

6. 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
 - Medical Director
 - Clinical Coordinator
 - Other Program Faculty
 - Clinical Instructors
7. 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.
8. 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.
9. 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.
10. 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
11. Academic Catalog/Bulletin
Submit a current academic catalog or bulletin from the institution.
12. 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.
13. Grievance Policies
Provide faculty and student grievance policies.
14. Student Clinical Work
Provide the policy by which students may perform clinical work while enrolled in the program.
15. Health Policies
Describe the health care policies for students entering the program.

16. 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 virtual consult visit by an individual assigned by the AC-PE, preferably prior to student acceptance. The visit will consist of one person, for approximately one/half 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 virtual visit. Documentation provided by the program will be discussed during the visit and the AC-PE representative will consult with the program on other areas, as needed.

Once the AC-PE reviews the program's application and materials, 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 awarding Candidacy status, 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 must notify the AC-PE of any changes made to the program during candidacy status.

ACCREDITATION COMMITTEE – PERFUSION EDUCATION

APPLICATION FOR 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 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. 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

