



ACCREDITATION COMMITTEE – PERFUSION EDUCATION

OPTIONAL CANDIDACY STATUS APPLICATION INSTRUCTIONS

Policy

As of July 2010, emerging programs have the option to apply for Candidacy status through the AC-PE prior to submitting a self-study for initial accreditation. Candidacy status begins with the program's submission of application materials and the application fee. Candidacy status ends when the program has submitted its self-study for initial accreditation OR three (3) years after application for Candidacy has been made, whichever comes first. Application for Candidacy status should be made before students are admitted into the program.

Purpose

The purpose of Candidacy status is to allow the AC-PE to work with developing programs as a liaison prior to beginning the accreditation process. The proposed program will be reviewed for compliance with the Standards and Guidelines for the Accreditation of Educational Programs in Perfusion and will have a consult visit by an individual designated by the AC-PE, prior to student acceptance. Both the AC-PE Chair and staff will be available to the program throughout this process.

Candidacy status is not an accreditation status. There is no guarantee of accreditation. While the program may advertise that it has attained or applied for Candidacy status through the AC-PE, the program must also state that this status does not guarantee that the program will be accredited by the time a student completes the program. Students must sign a Memorandum of Understanding stating acknowledgment that Candidacy status does not guarantee program accreditation.

Fees

Application Fee	\$1500
Consult Visit*	Actual Cost (approximately \$1000-\$1500)

Process

The candidacy period begins when the following is received by the AC-PE:

- \$1500 application fee, made payable to the AC-PE
- Application for Candidacy form (must be signed by appropriate personnel as indicated on the application form)
- Two (2) electronic copies of the following documentation:
 1. Mission Statement
Enclose a program mission statement and a list of program goals and objectives.
 2. Budget
Include the program budget for expendable academic supplies, continuing education, and capital equipment.
 3. Clerical Support
Describe the clerical support available to the program.
 4. Classroom Space
Describe the allocation of classroom space.

5. Personnel Chart

The chart should indicate the program administration for all academic and clinical personnel. Clear lines of reporting should be demonstrated for all individuals involved with the program. The chart should generally include the following individuals, with names and titles:

- Institution CEO
- Chief Academic Officer (VP, Provost, etc.)
- Division/School/College Head (Dean, Division Head, etc.)
- Department Head (Chair, Director, etc.)
- Program Director
- Other Program Faculty
- Clinical Instructors

6. Instructor Loads

All perfusion instructional and service (perfusion or institutional) loads should be delineated. The normal load for a full time faculty member should first be explained. The loads by term for all perfusion instructors employed by the institution should be included.

7. Academic Plan

The academic plan would envision a term by term course schedule over the length of the program. Each term would include the course by proposed name and number with associated credit hours. All required courses for completion of the program should be included.

8. Curriculum

Course syllabi for the required courses responsible for the instruction of perfusion educational competencies should be included, with instructor names. (Core curriculum ie, English, does not need to be submitted.) The syllabi should include the course description, course objectives, methods of evaluation, topic outline, and competencies required for graduation.

9. Clinical Instruction Plan

The plan should include how students qualify for clinical placements, and how clinical competencies will be instructed and evaluated. The following should be included:

- List all perfusion clinical instructors, their location, and responsibilities
- List all affiliated sites and their location from the main campus
- List the rotation schedule for students in the clinical site
- List the courses that will be associated with clinical instruction

10. Academic Catalog/Bulletin

Submit a current academic catalog or bulletin from the institution.

11. Student Selection/Admission Standards

Describe how students will be admitted into the program and the selection criteria to be utilized.

- If there is a prerequisite phase, list the courses to be completed in this phase.
- If there is direct admission from secondary schools, describe the admission process to the institution and the program.
- If the program is at the Master's level, describe the admission process and any prerequisites required at the undergraduate level.

12. Grievance Policies

Provide faculty and student grievance policies.

13. Student Clinical Work

Provide the policy by which students may perform clinical work while enrolled in the program.

14. Health Policies

Describe the health care policies for students entering the program.

15. Student Waiver

Include the waiver students will be required to sign acknowledging that Candidacy status does not guarantee program accreditation.

Consult Visit

Candidacy status includes a consult visit by an individual assigned by the AC-PE, prior to student acceptance. The visit will consist of one person, for approximately one day. Once the application form, requested documentation, and application fee are received by the AC-PE, a mutually agreed upon date will be set for the visit. Documentation provided by the program will be verified during the visit and the AC-PE representative will consult with the program on other areas, as needed.

Once the AC-PE reviews the above information, conducts the consult visit, and determines that the program has the basic elements in place to admit students, the AC-PE will forward a letter to the program, at which point the program should begin the application process for initial accreditation. Following the Candidacy period and once the program applies for initial accreditation, all CAAHEP policies and procedures for accreditation must be followed.

Changes in Program

Programs should notify the AC-PE of any changes made in the program during candidacy status.

**ACCREDITATION COMMITTEE – PERFUSION EDUCATION
6663 SOUTH SYCAMORE STREET
LITTLETON, COLORADO 80120**

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APPLICATION FOR OPTIONAL CANDIDACY STATUS

Candidacy status is recognized by the AC-PE and is not a Commission on Accreditation of Allied Health Education Programs (CAAHEP) accreditation status. Application for Candidacy status is optional and does not guarantee accreditation will eventually be granted by CAAHEP. Completion of this application form, submission of additional documentation, and payment of the application fee is required to be eligible for Candidacy status, which will be granted for a minimum of six months and a maximum of three years. Application for Candidacy status should be made before students are admitted into the perfusion program.

Please type or print information clearly.

Sponsoring Institution

Name of Sponsoring Institution

The sponsoring institution of the applicant program is accredited by the following U.S. Department of Education-recognized national or regional agency:

Institutional Type

- Four-year college or university
- Academic health center/medical center
- Hospital/Medical Center

Institutional Control (Ownership)

- State, county or local government
- Non-profit (private or religious)
- For profit
- Federal government

Program Information

Type of Program Award
(Certificate, Baccalaureate, Masters)

Length of Program

Name of Program

Mailing Address

City, State, Zip Code

Website Address

Program Official (Signature Required)

Program Director Degree/Credentials

Signature Date

Telephone Number Fax Number Email

Sponsoring Institution Official (Signature Required)

Dean or Comparable Administrator Degree/Credentials Title

Signature

Mailing Address

City, State, Zip Code

Telephone Number Fax Number Email

Submit complete application, requested documentation and fee to:

**AC-PE
6663 South Sycamore Street
Littleton, CO 80120**