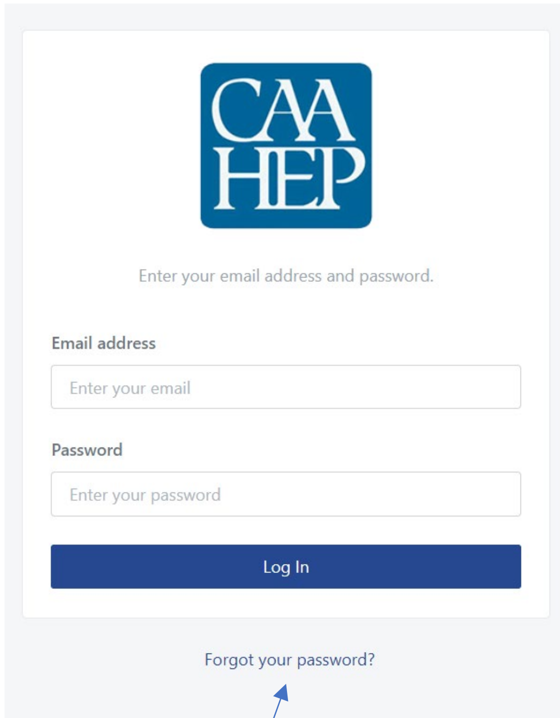
2022 ANNUAL REPORT INSTRUCTIONS

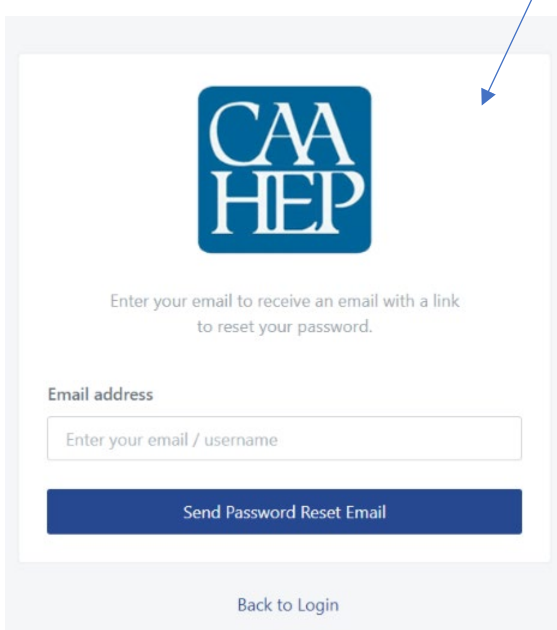
LOG-IN

To access the Annual Report, log-in at the following link using your email address and password from the old system: https://app.caahep.org/login



If you've forgot your password, click the "Forgot your password?" link. In the screen that appears, enter your email address, click "Send Password Reset Email", and an email will be sent containing instructions to reset your password.

Neither CAAHEP nor your Committee on Accreditation have access to your password. If you forget your password, the only way to access your report is to reset it.

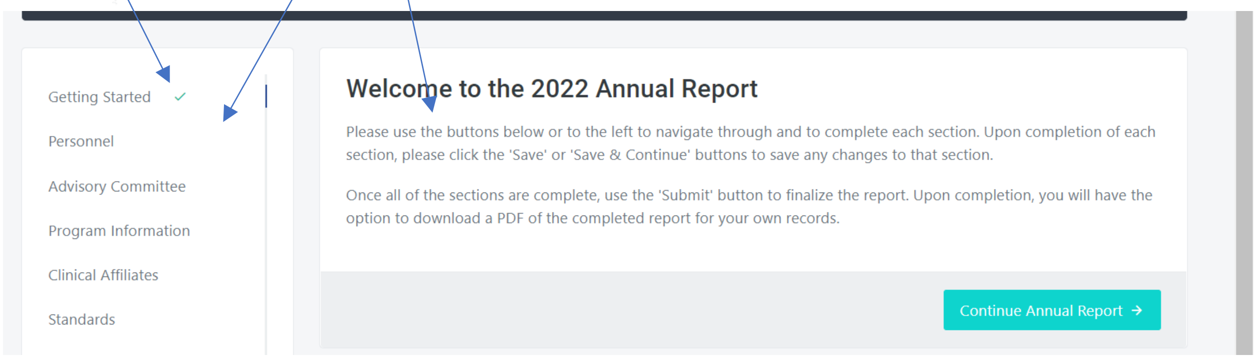


GENERAL INSTRUCTIONS AND NAVIGATION

Be sure to read the instructions that are included at the top of the screen in each Section of the report.

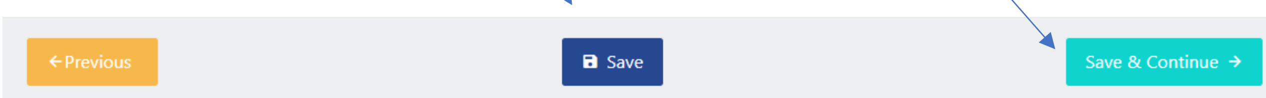
It is recommended the user complete the report in the order the Sections appear. However, you may navigate to any Section by clicking the links on the left side of the page.

Each Section requires certain information to be completed for the Section to be marked as complete. A green check mark is visible next to the Section link to designate a completed Section.



Some sections will have a blue Save button on the bottom of the screen. Be sure to click Save after entering information.

When you've completed all information in the section, click the Save & Continue button to mark the section as complete and advance to the next section. If there is missing information in the section, the report will not advance. Scroll through the section and correct items marked in red, then click Save& Continue again. Remember to look for the green check mark indicating the section has been completed.



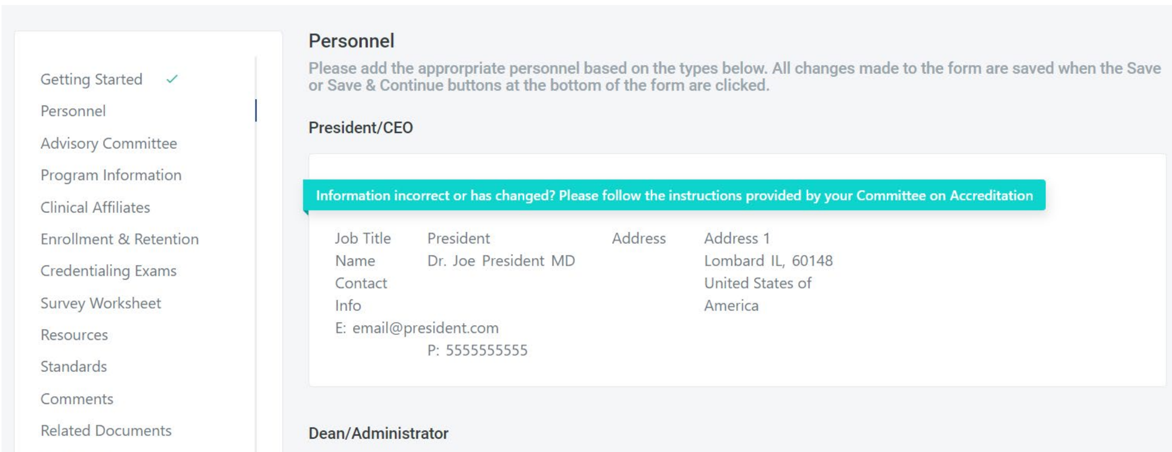
You can also navigate to the previous section by clicking on the Previous button that appears at the bottom of the screen.

All data entered into the annual report will carry through to a PDF summary annual report document. You can PREVIEW the PDF at any time by clicking the Preview PDF button that appears at the top right of each section. Be patient as the PDF generates and downloads for viewing.

PERSONNEL

President/CEO, Dean/Administrator and Program Director information is pre-filled from CAAHEP's database. **Changes to this information cannot be made directly in the annual report.**

To update any information contained in the President/CEO, Dean/Administrator and Program Director records, email updates@caahep.org and specify the changes needed. Once CAAHEP records are updated, the correct information will populate in the annual report. **Be sure to also contact the AC-PE about the change to determine if other information must be submitted to the AC-PE regarding these changes.**

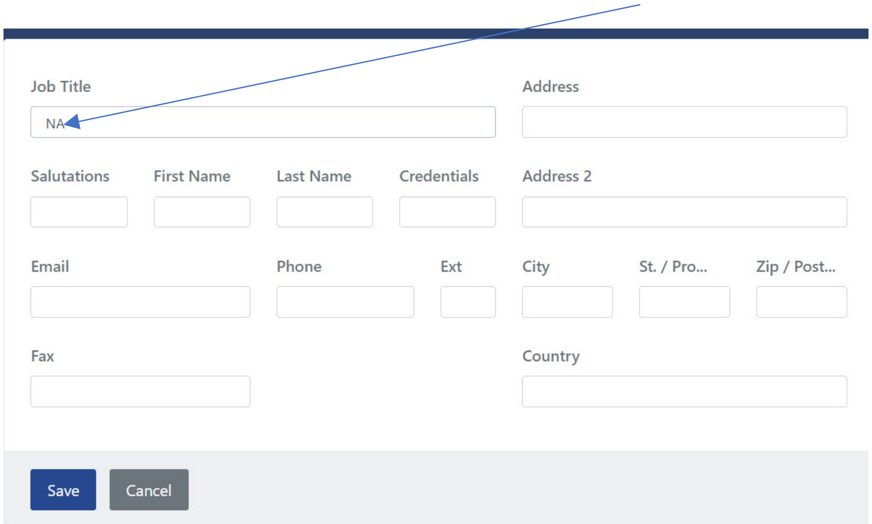


All other categories of Personnel that are listed in this section (e.g. Medical Advisor, Clinical Coordinator, etc) must have at least one individual entered for each category for the Section to be marked as complete.

To add an individual, click the blue "Add" box for each listed personnel category.

Provide requested information in the personnel contact form and click the blue Save button once information has been added. Once saved, a banner will appear indicating the individual listed is new.

If the program does not have an individual serving in the listed category, a record still must be added. Click the blue "Add" box and enter "NA" in the Job Title text box. Then click "Save".



When an individual is entered into the system **for the first time** they are marked with a status of New (and this status is also indicated on the PDF generated report).

The annual report system maintains the list of personnel from year to year. Anyone added in a previous reporting year will appear in the current report. These Personnel will be listed with three colored boxes to the right of each record.

The program must mark the status of each individual by clicking one of the three boxes that appear.

The **green check mark** indicates that the individual still holds the listed position and no edits/updates to listed information are needed. The PDF will indicate **Same** above the individual's listing.

The **orange pencil** indicates that the individual still holds the listed position, but edits are needed to the information in the record. Click the pencil, make appropriate edits, and click Save. The PDF will indicate **Modified** above the individual's listing.

The **red X** indicates that the individual is no longer serving in the position. The PDF will indicate **Removed** above the individual's listing once marked as removed. The individual will not appear in future reports.

Once a status is chosen, a banner will appear on each record indicating the status.

If you click the incorrect status, don't worry! You can change the status by clicking the correct box – and the record will be updated with the most recent status chosen.

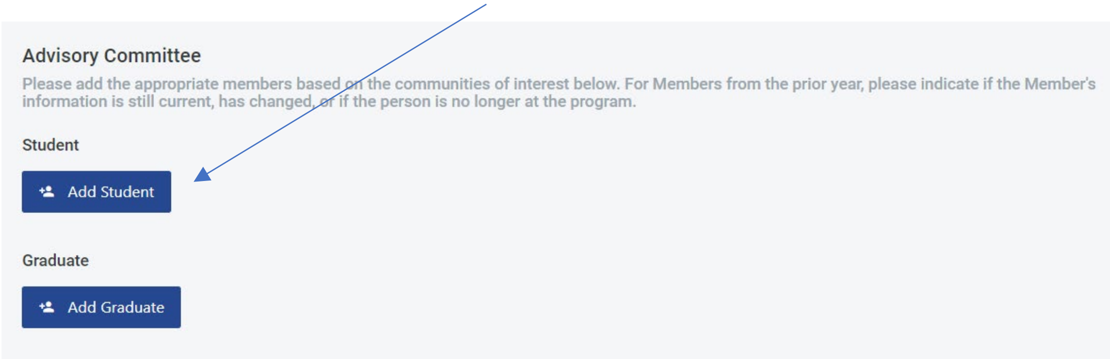
Once all necessary additions, edits, deletions, and status updates have been made to the personnel list, AND each personnel category has **at least one entry** (even if N/A), click

for the Section to be marked as complete.

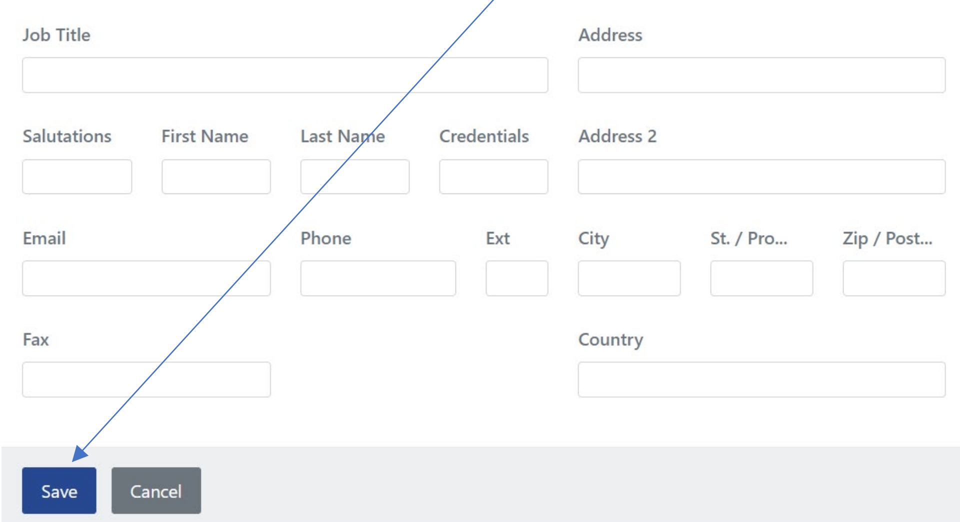
ADVISORY COMMITTEE

In this section, you will add your Advisory Committee roster. Communities of Interest that must be represented on the Advisory Committee are listed (e.g. Student, Graduate, Faculty, etc). Each Community of Interest must have at least one member entered for the section to be marked as complete.

To add a member, click on the blue "Add" box for each listed Community of Interest.

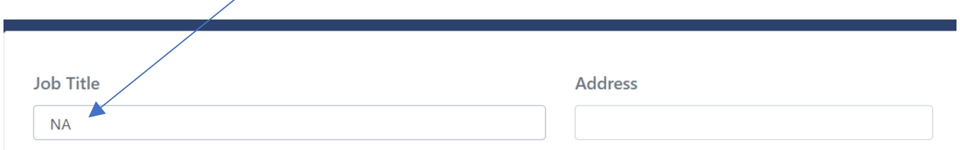


Provide requested information and click Save once information has been added.



If the program does not have an individual serving in the listed category, a record still must be added. Click the blue "Add" box and enter "NA" in the Job Title text box, then click "Save".

Programs should have a member representing each Community of Interest, but it is noted that a new program that has not yet graduated a class cannot fill the Graduate position.



When an individual is entered into the system **for the first time** they are marked with a status of New (and this status is also indicated on the PDF generated report).

The annual report system maintains the list of Advisory Committee members from year to year. Anyone added in a previous reporting year will appear in the current report. These members will be listed with three colored boxes to the right of each record.

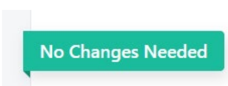
The program must mark the status of each individual by clicking one of the three boxes that appear.

The **green check mark** indicates that the individual still holds the listed position and no edits/updates to listed information are needed. The PDF will indicate **Same** above the individual's listing.

The **orange pencil** indicates that the individual still holds the listed position, but edits are needed to the information in the record. Click the pencil, make appropriate edits, and click Save. The PDF will indicate **Modified** above the individual's listing.

The **red X** indicates that the individual is no longer serving in the position. The PDF will indicate **Removed** above the individual's listing once marked as removed. The individual will not appear in future reports.

Once a status is chosen, a banner will appear on each record indicating the status.



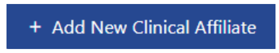
If you click the incorrect status, don't worry! You can change the status by clicking the correct box – and the record will be updated with the most recent status chosen.

Once all Communities of Interest have at least one member entered (or a record marked NA has been entered), click 

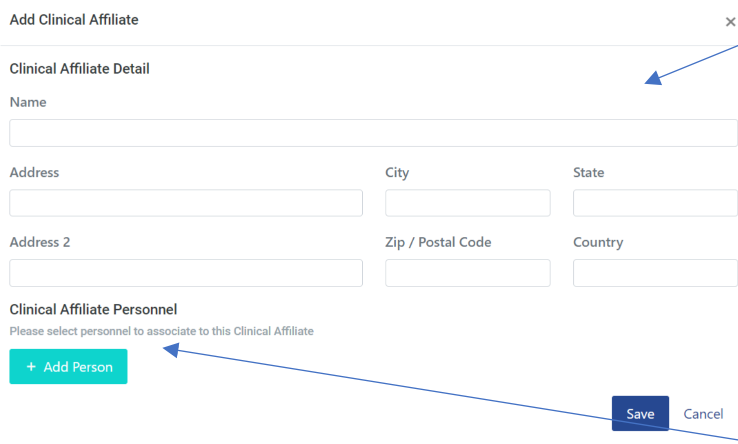
for the Section to be marked as complete.

CLINICAL AFFILIATES

All clinical affiliates utilized by the program must be entered in this section. Once a Clinical Affiliate is entered it is maintained in the system from year-to-year, until removed.

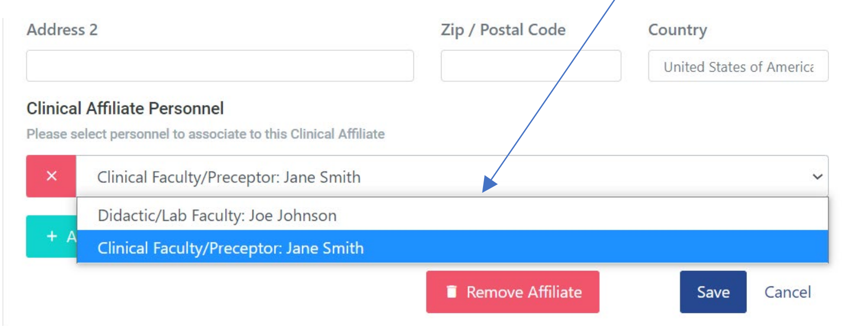
To **ADD** a clinical affiliate, click on the blue 

box and enter information requested under the Clinical Affiliate Detail.

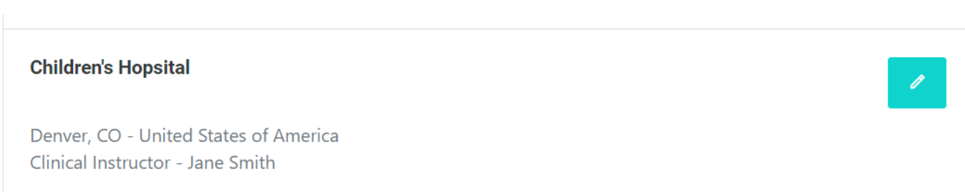


ASSIGN A CLINICAL INSTRUCTOR to each clinical site under the "Clinical Affiliate Personnel" area that appears below Clinical Affiliate Detail. **<u>IMPORTANT: Instructors must first be entered in the Personnel Section and will then populate into the drop-down list that appears under Clinical Affiliate Personnel.</u>**

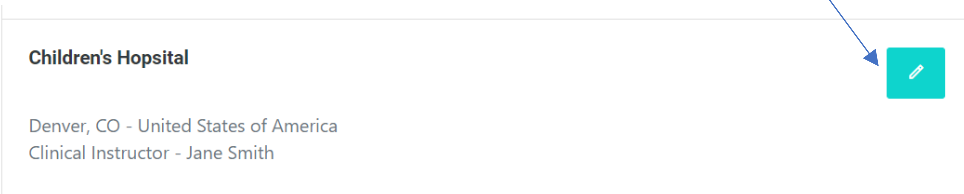
To assign an instructor, click "Add Person", scroll to the appropriate instructor in the drop-down list and highlight, then click SAVE.



Once a clinical instructor is assigned to the clinical affiliate, the assigned instructor will appear along with the clinical affiliate in the main list.

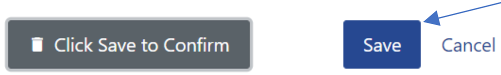


To **EDIT** information entered for a clinical affiliate, click on the green pencil next to the listed affiliate, make necessary edits/updates, and then click Save.

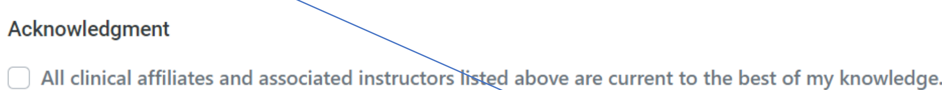


To **REMOVE** an affiliate, click the green pencil next to the listed affiliate, and then click 

The following message will appear stating "Click Save to Confirm". Once the blue Save box is clicked, the clinical affiliate will be removed from the list of clinical affiliates.



Once you have confirmed your list of clinical affiliates is accurate and complete, click the acknowledgment statement, then the Continue box that appears in order to mark the Section as complete.



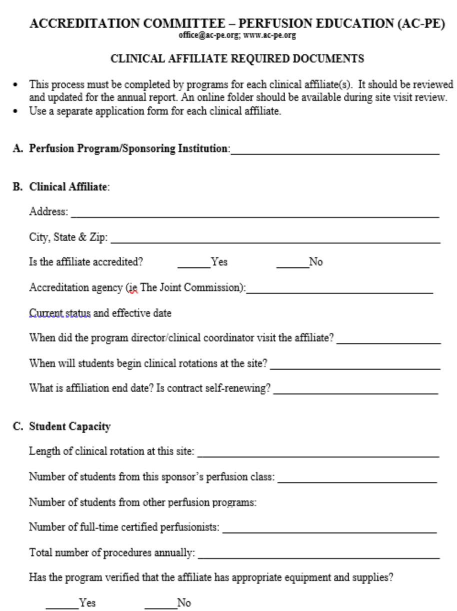
IMPORTANT

Programs are required to maintain specific documentation for every clinical site. This documentation should be updated annually as part of the annual reporting process to assure required documentation is being maintained. The following are required to be maintained for each affiliate:

- Completed Clinical Affiliate form containing required signatures
- Curriculum vitae for the Designated Clinical Site Coordinator
- Verification of malpractice insurance coverage, if required by the affiliation agreement
- Signed affiliation agreement

The complete clinical affiliate form is available on the AC-PE website at the link below-

https://ac-pe.org/forprograms/clinical-affiliate-application/



ACCREDITATION COMMITTEE – PERFUSION EDUCATION (AC-PE)
office@ac-pe.org; www.ac-pe.org

CLINICAL AFFILIATE REQUIRED DOCUMENTS

- This process must be completed by programs for each clinical affiliate(s). It should be reviewed and updated for the annual report. An online folder should be available during site visit review.
- Use a separate application form for each clinical affiliate.

A. Perfusion Program/Sponsoring Institution: ____________________

B. Clinical Affiliate:

Address: ____________________

City, State & Zip: ____________________

Is the affiliate accredited? _____Yes _____No

Accreditation agency (ie The Joint Commission): ____________________

Current status and effective date

When did the program director/clinical coordinator visit the affiliate? ____________

When will students begin clinical rotations at the site? ____________

What is affiliation end date? Is contract self-renewing? ____________

C. Student Capacity

Length of clinical rotation at this site: ____________________

Number of students from this sponsor's perfusion class: ____________________

Number of students from other perfusion programs:

Number of full-time certified perfusionists: ____________________

Total number of procedures annually: ____________________

Has the program verified that the affiliate has appropriate equipment and supplies?

_____Yes _____No

PROGRAM INFORMATION

All fields marked with an asterisk are required.

The URL to program outcomes must be entered in https:// format. The URL provided must be a direct link to the area of the program's website where the program's outcomes are published, per the CoA policy below:

Program Information

* denotes a required field

Program Title

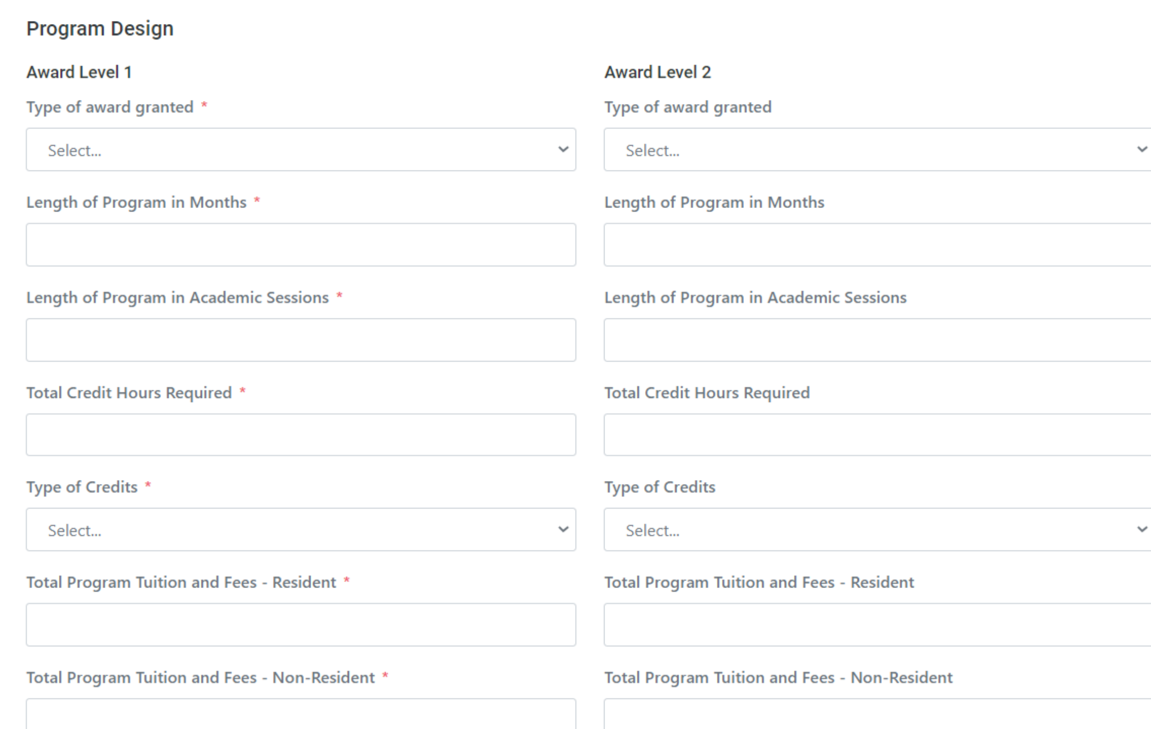
Neurodiagnostic Technology

Name of certificate or degree awarded *

URL to program summary outcomes results required in Standard V.A.4. *

AC-PE POLICY: Perfusion programs are required to publish at least the three-year averaged placement results on the program/institution website. Placement must be within one year of graduation. Data published must be consistent with the Annual Report submitted to the AC-PE.

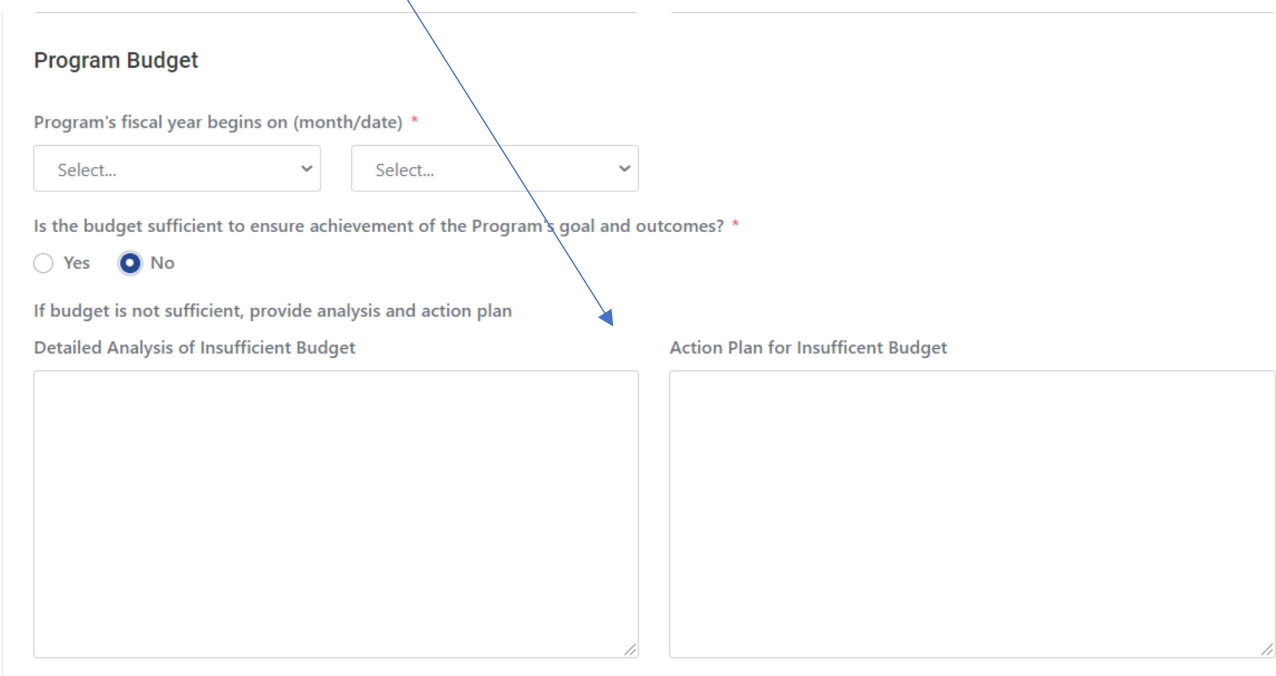
Enter required Program Design information. **All fields other than those with drop-down menus will accept numeric values only (no decimals).**



Program Design

Award Level 1	Award Level 2
Type of award granted *	Type of award granted
Select...	Select...
Length of Program in Months *	Length of Program in Months
Length of Program in Academic Sessions *	Length of Program in Academic Sessions
Total Credit Hours Required *	Total Credit Hours Required
Type of Credits *	Type of Credits
Select...	Select...
Total Program Tuition and Fees - Resident *	Total Program Tuition and Fees - Resident
Total Program Tuition and Fees - Non-Resident *	Total Program Tuition and Fees - Non-Resident

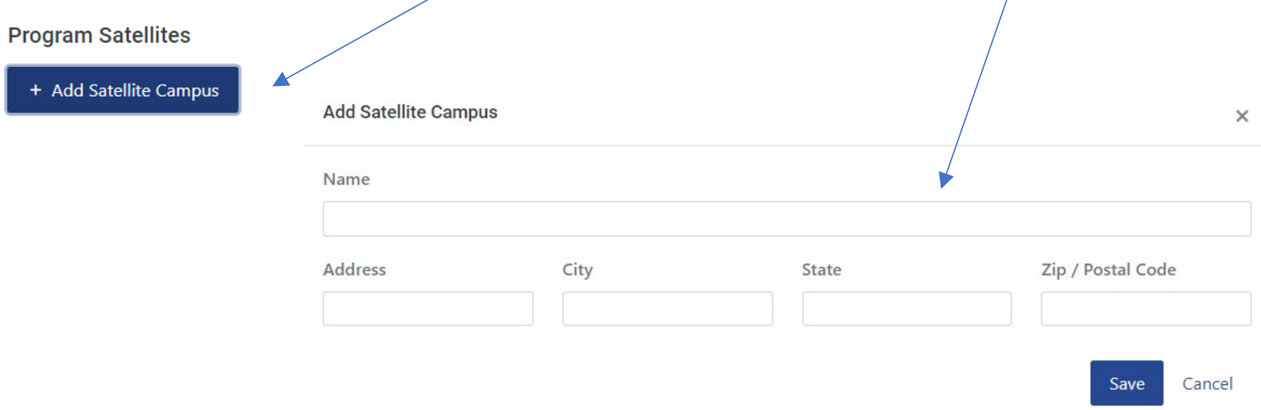
Respond to questions about the Program Budget. If the budget is not sufficient to ensure achievement of goals and outcomes, text boxes will appear at the bottom of the screen and the program must provide a detailed analysis and action plan related to the budget sufficiency.



Program Satellites

PLEASE NOTE: Satellite locations must be approved by the AC-PE before they can be added to the annual report.

To enter an approved satellite location, click on the "Add Satellite Campus" box, complete requested information, and then click "Save". Once added, satellite locations will populate in the Enrollment and Retention Section when adding a cohort of students and will allow the user to designate whether the cohort was admitted to the home campus or to the satellite campus.

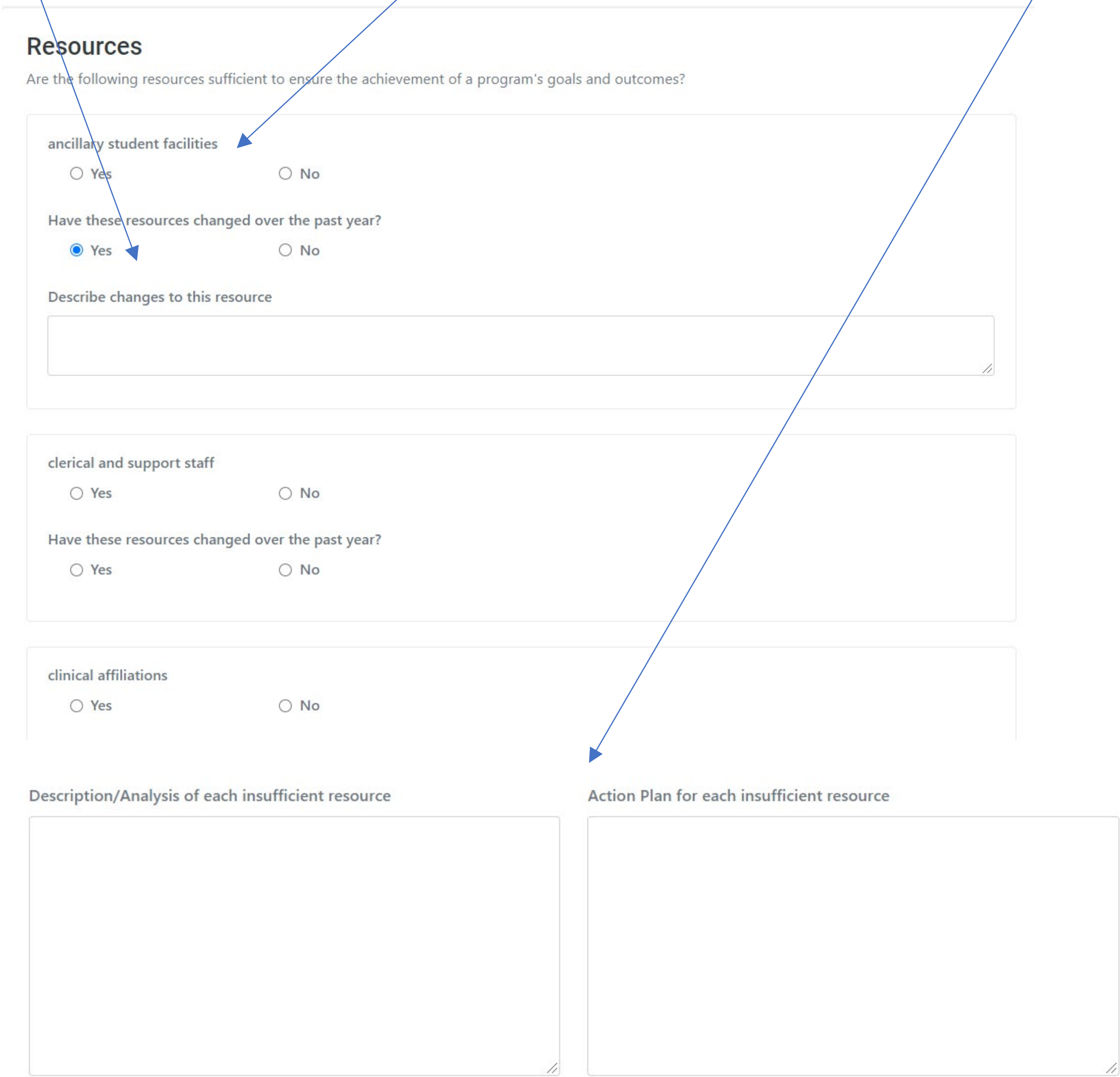


Click the **blue Save** button at the bottom of the screen to save all responses provided in each area of the Program Information Section. Once all required field have been completed, click Save & Continue for the section to be marked as complete.

RESOURCES

Mark each listed resource as sufficient (YES) or not sufficient (NO). For any "No" response, a detailed analysis and action plan must be provided in the text boxes that appear at the bottom of the screen.

Mark whether there have been changes to each of the listed resources since submission of the last annual report. If "Yes" is marked, provide a detailed description of the changes in the text box that appears.



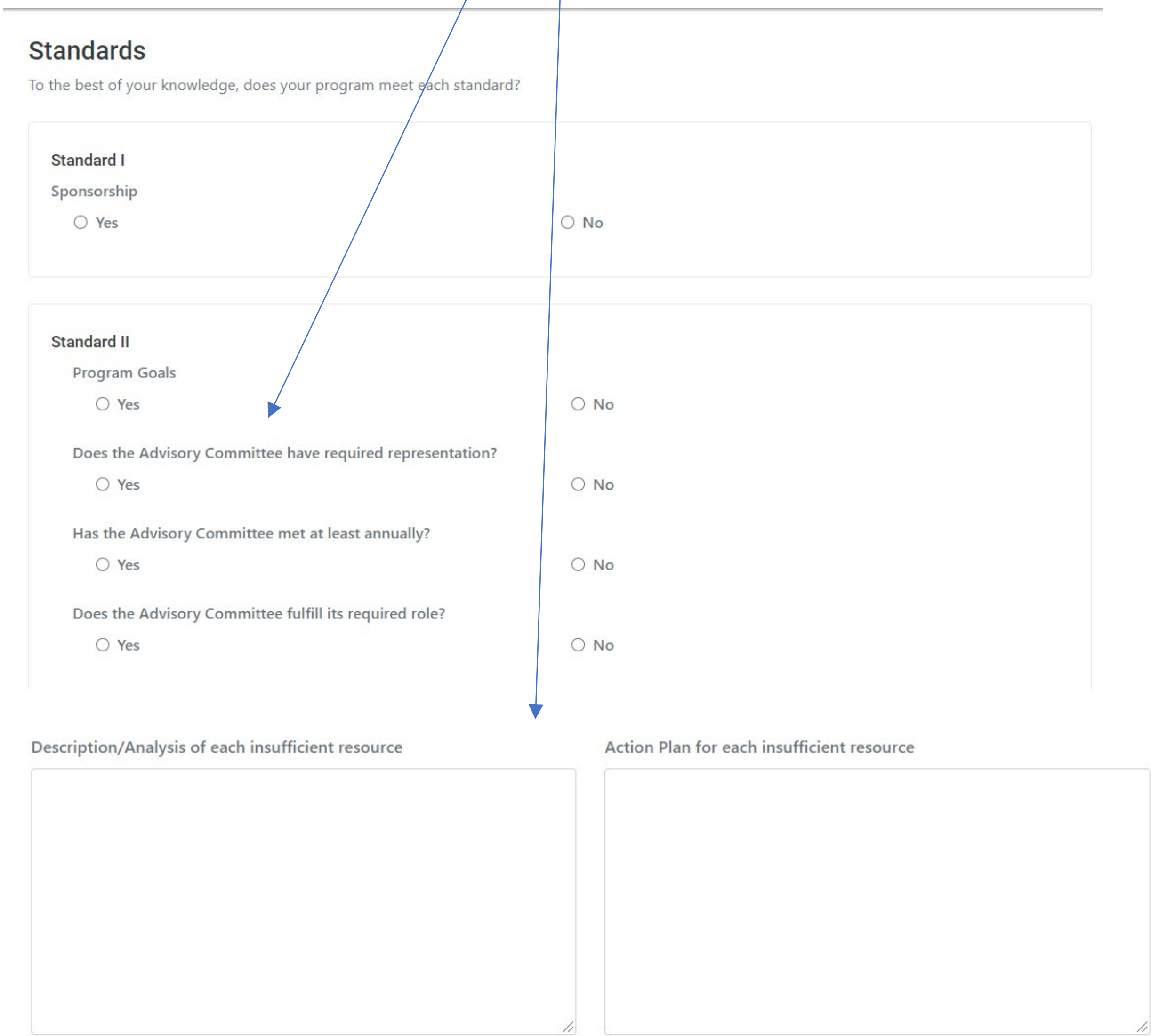
Click the **blue Save** button at the bottom of the screen to save responses provided for each Resource. Once all responses have been provided, including detailed descriptions of any changed Resources, as well as required analysis and action plan(s), click Save & Continue for the section to be marked as complete.

STANDARDS

Before completing this section, review the requirements in the Standards and Guidelines for the Accreditation of Educational Programs in Perfusion, which can be found on the CAAHEP website at [CAAHEP - Standards and Guidelines](). Mark each listed Standard's section as Met (YES) or Not Met (No).

Additionally, respond appropriately to Standard II questions related to the Advisory Committee.

For any "No" response, a detailed analysis and action plan must be provided in the text boxes that appear at the bottom of the screen.



Standards

To the best of your knowledge, does your program meet each standard?

Standard I

Sponsorship

○ Yes ○ No

Standard II

Program Goals

○ Yes ○ No

Does the Advisory Committee have required representation?

○ Yes ○ No

Has the Advisory Committee met at least annually?

○ Yes ○ No

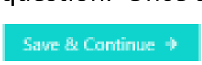
Does the Advisory Committee fulfill its required role?

○ Yes ○ No

Description/Analysis of each insufficient resource

Action Plan for each insufficient resource

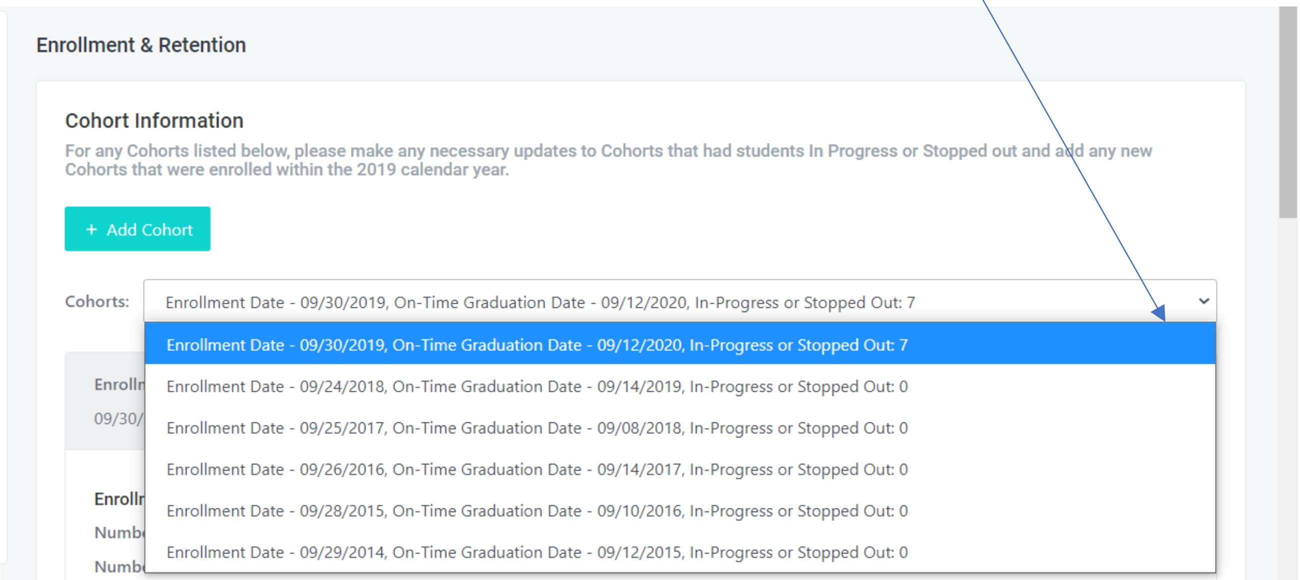
Click the **blue Save** button at the bottom of the screen to save responses provided for each Standard and question. Once all responses have been provided, including required analysis and action plan(s), click



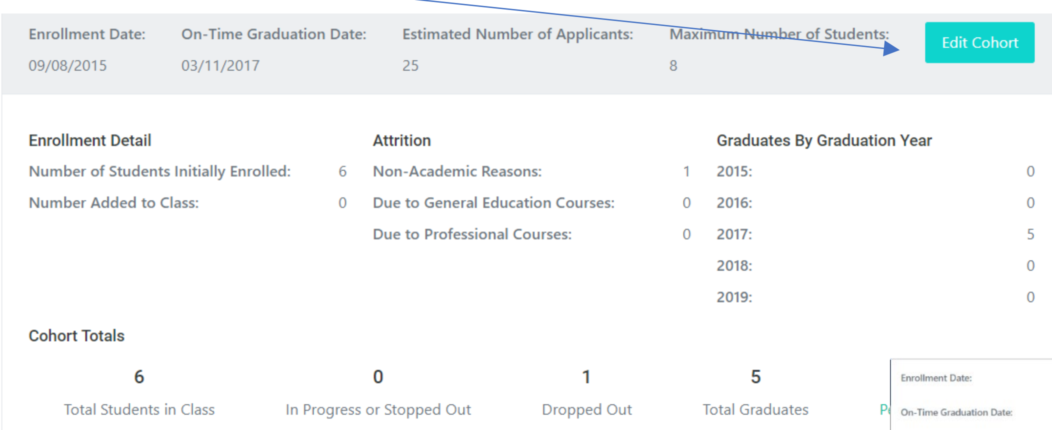
for the section to be marked as complete.

<u>**ENROLLMENT & RETENTION**</u>

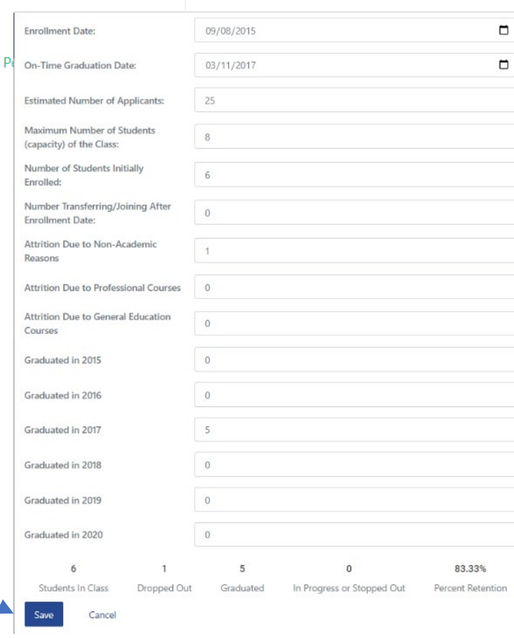
You can navigate through all cohorts for the reporting period by clicking the drop-down menu and highlighting the cohort you want to view.



The corresponding cohort detail chart will appear. To **EDIT** the information contained in a chart, click the Edit Cohort button.



Make necessary updates to information in the chart and click the Save button.



To **ADD** a cohort click 

NOTE: Once a cohort is added to the system, it can't be deleted, so be sure to be careful when adding!

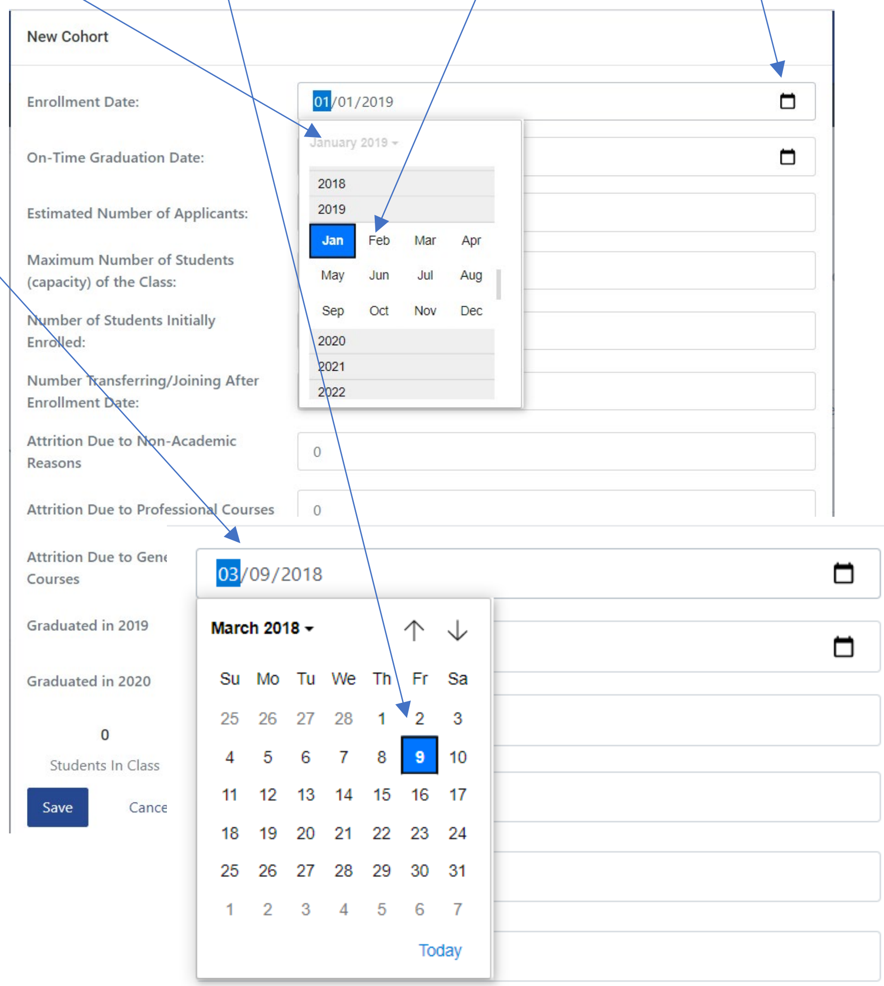
Enrollment Date: Use the drop-down calendar to enter the Enrollment Date. After opening the calendar, click the bold Month/Year that appears at the top of the calendar to navigate through the calendar. **Scroll UP** to choose an enrollment year earlier than the years appearing in the chart; **scroll DOWN** to enter an enrollment year later than the year shown.

After choosing the appropriate Enrollment Year, click on the applicable Enrollment Month, and a calendar will appear for the Year and Month selected. Highlight the specific day of Enrollment, and the date chosen will populate in the text field.

On-Time Graduation Date: Follow the steps as outlined above to enter the On-Time Graduation Date.

NOTE: you can only enter cohorts with an Enrollment Date on or prior to the date you are completing the annual report. For example, if you are completing the annual report on November 11, 2022, you will only be able to enter cohorts with Enrollment Dates on or prior to November 11, 2022.

Programs that start multiple classes in a calendar year should enter each class as a separate cohort in the system.



Once enrollment and on-time graduation dates are chosen, enter the information requested in each row of the new cohort chart. The cohort can be saved after entering the Enrollment and On-Time Graduation dates, and can be edited as needed to add additional data.

Estimated Number of Applicants and Maximum Number of Students (capacity) of the Class are for information purposes only and not used in outcomes calculations.

Retention is calculated in the system by adding the Number of Students Initially Enrolled and Number Transferring/Joining After Enrollment Date to determine the total number of students in the cohort.

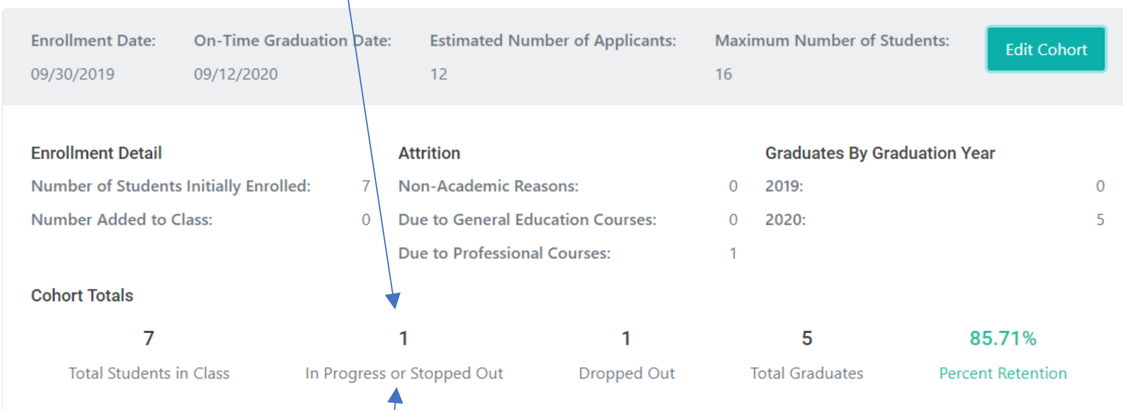
NOTE: The Number Transferring/Joining After the Enrollment Date does NOT include students that enrolled in a previous cohort and stopped-out. The status of students/graduates should always be updated in the **cohort in which they first entered the program.**

Students that have dropped out of the program should be accounted for in one of the Attrition rows – for either Non-Academic reasons, Professional Courses, or General Education courses.

Once a student has graduated, they should be accounted for in the row showing the applicable year of graduation.

> For example, if a class of 10 students started on September 6, 2018 (with an “On-time” Graduation Date of June 2, 2020) and 8 of those students graduated in 2020, then the number “8” would be entered in the row labeled “Graduated in 2020”. If 1 student of that Enrollment cohort had stopped out for a year, but came back and graduated in 2020, then the number “1” would be entered in the row labeled “Graduated in 2021”.

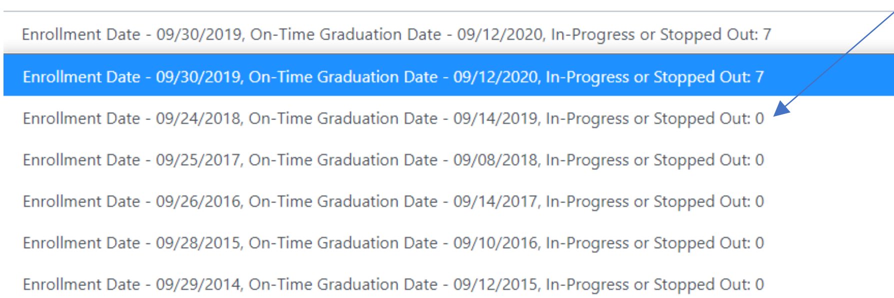
The system will automatically calculate the number of students In Progress or Stopped Out. If a student is not accounted for as graduated (in a "Graduated in XXXX" row) or in one of the Attrition categories, they are calculated as in-progress/stopped out. The program is not penalized for any students categorized as in-progress/stopped out.



$$\text{Retention} = \frac{\text{\# Graduated + \# students in-progress or stopped-out}}{\text{Total Students in Class (\# initially enrolled + \# transferring/joining after enrollment date)}}$$

Programs should be sure to appropriately update any students showing In Progress or Stopped-Out in each cohort as soon as the student has either graduated or dropped out of the program permanently.

Programs can see the number In-Progress students for each cohort listed in the drop-down menu, as well as in the detailed chart for each cohort.



The **Retention Average by Graduation Year** Chart pulls data from all cohorts entered in the steps above. This chart is a summary of retention, attrition, and in-progress students and can't be edited. Data must be updated within the specific cohort detail chart in order to appear in the summary chart below.

2019 - 2015 Retention Average By Graduation Year

Graduation Year	2019	2018	2017	2016	2015
# Initially Enrolled	5	12	9	14	16
# Added to Class	0	0	1	0	0
Attrition Due to General Education Courses	0	0	0	0	0
Attrition Due to Non-Academic Reasons	0	0	2	0	3
Attrition Due to Professional Courses	0	0	0	1	0
# Dropped Out	0	0	2	1	3
# In-Progress or Stopped Out	1	0	0	0	0
# Graduated	4	12	8	13	13
Retention Percentage	100.00%	100.00%	80.00%	92.86%	81.25%

57	6	70.00%	89.47%	92.59%
Total Students	Dropped Out	Threshold	Percent Retention	3-Year Average

One-year retention results show at the bottom of each cohort column.

The 5-year and 3-Year Retention averages appear at the bottom of the chart.

Analysis and Action Plan text boxes will appear in the report if either the 1-year or 5-year threshold is not met. A brief analysis and action plan are required if the **1-year threshold is not met.** **The program must submit a Standardized Progress Report is the 5-year average is not met.**

Retention Positive Placement Detail

The Retention Positive Placement chart will populate the Total Graduates based on data entered in the cohort charts.

The text boxes indicate editable fields.

Enter the # Employed and # Continuing Education or Active Military, but NOT Employed – and then click the blue Save button at the bottom of the screen.

2019 - 2015 Retention Positive Placement Detail

Graduation Year	2019	2018	2017	2016	2015
Total Graduates	4	12	8	13	13
# Employed	0	11	8	12	13
# Continuing Education or Active Military, but NOT Employed	0	0	0	0	0
Positive Placement	0	11	8	12	13
Placement Percentage	0.00%	91.67%	100.00%	92.31%	100.00%

50	44	75.00%	88.00%	79.17%
Total Graduates	Total Positive Placement	Threshold	Percent Positive Placement	3-Year Average

Save

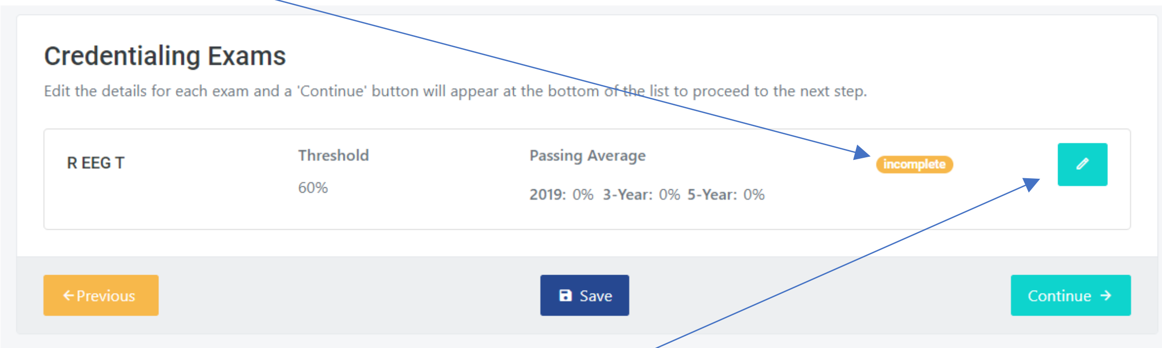
Analysis and Action Plan text boxes will appear in the report if either the 1-year or 5-year threshold is not met. A brief analysis and action plan are required **if the 1-year threshold is not met.**

The program must submit a Standardized Progress Report is the 5-year average is not met.

NOTE: The Positive Placement Chart must be completed and saved, including the # Employed, in order for the correct data to populate in the Survey Worksheet section.

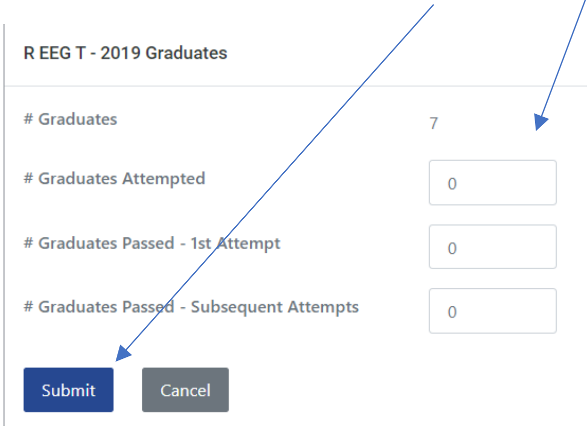
CREDENTIALING EXAMS

Enter data for the PBSE and CAPE exams that appear in your annual report. The chart is marked Incomplete until data is appropriately updated.



To edit, click the Green Pencil.

Enter the # of Graduates attempting the exam, as well as the # that passed on the first attempt and subsequent attempts, and click Submit.



Note: Past years' results are always editable so the program can account for any additional students that passed the exam on the first or subsequent attempts.

Once the exam chart has been updated, the chart will be marked Complete.

NOTE: If there are no attempts on an exam, you still must click Edit, assure zeros are entered into the text boxes, and click Submit. This will mark the chart as complete.

A standardized progress report must be completed if the program's 3-year averaged outcome does not meet the threshold.

SURVEY WORKSHEET

To enter Graduate and Employer Survey results, start by entering data on surveys sent and returned by clicking Edit Worksheet.

NOTE: Before you can enter data in the worksheet, the # of employed graduates must be entered into the Retention Graduate Placement chart in the Enrollment & Retention section.

Survey Worksheet Edit 2019 Worksheet

Graduate Surveys Sent / Returned

Graduation Year	2019	2018	2017	2016	2015
Total Graduates	10	0	5	7	3
Graduate Surveys Sent	0		5	7	3
Graduate Surveys Returned	0		5	7	3
Graduate Survey Returned Rate (50% Threshold)	0.00%	0.00%	100.00%	100.00%	100.00%

Enter the number of surveys sent and returned into text boxes, and then click SAVE.

Note: Satisfaction is calculated based on the # Returned (not the number sent).

2019 Graduate & Employer Surveys Sent & Returned

2019 Graduates Surveys

# Graduates	Sent	Returned	Returned Threshold	Return Rate
10	10	7	50%	70.00%

Employer Surveys

# Employed	Sent	Returned	Returned Threshold	Return Rate
9	9	6	50%	66.67%

Save Cancel

$$\text{Graduate Survey Return Rate} = \frac{\text{\# of graduate surveys returned}}{\text{\# of graduates}}$$

$$\text{Employer Survey Return Rate} = \frac{\text{\# of employer surveys returned}}{\text{\# of graduates employed}}$$

The Graduate Surveys Sent/Returned and Employer Surveys Sent/Returned charts will populate with summary sent/return data. These charts are for information only and can't be edited.

Graduate Surveys Sent / Returned

Graduation Year	2019	2018	2017	2016	2015
Total Graduates	10	0	5	7	3
Graduate Surveys Sent	10		5	7	3
Graduate Surveys Returned	7		5	7	3
Graduate Survey Returned Rate (50% Threshold)	70.00%	0.00%	100.00%	100.00%	100.00%

Employer Surveys Sent / Returned

Graduation Year	2019	2018	2017	2016	2015
Total Employed Graduates	9	0	4	7	3
Employer Surveys Sent	9		4	6	3
Employer Surveys Returned	6		4	6	3
Employer Survey Returned Rate (50% Threshold)	66.67%	0.00%	100.00%	85.71%	100.00%

Analysis and Action Plan text boxes will appear if the program doesn't meet the 1-year or 5-year threshold for survey return. A brief analysis and action plan are required **if the 1-year threshold is not met.** A detailed analysis and action plan are required if the 5-year threshold is not met.

Description/Analysis of each insufficient resource

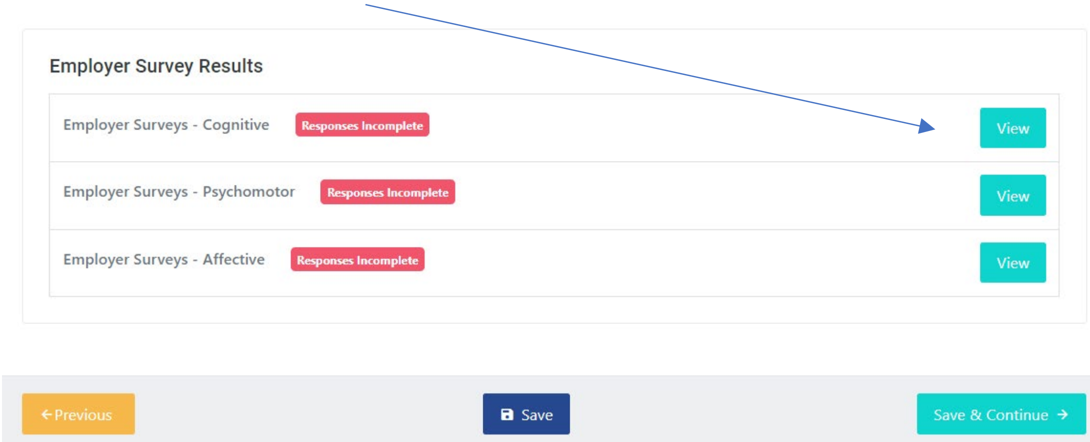
Action Plan for each insufficient resource

After survey return data is entered, Graduate Survey Results and Employer Survey Results charts become visible.

Graduate Survey Results

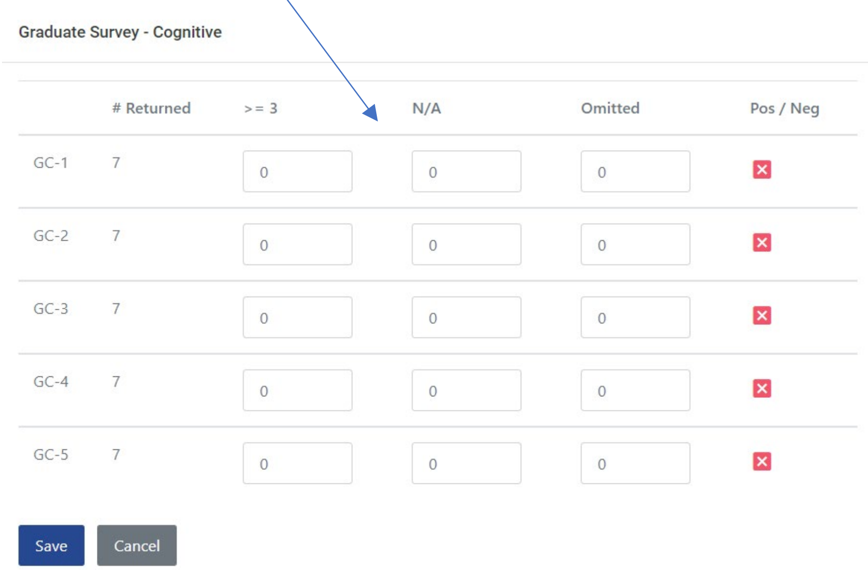
Graduate Survey - Cognitive	Responses Incomplete	View
Graduate Survey - Psychomotor	Responses Incomplete	View
Graduate Survey - Affective	Responses Incomplete	View

Click View in any row to view a summary of results for the applicable survey and domain.



The results chart contains summary information. To enter satisfaction data, click Edit under the applicable graduation year.

In the chart that appears, enter the distribution of responses for each question item in the text boxes that appear. The distribution includes the number of responses greater than or equal to 3, the number marked NA, and the number marked Omitted.



Note: The total number of responses to each question can't exceed to Total # of Returned Surveys.

Once responses for all question items are entered, click Save.

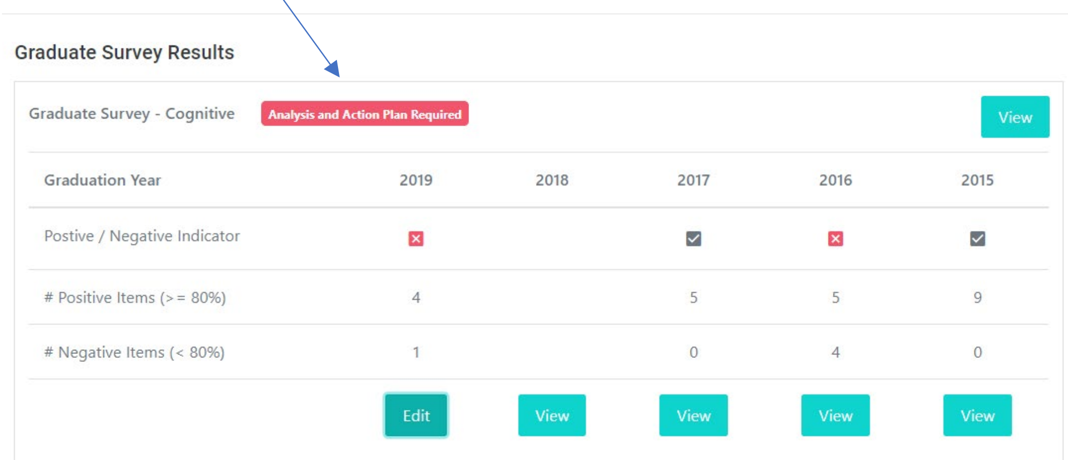
80% of the responses to each question item must be greater than or equal to 3 for the survey item to be marked positive. Any item not meeting the 80% threshold is marked negative. Any responses of N/A and Omitted are subtracted from the # of surveys returned before the calculation is made.

$$\text{Graduate Survey Satisfaction} = \frac{\text{\# of responses 3 or greater}}{\text{\# of surveys returned} - (\text{\# omitted} + \text{N/A})}$$

$$\text{Employer Survey Satisfaction} = \frac{\text{\# of responses 3 or greater}}{\text{\# of surveys returned} - (\text{\# omitted} + \text{N/A})}$$

After saving each satisfaction chart, the Survey Results summary chart will reappear and provide a summary of positive and negative items. Additionally, the red “Responses Incomplete” notation will disappear.

If there are any negative items for the **current reporting year**, the summary chart will show a red Analysis and Action Plan Required message and text boxes will appear. The program must write a detailed Analysis and Action plan addressing all negative items.



Graduate Survey Results

Graduate Survey - Cognitive — Analysis and Action Plan Required — View

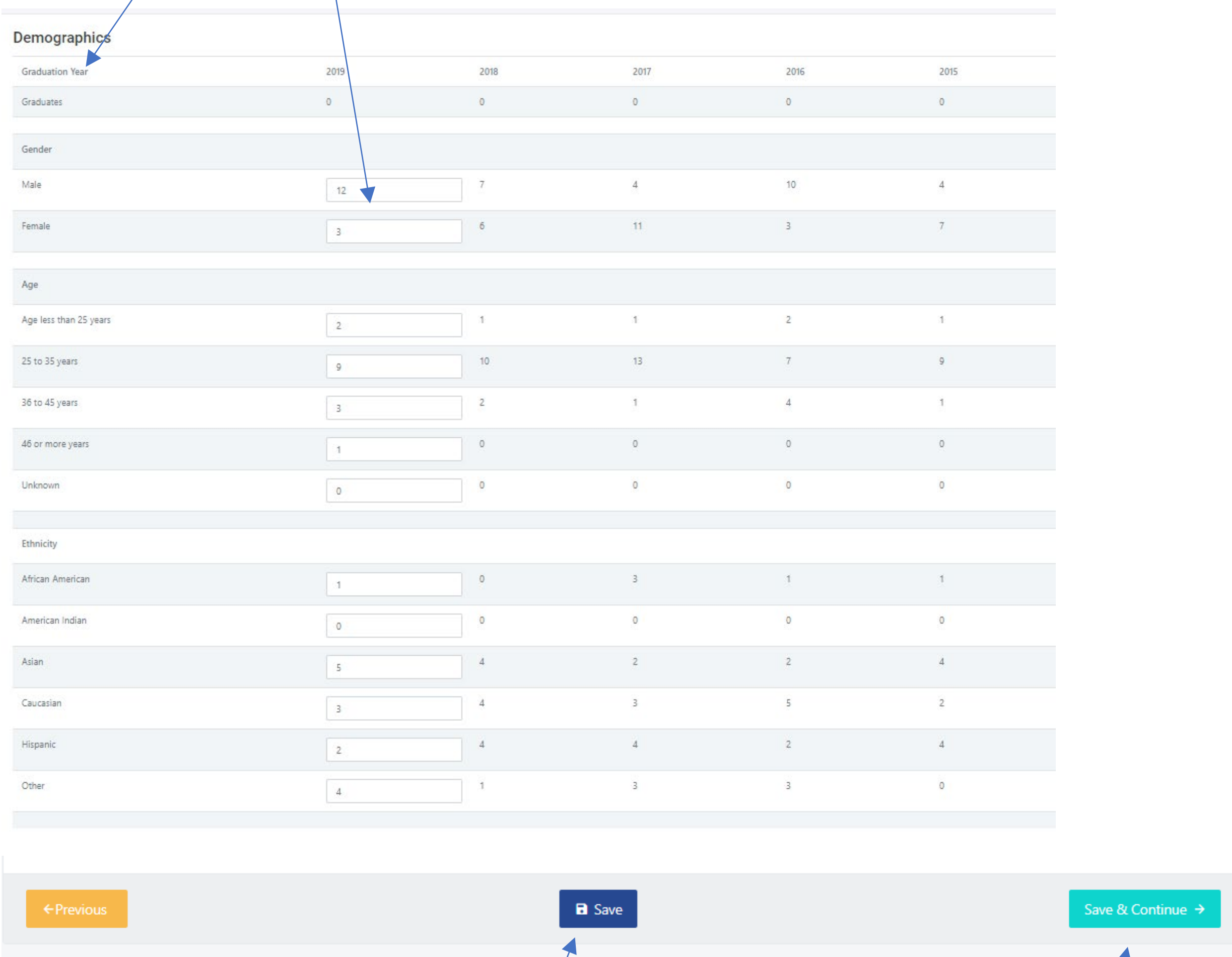
Graduation Year	2019	2018	2017	2016	2015
Postive / Negative Indicator	☒		☑	☒	☑
# Positive Items (>= 80%)	4		5	5	9
# Negative Items (< 80%)	1		0	4	0
	Edit	View	View	View	View

Repeat the process of providing the distribution of responses to all question items for each survey in each learning domain. Be sure to provide a detailed analysis and action plan for all negative items in the text boxes that appear.

DEMOGRAPHICS

The total number of graduates in each calendar year automatically carries through from data input in the Enrollment and Retention section.

Enter the demographic information for all graduates of the calendar year specified in the corresponding column. Edit mode is indicated by boxes in the cells.



Demographics

Graduation Year	2019	2018	2017	2016	2015
Graduates	0	0	0	0	0
Gender					
Male	12	7	4	10	4
Female	3	6	11	3	7
Age					
Age less than 25 years	2	1	1	2	1
25 to 35 years	9	10	13	7	9
36 to 45 years	3	2	1	4	1
46 or more years	1	0	0	0	0
Unknown	0	0	0	0	0
Ethnicity					
African American	1	0	3	1	1
American Indian	0	0	0	0	0
Asian	5	4	2	2	4
Caucasian	3	4	3	5	2
Hispanic	2	4	4	2	4
Other	4	1	3	3	0

Click “Save” to save data entered in the chart.

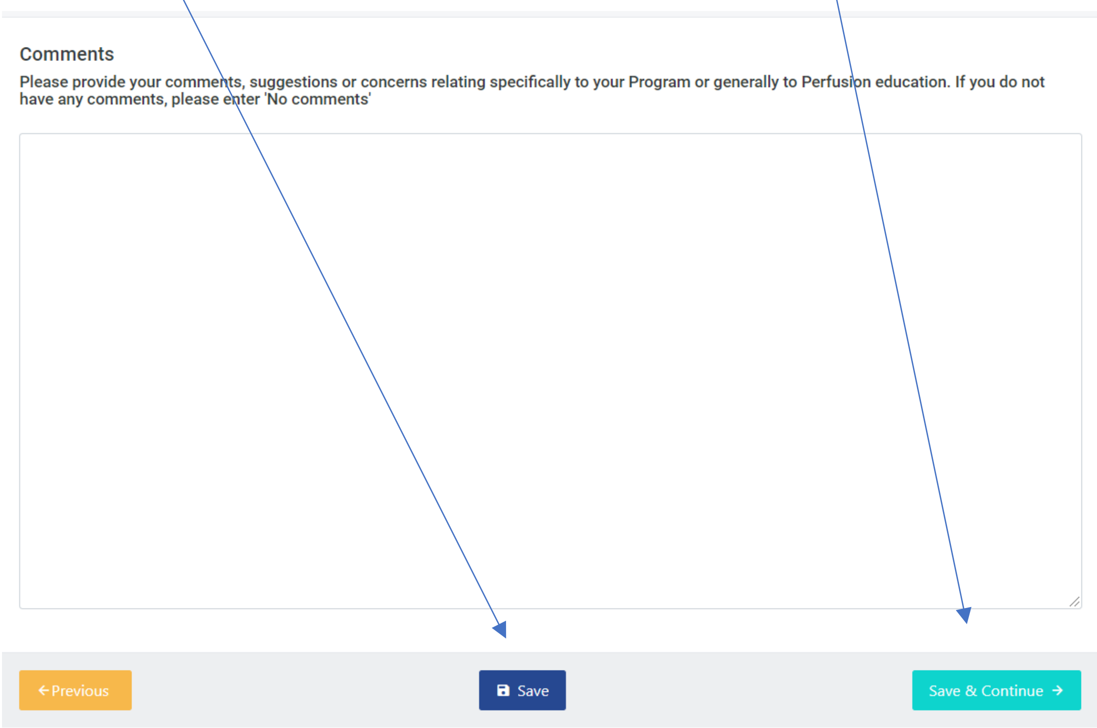
Once all data is provided, click “Save & Continue” for the section to be marked as complete.

COMMENTS

Enter any comments, suggestions, or concerns related to your program or generally to the profession.

If you do not have any comments, enter "No Comments" in the text box.

Click "Save" at the bottom of the screen to save comments entered. Once all comments have been provided, or "No comments" has been entered into the text box, click "Save & Continue" for the section to be marked as complete.

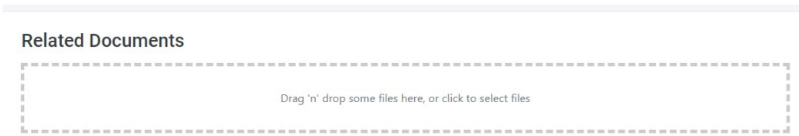


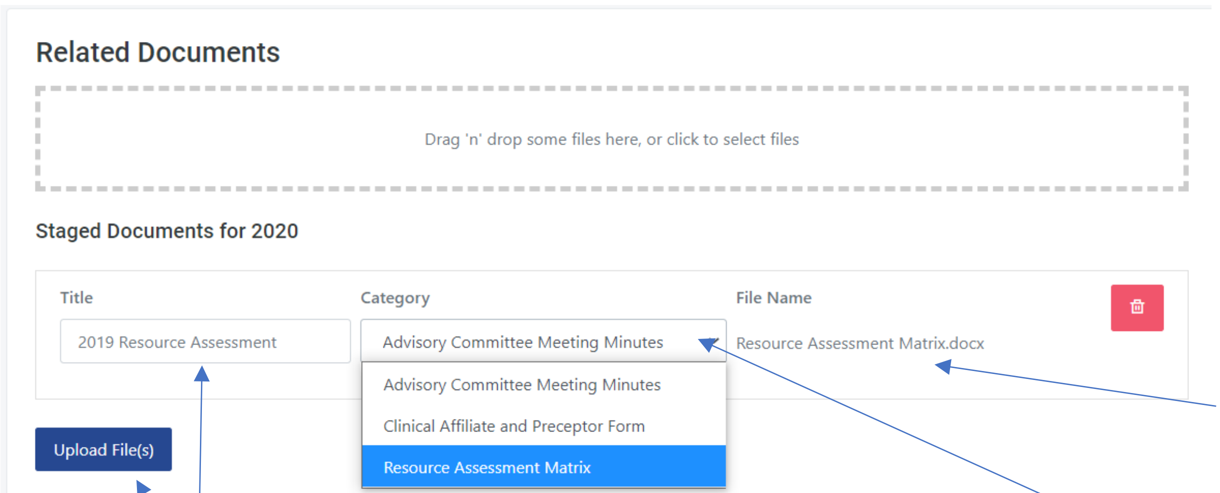
RELATED DOCUMENTS

The following documents are required to be uploaded:

CV for any new Didactic Faculty member or new Designated Clinical Site Coordinator

To upload documents, either drag and drop the document into the designated box, or click the box, browse to the file on your computer, and double-click to choose the document.





Once the file has been chosen and populates in the window, the File Name will appear.

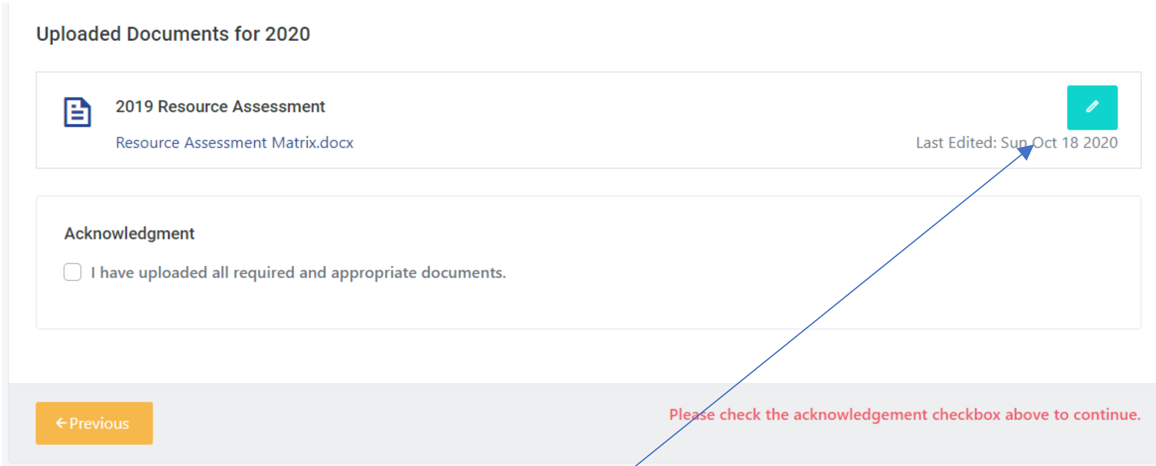
Enter the Title of the Document and choose the appropriate document Category from the drop-down list.

Repeat these steps for each document you want to upload.

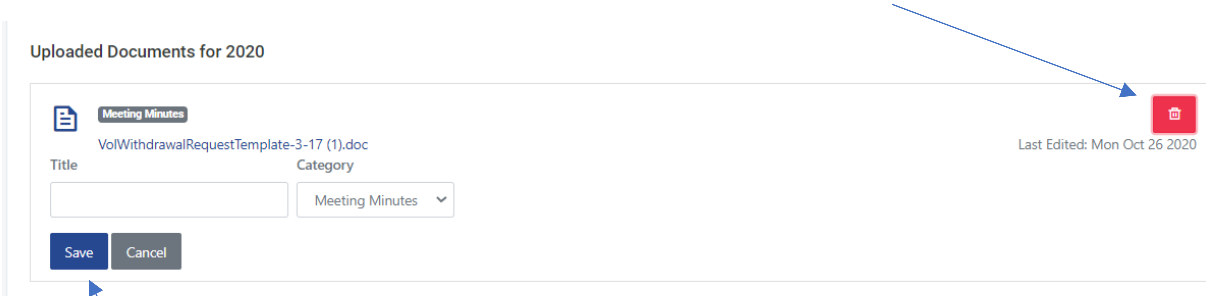
Then click Upload File(s).

Note: If multiple files are being uploaded, please be patient as the upload process is completed.

Once you have finished uploading files, they will appear in the Uploaded Documents list.



To DELETE a document, click the green pencil and then click red trash can.



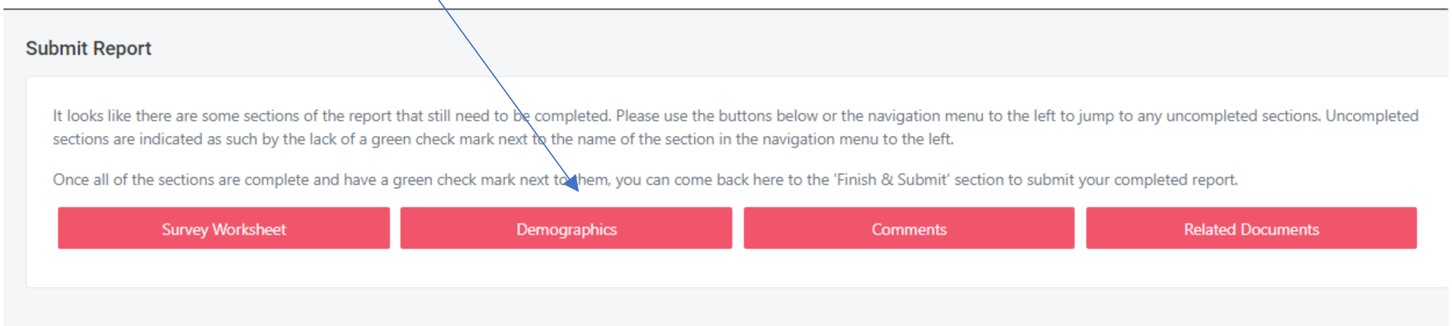
Then, click Save to confirm the deletion.

Once you have uploaded all necessary documents, click the Acknowledgement at the bottom of the screen, and then click the green Continue button to mark the section as complete.

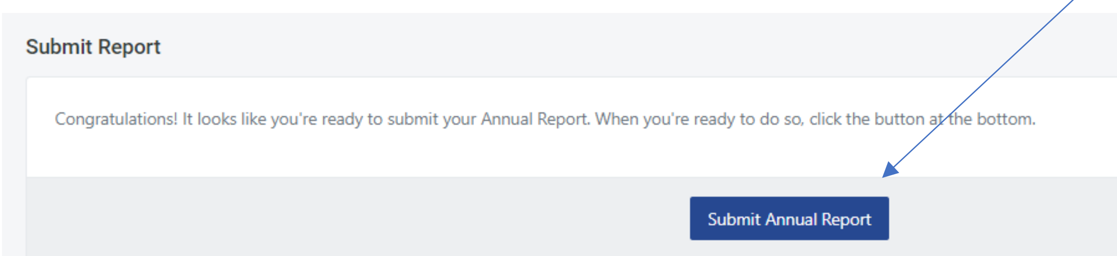
FINISH & SUBMIT

Once you arrive at Finish & Submit, any section that has not been completed and marked with a green check mark will show in a red block.

Be sure to go back to each unfinished section and complete the steps needed to mark the section as complete.



Once all sections are marked with a green check mark, you are ready to submit the report. Click Submit Annual Report and a copy of the PDF report will be emailed to the Committee on Accreditation.



Remember, you can view the PDF document at any time by clicking the Preview PDF button that appears at the top/right of each section.