acceptable to CAAHEP...  
*(Note to CoAs: this paragraph would be used for accreditation/recognition of foreign institutions in accordance with CAAHEP policy)*
3. A hospital or medical center or branch of the United States Armed Forces...  
*(Note to CoAs: this paragraph can contain other institutions that can serve as sponsors. There may be requirements for accreditation of those institutions, for example JCAHO)*

#### B. Consortium Sponsor

1. A consortium sponsor is an entity consisting of two or more members that exists for the purpose of operating an educational program. In such instances, at least one of the members of the consortium must meet the requirements of a sponsoring institution as described in I,A.
2. The responsibilities of each member of the consortium must be clearly documented as a formal affiliation agreement or memorandum of understanding, which includes governance and lines of authority.

#### C. Responsibilities of Sponsor

The Sponsor must assure that the provisions of these **Standards** are met.

Recent Graduate Nomination Form

Nominee Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

Employer \_\_\_\_\_

Occupation \_\_\_\_\_

Date Graduated \_\_\_\_\_

*Briefly describe your interest in serving on CAAHEP's Commission as a representative of recent graduates and students currently enrolled in allied health education programs.*

Reference (preferably educational program director) \_\_\_\_\_

Institution \_\_\_\_\_

Phone Number \_\_\_\_\_

*Briefly describe why you believe this individual is a good candidate for CAAHEP's Recent Graduate Commissioner. Include information about his/her involvement in campus activities, professional activities, employment experiences and any other relevant information.*

*Please return this form to the attention of the Executive Director, CAAHEP, 35 East Wacker Dr., Suite 1970, Chicago, IL. 60601.*

# Report on Visit to Meeting of a Committee on Accreditation

Name of CoA \_\_\_\_\_

Date(s) of meeting \_\_\_\_\_ Place \_\_\_\_\_

Number of CoA members present \_\_\_\_\_

Current CoA Issues/Concerns raised or discussed

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New or revised CoA Policy and Procedures (CAAHEP Compliance)

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Outcomes Update (Standards and development of other related tools)

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Liaison Highlights (information shared with CoA from last CAAHEP Board Meeting)

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Name of Liaison \_\_\_\_\_ Date \_\_\_\_\_

# Appeal Panel Cover Page

Program/Institution Appealing:

Date of Appeal Hearing:

Location of Appeal Hearing:

Starting Time of Appeal Hearing:

Name and Sponsoring Organization of Appeal Panel Members (indicate the Chair)

1.

2.

3.

Names and Titles of Individuals Representing the Program/Institution:

Names and Titles of Individuals Representing CAAHEP:

Names and Titles of CAAHEP Staff Present:

Names and Titles of Other Individuals Present:

Ending Time of Appeal Hearing:

## Appeal Panel Report/Recommendation Form

### Part I: Due Process

- A. Is the program alleging a violation of due process?  
 Yes – proceed through Part I  
 No – proceed to Part II
- B. Were each of the following steps properly executed by the CoA?
1. Was the program properly notified of the CoAs adverse recommendation?  
 Yes             No  
If No, describe:
  2. Was the program informed of its right to request voluntary withdrawal of accreditation?  
 Yes             No  
If No, describe:
  3. Was the program informed of their right to reconsideration?  
 Yes             No  
If No, describe:
  4. Did the program request reconsideration?  
 Yes             No
  5. If Reconsideration was requested by the program, did the CoA consider additional material in accordance with CAAHEP's definition of "Reconsideration" in the Appeal Procedure?  
 Yes             No  
If No, describe:
- C. Were each of the following steps properly executed by CAAHEP?
1. Was the program properly notified of CAAHEP's adverse action?  
 Yes             No  
If No, describe:
  2. Was the program informed of their right to appeal and the deadline to file that appeal?  
 Yes             No  
If No, describe:
  3. Were the steps of the Appeal Procedure followed?  
 Yes             No  
If No, describe:
- D. Was the program afforded adequate due process?



**Part III: Signatures**

**This form constitutes the report of the Appeal Panel and its recommendation to the Board of Directors in accordance with Step 11 of the procedure for CAAHEP policy “5.09-Appeal of Adverse Accreditation Action.”**

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_