AC-PE GRADUATE SURVEY
INSTRUCTIONS FOR USING SURVEY MONKEY

Graduate Surveys should be distributed 6-12 months following graduation.

Programs can work with the AC-PE to distribute and collect Graduate Surveys via Survey Monkey:

1. Approximately 5-11 months following graduation, the program should forward the following via email to office@ac-pe.org:
    a. Graduation Date of Class;
    b. List of graduates, including first and last names; and
    c. Email address for each graduate.

2. AC-PE staff will verify receipt of the information and provide an estimated date for providing returned surveys to the program.

3. AC-PE staff will prepare and distribute an email containing a Graduate Survey invitation using Survey Monkey, with the standardized message below:

    > *"Kindly take a moment to complete this Graduate Survey regarding the perfusion program at [INSTITUTION NAME]. Participation is critical as results are provided to the program and used for program improvement and accreditation outcomes reporting. Your input and participation are truly appreciated!"*

    In addition, the subject of the email will include the institution's name as follows:
    "Graduate Survey of [Institution Name] Perfusion Program."

4. If the graduate does not respond to the survey following the initial invitation, one additional attempt will be made to collect the survey. A third attempt will only be made if less than 50% of the surveys distributed are returned, thus putting the program below the 50% return rate threshold.

5. Approximately 3-5 weeks following initial distribution, AC-PE staff will forward the program a summary report of survey distribution and receipt, including a PDF copy of each received survey. ***The program is responsible for maintaining copies of all surveys in its program files. The AC-PE will not maintain copies of surveys.***

6. The program should immediately follow-up with graduates that did not return the survey via Survey Monkey and attempt to collect the survey using another method.

    *Survey Monkey requires that email invitations include a note allowing users to opt out of Survey Monkey surveys. If a graduate opts out or has already opted out of participating in Survey Monkey surveys, the program will be responsible for attempting to collect the survey using another method. Individuals opting out will be reported to the program.