



**COMMISSION ON ACCREDITATION  
OF ALLIED HEALTH EDUCATION PROGRAMS**

# **Policies & Procedures**



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# 100 General Principles and Policies

## 101 Policies and Procedures

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) Board of Directors is responsible for adopting CAAHEP policies and procedures. The Board uses a collaborative process with its communities of interest to develop policies and procedures. The CAAHEP Policies and Procedures are available on the CAAHEP website.

Proposed revisions to the CAAHEP Policies and Procedures are first submitted to the Governance Committee for review. After the Governance Committee recommends new or revised policies and procedures, they will be considered at the next Board of Directors meeting. Following conditional approval by the CAAHEP Board of Directors, a draft of the new or revised policies is published on the public-facing website, where open comments are received for thirty days.

CAAHEP invites members of its Communities of Interest, the public, and practitioners to provide feedback on proposed policies during the open comment period. At the next regular meeting of the Board of Directors, the comments received will be considered by the Board before a final version of the CAAHEP Policies and Procedures is approved. The CAAHEP Policies and Procedures document is published twice a year according to a schedule approved by the Board.

If the Board approves an immediate change in CAAHEP Policies and Procedures, a notification of such change will be published on the CAAHEP website within one week following Board approval. Any immediate changes will be added to the published CAAHEP Policy and Procedures. Comments on immediate policy changes will be collected during the next open comment period and considered by the Board of Directors at their next regular meeting.

*Note: The CAAHEP Policies and Procedures document will be updated and posted on the CAAHEP website twice a year in January and July.*

## 102 Recognition of CAAHEP as a Specialized Accrediting Agency

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

## 103 Geographic Scope

CAAHEP accredits programs upon the recommendation of its collaborating Committees on Accreditation (CoAs). The CAAHEP International Accreditation Review Committee (IARC) approves CoAs to participate in the review of programs outside the United States and its territories. The decision to review programs outside the United States and its territories is at the discretion of the individual CoAs, as indicated in their Standards.

CAAHEP and its approved CoAs will meet the following Council for Higher Education Accreditation (CHEA) recognition standards for international accreditation:

- A. has the capacity and competence to engage in international accreditation activities.
- B. notifies the appropriate international authorities of its intent and seeks guidance regarding the accrediting organization's current and proposed activities.
- C. applies standards that are substantially comparable to U.S. institutions and programs, and if modifications are necessary, that information will be made public.
- D. Specific rules and requirements for Accreditation of programs outside the United States are in Section 200 of this policy manual.

**104 Fair Business Practices**

CAAHEP, its CoAs, the accredited programs and program sponsors comply with principles of fair business practices.

**105 Fair Education Practices**

CAAHEP accredited programs and program sponsors comply with fair practice standards in education as specified in Section V of the applicable *Standards and Guidelines* for the profession.

**106 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. CAAHEP requires its Committees on Accreditation to adopt policies related to conflicts of interest for their volunteers.
- B. Conflict of Interest Policy for CAAHEP Volunteers

Conflict of interest refers to any situation in which a volunteer of CAAHEP 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 an interest.

If any voting member of CAAHEP or the CAAHEP Board of Directors 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 member 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 refrain from participating in the discussion or vote on programs within their profession.

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.

#### C. 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. Expense reimbursement requests must be submitted within 60 days of the event.

#### D. 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 the need for public disclosure, CAAHEP will publish the accreditation award letters.

However, except as stated above, CAAHEP and its CoAs will hold as confidential the following documents and the information contained therein:

1. Self-Study Report
2. Site Visit Report

3. All Progress Reports
4. All other correspondence between CAAHEP, the CoAs, and the programs which relates to the accreditation process (including the appeals process, as applicable).

Program sponsors may release any of the above information, at their discretion. CAAHEP and its CoAs will not make public any of the above documents without the permission of the program sponsor, unless it misrepresents the information either through public statements or release of selected sections of documents.

These confidentiality requirements for any of the above documents shall not be in effect when CAAHEP or its CoAs are required to turn over information by a bona fide judicial or governmental process.

## **107 Program Sponsor Autonomy**

CAAHEP and its CoAs conduct their business with respect for the program sponsor'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 ensure 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 ensure 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 ensure 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 in the *Standards and Guidelines* for accredited programs.

### 6. Self-Study

The institution has the right to define its own means of conducting ongoing self-evaluation. The institution has a responsibility to prepare the Self-Study Report in a format acceptable to the CoA.

**108 Due Process**

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

**109 Continuous Improvement**

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

**110 Streamlining Accreditation**

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

**111 Organizational Archives**

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

**112 Spokesperson for the Commission**

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

**113 Innovative Education**

CAAHEP encourages and supports innovation that promotes academic quality in health science education programs. Innovation and flexible processes applied throughout the accreditation process allow the organization and the programs it accredits to meet existing and emerging needs of CAAHEP's communities of interest.

**114 Coordinated Site Evaluations**

CAAHEP encourages coordinated 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 CoAs 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.

## **115 Requirements for Program Sponsors**

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.

### **A. General Characteristics of a Program Sponsor**

A program sponsor or consortium:

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

### **B. Characteristics of a Program Sponsor based outside the U.S.**

A Program Sponsor based outside the U.S. must be legally authorized to provide post-secondary education and otherwise must meet the CAAHEP requirements for Sponsorship as described in the *Standards*.

### **C. Operational Characteristics of a Consortium**

Consortium: A group of two or more education providers operating an educational program through a written agreement outlining the expectations and responsibilities of each of the partners. At least one of the consortium partners must meet the requirements of a program sponsor as outlined in CAAHEP Standards, section I.A.1 – I.A.4.

A Consortium does not refer to clinical affiliation agreements with the program sponsor or articulation agreements with a post-secondary institution.

If the program meets the definition of an internationally based program (Policy 211), it cannot apply as a consortium-sponsored program.

A Consortium must have its own decision-making board or governing committee and chief executive officer (CEO). A single line of responsibility from the CEO, commonly the Chair of this governing Committee, to the program director is strongly recommended.

In all cases, the Consortium must have a formal, written agreement or memorandum of understanding, delineating governance and lines of authority. Agreements involving Title IV-eligible post-secondary academic institutions should comply with the regulations and other official guidance of the U.S. Department of Education and the Office of Federal Student Aid, including the amount of instruction that may be provided by Title IV-ineligible entities and approval by the institutional accreditor when required.

An organizational chart depicting the lines of responsibility within the Consortium is required. The Consortium must also have written policies and procedures to follow. The governing body of the Consortium meets at least annually and creates policies to be followed by program personnel.

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

# 200 Accreditation Policies and Procedures

## 201 Authority for Accreditation

CAAHEP is the accrediting agency. CAAHEP delegates to its Board of Directors the final decision-making authority as well as the responsibility for assuring that accreditation recommendations from the CoAs follow due process and comply with the accreditation Standards.

## 202 Procedure for Notification of Accreditation Actions

Accreditation is granted by CAAHEP thus CAAHEP is responsible for all written communication with the program sponsor and its program(s) regarding their accreditation status.

All notification(s) of accreditation status or actions including initial, continuing, transfer of sponsorship, withhold, withdraw (voluntary or involuntary), probationary accreditation, administrative probation, inactive, 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 Board of Directors 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 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 distributed 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 Board of Directors will be published by CAAHEP soon after each meeting, both in the bi-monthly newsletter and on the CAAHEP website.
5. CAAHEP accreditation staff shall maintain a list of all CAAHEP accredited programs.

## 203 Interval Between Comprehensive Program Evaluations

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 program evaluations with a maximum of 10 years.

## 204 Accreditation Definitions

### A. Statuses of Accreditation

CAAHEP (through its Board of Directors) confers the following statuses of public recognition related to accreditation for each concentration and add-on track: Initial, Continuing, and Probationary Accreditation. In addition, when appropriate, the CAAHEP Board can vote to withhold or withdraw accreditation. Additional statuses, not requiring Board action, are administrative probation and inactive.

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

**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 compliance with CAAHEP Standards. Initial accreditation remains in place until another action is taken by the CAAHEP Board.

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

**Administrative Probation** is a temporary status imposed when a program has not complied with administrative requirements.

**Withhold Accreditation** is an action taken when a program seeking initial accreditation is not in compliance with the accreditation *Standards*.

**Withdraw Accreditation** is an action taken when a program is no longer in compliance with the accreditation *Standards*.

### B. Program Definitions

1. **Educational Program:** A legally authorized postsecondary program of organized instruction or study that leads to an academic, professional, vocational degree, certificate, or other recognized educational credential.

CAAHEP defines an educational program (also referred to as a “program” in CAAHEP documents) in alignment with the United States Department of Education (USDE). (See 34 Code of Federal Regulations, § 600.2)

A program sponsor, as defined in the *Standards*, may offer multiple CAAHEP-accredited educational programs in the same profession. Accreditation of an educational program includes approved learning concentrations or add-ons, per the *Standards* and policies.

CAAHEP confers separate accreditation statuses to each educational program and requires that the outcomes be reported by program. CoA policies may include

additional requirements for outcomes reporting for their discipline.

2. Program Name: The program name in the CAAHEP record reflects the title of the program approved by the program sponsor and relevant authorization authority (See profession-specific Standard I.A.). Evidence verifying the program name includes, but is not limited to, published materials such as academic catalogs, institutional accreditor listings, and other primary source documents.

## 205 Concentrations and Add-on Tracks

**Concentration:** A specific area of study within a program meeting a separate and independent minimum expectation statement in the profession-specific Standards.

**Add-on track:** A supplementary program educational element that meets a separate expectation statement in the *Standards*.

Concentrations and Add-on tracks are elements of an accredited program and do not hold separate CAAHEP accreditation statuses.

An accredited program may include one or more Learning Concentrations (afterward referred to as Concentrations) based on the profession-specific *Standards*. The Concentrations of a program are approved by the CAAHEP Board of Directors.

An Add-on track is not a stand-alone program and must be part of an accredited program. Although dependent upon the accreditation of the program, the recognition of an Add-on track is approved by the CAAHEP Board of Directors.

### 1. Addition of a Concentration or Add-on track

- a. An accredited program applies to the CoA to include an additional concentration or Add-on.
- b. If approved by the CoA, a recommendation for approval of the additional Concentration or Add-on track is submitted to CAAHEP.
- c. The recommendation is reviewed and approved by the CAAHEP Board of Directors.
- d. Notifications of changes in Concentrations and Add-ons are sent to the program sponsor and published according to CAAHEP policy.

### 2. Removal of a Concentration or Add-on Track

- a. Programs with approved Concentrations or Add-on tracks may submit a request to remove the Concentrations or Add-ons to the relevant Committee on Accreditation (CoA) according to CoA policy.
- b. The CoA reviews the request, considering the program compliance with the

*Standards* and policies.

- i. If the CoA determines that removing the Concentration or Add-on track does not impact the program's compliance with the *Standards*, it will approve the change and submit a notification to CAAHEP.
- ii. If the CoA determines that the removal of the Concentration or Add-on track impacts the program's compliance with the Standards, it follows the steps of notification to the program regarding potential non-compliance and due process as outlined in Policy 206, which may result in a CoA recommendation for a change in the program's accreditation status.
- c. The notification regarding concentration and Add-on track removals is an administrative action that does not require approval by the CAAHEP Board of Directors. The information regarding the removal of Concentrations or Add-on tracks is included in CAAHEP Board of Directors' meeting materials and public notifications.
- d. Notifications of changes in Concentrations and Add-on tracks are sent to the program sponsor and published according to CAAHEP policy.
- e. Programs must notify current and prospective students of the removal of previously approved Concentrations or Add-on tracks.

3. Review of concentrations and Add-on track

Comprehensive and ongoing quality reviews of programs include approved Concentrations and Add-on tracks.

- a. CoAs may identify potential areas of non-compliance associated with a specific concentration or Add-on track.
  - i. If identified, the CoA evaluates the concern to determine if the non-compliance affects the accredited program or is isolated to an approved Concentration or Add-on track.
- b. If the area of non-compliance is isolated to an approved concentration or Add-on track, the CoA notifies the program that the specific Concentration or Add-on track is "On-Notice" by following the steps regarding findings according to Policy 206.
  - i. After receiving the program response regarding a specific Concentration or Add-on track being "On-Notice," the program must demonstrate compliance for the Concentration or Add-on track within the period specified by the CoA,

not to exceed two years, or request removal of the approved Concentration or Add-on track outlined according to CAAHEP policy.

- c. If the program cannot demonstrate compliance for the approved Concentration or Add-on track that is “On-Notice,” the CoA may submit a recommendation for a change in the program’s accreditation status following the steps outlined in Policy 206.

## **206 Accreditation Process**

To ensure consistency in decision-making and facilitate quality assurance and improvement in educational programs, CAAHEP and its Committees on Accreditation (CoAs) utilize core elements when reviewing programs and formulating recommendations to the CAAHEP Board of Directors.

Programs are considered for CAAHEP accreditation review only at the written request of the program sponsor obtained in the Request for Accreditation Services form.

### **A. Comprehensive Review**

A comprehensive review is a quality assurance evaluation of a program’s compliance with the *Standards*. A comprehensive review includes the submission of a self-study and a general site visit.

### **B. Types of Accreditation Reviews**

#### **1. Initial Accreditation Review**

An initial accreditation review is a comprehensive review.

#### **2. Continuing Accreditation Review**

- a. A continuing accreditation review evaluates an accredited program’s ongoing compliance with the *Standards* and is conducted at regular intervals as established by the CoA.

- b. Continuing accreditation review types include:

- i. A comprehensive review
- ii. The submission of a self-study or other report with or without a general site visit according to CoA policy.

#### **3. Ongoing Quality Review**

Ongoing quality review is a review of program compliance with the *Standards* including the evaluation of information regarding program compliance from any of the following sources:

- i. annual reports
- ii. progress reports
- iii. complaints regarding accredited programs
- iv. interim reports
- v. focused site visits
- vi. other evidence

### **C. Site Visits**

Site visits assist with further determination of compliance with the *Standards*. Site visitors represent both the CoA and CAAHEP.

#### 1. Site Visit Formats

CAAHEP site visit formats include on-site (in-person), virtual (synchronous video), and hybrid (mixture of on-site and virtual).

#### 2. Site Visit Purposes

##### a. General site visit

A general site visit is part of a comprehensive review and includes a complete evaluation of a program's compliance with the *Standards* at least once every ten years.

##### b. Focused site visit

A focused site visit occurs between comprehensive reviews to evaluate any specific concerns, complaints, or other circumstances required by the *Standards* regarding an accredited program. Site visitors are selected based on the area(s) of concern.

### **D. Procedures for Seeking Initial Accreditation**

1. Program submission of the Request for Accreditation Services (RAS) to CAAHEP.
2. Program submission of the self-study to the CoA. Program compliance is evaluated using the *Standards* version, effective when the program's self-study report is submitted.
3. Self-study evaluation by the CoA. Feedback is provided to the program as needed. Clarification or additional documentation may be requested from the program.

4. General Site Visit

**E. Procedures for Seeking Continuing Accreditation**

1. Program submission of the Request for Accreditation Services (RAS) to CAAHEP.
2. Program submission of the self-study or other report to the CoA. Program compliance is evaluated using the *Standards* version, effective when the program's self-study or report is submitted.
3. Self-study or other report evaluation by the CoA. Feedback is provided to the program as needed. Clarification or additional documentation may be requested from the program.
4. General Site Visit. Programs participate in a site visit as part of the continuing accreditation review as required by CAAHEP and CoA policies and procedures.

**F. Findings**

Findings are the results of any type of accreditation review conducted by the CoA.

1. Initial and Continuing Accreditation Reviews

The CoA issues a report of findings to the program after initial and continuing accreditation reviews.

- a. The report includes strengths and potential citations or areas of non-compliance with the *Standards*.
- b. Reports may identify areas needing improvement and points for consideration.

2. Ongoing Quality Review

The CoA issues a report of findings to the program based on information received during ongoing quality reviews to include potential citations or areas of non-compliance with the *Standards*.

**G. Due Process**

1. Notification and Response to Findings

- a. CoAs notify programs of findings in writing within a reasonable time period, according to CoA policy.
  - i. CoAs may use policies, interpretive guides, or other tools, such as standardized forms, to assist in determining satisfactory demonstrations of compliance with the *Standards*; however, the rationale for potential citations

or areas of non-compliance must align with the *Standards*' language and not supersede the requirement specified in the standard.

- ii. If the CoA uses such policies, interpretive guides, or other tools to assist in its determination, they must be published and readily available to programs via the Internet.
- b. Programs are given a reasonable period to respond to the notification of findings and submit evidence demonstrating the resolution of potential citations or areas of non-compliance or to correct factual errors.
- c. The CoA evaluates the program's response and evidence to determine if the program is compliant with the *Standards*, in consideration of the findings.
- d. The CoA may request additional documentation from the program to assist in the determination of compliance.
- e. If the CoA identifies a new area of potential non-compliance when evaluating a program response, the CoA follows the steps for notification and response to findings, as listed in a)-d) above.
- f. If program compliance in response to the CoA findings is not demonstrated within a period of two years, a CoA recommendation including the potential citations or areas of non-compliance must be submitted to CAAHEP.

## 2. CoA Accreditation Recommendation Formulation

- a. Following initial and continuing accreditation reviews, the CoA formulates a recommendation to CAAHEP regarding program compliance with the *Standards*. Following an ongoing quality review, the CoA may formulate a recommendation due to program non-compliance with the *Standards*.
- b. Recommendations to CAAHEP may include potential citations or areas of non-compliance that require a program to submit a progress report to document compliance with the *Standards* over a designated period.
- c. When submitting a recommendation, CoAs follow the current guidelines provided by CAAHEP.
- d. Initial accreditation recommendations do not include potential citations or areas of non-compliance with Standard IV.B. (Outcomes) for programs with no graduates or insufficient time to collect required graduate outcomes. The lack of a system to collect and assess the data may result in a potential citation or area of non-compliance.

- e. CoA recommendations must be submitted by the 15th of the month prior to the month of the CAAHEP Board of Directors meeting, at which action will be considered.
3. Due Process: Additional Procedures for Negative Recommendations
  - a. If the CoA votes to submit a negative recommendation status of withhold, withdraw, or probation, the CoA first notifies the program in writing of the negative recommendation before submitting the recommendation to CAAHEP.

The notification of negative recommendation:

1. Informs the program of its right to request reconsideration.
2. Identifies the rationale and requested compliance documentation for potential citations or areas of non-compliance.
3. Includes a reasonable timeline for requesting reconsideration of the negative recommendation and submitting requested evidence.
4. Informs the program of its right to voluntarily withdraw its accreditation or initial application (whichever applies).

- b. Reconsideration
  1. If a program requests reconsideration following a negative accreditation recommendation notification, the recommendation is not submitted to CAAHEP until the CoA considers any additional materials received according to the requirements and deadline in the CoA notification letter.
    - i. If the CoA determines that the program remains non-compliant with the *Standards* following the evaluation of the additional materials, it notifies the program of its decision following reconsideration.
  2. If a program does not request reconsideration following notification of a negative accreditation recommendation, the CoA submits the accreditation recommendation to CAAHEP.
  3. Negative recommendations submitted to CAAHEP are accompanied by the CoA notifications sent to the program documenting the steps of due process.

## **H. Accreditation Status Decision by CAAHEP Board of Directors**

CAAHEP acts on CoA recommendations and makes the final decision on program accreditation statuses.

1. Notification
  - a. Letters notifying programs of the CAAHEP Board of Directors accreditation decisions are signed by the CAAHEP President and distributed to the CEO of the

program sponsor with copies to the Dean and the Program Director. Initial and continuing accreditation awards include a digital certificate (print copies available upon request).

- b. The program listing on the CAAHEP website, including the accreditation status and the reasons for the most recent accreditation action, is updated within 30 days of the CAAHEP Board of Directors accreditation decision.
- c. CAAHEP notifies the program sponsor's institutional accreditor or other state authorizing agency of actions of probation, withhold, or withdraw accreditation.

## **207 Resolution of Citations**

The CoA evaluates progress reports submitted in response to citations identified in CAAHEP award letters. The CoA notifies CAAHEP when citations have been resolved. Unresolved citations may lead to a recommendation for a change in accreditation status.

If all citations have been resolved, the published award letter on the CAAHEP website is watermarked to reflect the resolution of citations.

## **208 Probationary Accreditation**

Except as otherwise provided in these policies, the program must be first placed on probation and given sufficient time to resolve citations before a CoA recommends withdrawal of accreditation.

If a CoA believes there is reason enough to recommend withdrawal of accreditation without first recommending probation, the CoA must submit a rationale justifying urgency for such action with the recommendation to withdraw accreditation.

## **209 Maximum Timeframe for Non-compliance**

The maximum period a program has to resolve citations as identified in a CAAHEP decision letter is four years. The four-year period begins with the issuance of the CAAHEP decision letter that first includes the areas of non-compliance.

If a program does not make satisfactory progress toward compliance, the CoA should recommend probation. If a program does not meet standards by the end of the four-year period, the CoA shall recommend withdrawal of accreditation.

### **Definitions**

**Citation:** an area of non-compliance with the Standards that has been identified by a Committee on Accreditation (CoA), forwarded to CAAHEP with an accreditation

recommendation, and acted on by CAAHEP through acceptance of the recommendation Progress Report: a report submitted by a program to a Committee on Accreditation (CoA) that provides evidence demonstrating resolution of citations issued in a CAAHEP decision letter.

## **210 Transfer of Sponsorship**

Accreditation cannot be transferred from one program to another. However, sponsorship of an accredited program may be transferred from one educational institution to another, and such transfer may or may not affect the accreditation status of the program. If critical factors such as sufficiency of funding sources, curriculum, faculty, and facilities will remain unchanged, then the request for transfer of sponsorship will be considered without any change in the program's accreditation status.

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

1. The chief executive officer of the institution relinquishing sponsorship, or an official designee, should provide the appropriate Committee on Accreditation and CAAHEP with written notice of intent to transfer the program.
2. The chief executive officer of the new program sponsor, or an official designee, completes and submits the CAAHEP [Request for Accreditation Services form](#), requesting a Transfer of Sponsorship.
3. The new program sponsor submits the following documentation to the CoA:
  - a) A summary of the pertinent basis for program relocation.
  - b) An organization chart identifying the program's position within the organizational structure and all key personnel by name and title.
  - c) Copy of the consortium agreement, if the new program sponsor is a Consortium.
  - d) Documentation of institutional accreditation for the new program sponsor and state authorization, as required.
  - e) Copy of degree or certificate, or other official evidence of completion of the program that will be provided to graduates.
  - f) Statements and appropriate exhibits fulfilling the following criteria required to be a program sponsor, including reasonable assurances that the Standards will continue to be met:
    - i. The new program sponsor receives and processes applications for admission to the program.
    - ii. The new program sponsor accepts applicants who are then enrolled as full or part-time students with all customary privileges for use of available student services and facilities.
      - Submit documentation of institutional support resources, including those required in the Standards.

- iii. There is evidence of sound financial support of the educational program on a current and continuing basis.
  - Submit a specific budgetary commitment.
- iv. Faculty are appointed to the program based on established criteria for eligibility, including professional and academic qualifications.
  - Submit curriculum vita for key personnel identified in the Standards.
- v. The new program sponsor assumes primary responsibility for curriculum planning and selection of course content, in consultation with representatives of affiliating institutions, if any.
  - Submit a curriculum outline and list of principal faculty and lecturers with qualifications.
- vi. The new program sponsor exercises primary responsibility in the coordination of classroom teaching and supervised clinical experience in simulated as well as in actual clinical facilities.
  - Submit a list of clinical or other affiliate teaching facilities along with copies of formal affiliation agreements.

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

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 appropriate accreditation status, with or without a progress report requirement. The CoA determines applicable fees and informs the new sponsor of these fees.

Should the CoA find that the information and exhibits do not document compliance with the Standards, the CoA may:

1. Request additional clarifying information.
2. Require completion and submission of a Self-Study Report.
3. Require a site visit to be scheduled; and/or
4. Recommend to CAAHEP that the transfer of sponsorship be denied for reasons stated.

## **211 Actions Not Requiring Board Approval**

Change of Name/Change of Ownership, Administrative Probation, Voluntary Withdraw and Inactive Status do not require a vote by the CAAHEP Board of Directors.

### **A. Change of Name/Change of Ownership**

If a program sponsor undergoes a change of name and/or change of controlling

ownership, this information must be submitted to CAAHEP and the appropriate Committee(s) on Accreditation. If the CoA determines that such change will have no impact on the accredited program(s), it will notify CAAHEP of that fact, and no CAAHEP Board action will be necessary. If the change is more significant and will impact factors mentioned in Policy 210, then it will be considered a Transfer of Sponsorship and should follow the procedure outlined in that section.

#### B. Administrative Probation

Programs may be placed on administrative probation at the request of a CoA and with the submission of appropriate backup material. 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 give the program two notices. The two notifications may be in writing or by electronic means such as email or fax, if allowed by the state in which the CoA is incorporated. The second notice must inform the program 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 Appendix A of the CAAHEP Standards). A program may be also 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.

#### C. Voluntary Withdraw of Accreditation

CAAHEP accreditation is voluntary and a program is considered for accreditation only at the written request of the program sponsor. A program sponsor may also request voluntary withdraw of accreditation at the written request of the chief executive officer of the program sponsor and by completing and submitting the [CAAHEP Request for Voluntary Withdraw Form](#) electronically via the CAAHEP website.

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. These students must be provided all the instruction promised by the institution and the institution is expected to maintain the academic integrity of the education program until these students have completed the program.

In all cases of voluntary withdraw, the program sponsor must:

1. pay all CAAHEP and/or Committee on Accreditation (CoA) fees until the effective date of voluntary withdraw;

2. submit all required and requested reports to the appropriate CoA until the effective date;
3. inform all current and potential students of the voluntary withdraw until the effective date;
4. delete all references to and claims of CAAHEP accreditation from websites, catalogs, advertisements, and promotional materials; and
5. provide the location where all records will be kept for students who have completed the program.

As of the effective date of voluntary withdraw of accreditation, the program will no longer appear on the CAAHEP website's listing of accredited programs.

CAAHEP will notify the appropriate CoA of the voluntary withdraw of accreditation. Voluntary withdraw of accreditation does not require approval by the CoA or the CAAHEP Board of Directors.

The institution must request voluntarily withdraw in conjunction with one of the following criteria:

1. Continued Operation

An institution may request to voluntarily withdraw CAAHEP accreditation from a program even though the program will continue to operate. (If this decision is made in response to notification of a negative recommendation, follow #2 below.)

The institution should indicate the effective date of withdraw, which can be any date within the program's current accreditation cycle. If the date is beyond the current accreditation cycle, the program must submit a plan for the withdraw of accreditation.

The institution must assure that credentialing eligibility for all students enrolled under CAAHEP accreditation is not adversely affected by the voluntary withdraw of accreditation.

2. In Lieu of a Negative Action

An institution may request to voluntarily withdraw of CAAHEP accreditation from a program rather than have a recommendation of probation or withdraw of accreditation be considered by CAAHEP. The effective date of the voluntary withdraw is the same as the date on which the CAAHEP Board would have considered the recommendation for probation or withdraw of accreditation.

3. Planned Closure

An institution may request to voluntarily withdraw CAAHEP accreditation from a program that will be closing or no longer offered by the institution. The institution should set the effective date of the voluntary withdraw as the day after the graduation date of the last class of students. An institution can request the voluntary withdraw to be effective immediately only if it can assure that credentialing eligibility for all students enrolled under CAAHEP accreditation is not adversely affected by the voluntary withdraw.

If CAAHEP becomes aware of a program closure, the CAAHEP Board will vote to withdraw accreditation once appropriate due process has been followed.

#### D. Voluntary Withdraw of Initial Application

An institution may withdraw its initial application rather than have a recommendation to withhold accreditation be considered by CAAHEP. A written request to withdraw the initial application should be made directly to the appropriate Committee on Accreditation and must be received prior to the date on which the CAAHEP Board would have considered the recommendation to withhold accreditation. The effective date will be immediate upon receipt of the notification.

#### E. Inactive Status

Accredited programs may request a period of inactive status by voluntarily submitting a [CAAHEP Request for Inactive Status](#) electronically via the CAAHEP website. During inactive status, no students may be enrolled or matriculating in the program. The program must continue to pay all CoA and CAAHEP fees. A program may remain inactive for up to two years. If additional time is required, the institution shall submit to the CoA for consideration a documented plan with timelines for reactivation of the program.

If a CoA becomes aware that no students have been enrolled in a program for two consecutive years, the program will be considered to have been inactive and will be required to submit for the CoA's consideration a documented plan with timelines for reactivation of the program. If the plan is not satisfactory to the CoA, probation may be recommended.

To reactivate the program, the chief executive officer or an officially designated representative of the program sponsor must provide notice of its intent to do so in writing to both CAAHEP and the appropriate Committee on Accreditation. The program sponsor will be notified by the CoA of additional requirements, if any, that must be met to restore active status. CAAHEP will return the program to active status upon consultation with the CoA.

If a program sponsor has not notified CAAHEP or the CoA of its intent to reactivate the program, request additional time, or voluntarily withdraw by the end of the two-year

period, the CoA will recommend that accreditation be withdrawn to the CAAHEP Board of Directors.

## **212 Instructional Modalities**

Instructional modalities must meet the CAAHEP Standards and be consistent with the mission, goals, and objectives of the program.

CAAHEP recognizes the following instructional modalities pertaining to didactic and laboratory instruction.

1. Full Onsite (In-Person) Delivery: method of delivery in which all didactic and laboratory instruction is provided at an approved location (on or off campus), where instructors and students interact simultaneously in the same physical location.
2. Full Distance Education Delivery: method of delivery in which all didactic and laboratory instruction within a program is provided through distance education, meaning that the instructor and student are physically separated and using technology to interact. Instruction may be synchronous or asynchronous.
3. Blended (or Hybrid) Distance Education Delivery: method of delivery in which all didactic and laboratory instruction is provided using a combination of onsite (in-person) and distance education instruction, which may be synchronous or asynchronous.

Clinical activities are considered supervised practice and separate from didactic and laboratory instructional modalities. Clinical activities may be remote, virtual, or located at affiliated sites, as approved for the given curriculum.

Programs may utilize several instructional modalities within the accredited program. A change in the modality of instruction, including the addition of distance delivery, may be considered a substantive change and should be reported to the applicable Committee on Accreditation to determine application and reporting requirements.

### **A. Distance Education**

CAAHEP recognizes the following United States Department of Education (USDE) definition of distance education. (See: [Federal Register: Distance Education and Innovation](#))

Distance education means education that uses one or more of the technologies listed in paragraphs (1) through (4) to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include:

- 1) The internet;
- 2) One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
- 3) Audioconferencing; or
- 4) Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3).

For purposes of this definition, an instructor is an individual responsible for delivering course content and who meets the qualifications for instruction established by the institution's accrediting agency.

For purposes of this definition, substantive interaction is engaging students in teaching, learning, and timely assessment; consistent with the content under discussion, and also includes at least two of the following:

- 1) Providing direct instruction;
- 2) Assessing or providing feedback on a student's coursework;
- 3) Providing information or responding to questions about the content of a course or competency;
- 4) Facilitating a group discussion regarding the content of a course or competency; or,
- 5) Other instructional activities approved by the institution's or program's accrediting agency.

An institution ensures regular interaction between a student and an instructor or instructors by, prior to the student's completion of a course or competency—

Providing the opportunity for substantive interactions with the student on a predictable and regular basis commensurate with the length of time and the amount of content in the course or competency; and

Monitoring the student's academic engagement and success and ensuring that an instructor is responsible for promptly and proactively engaging in substantive interaction with the student when needed, on the basis of such monitoring, or upon request by the student.

Considerations specific to distance education delivery are identified in the table below and referenced to the applicable Standard. These are intended to provide guidance to CoAs and programs in the evaluation of the distance education delivery modality as a focus and supplement to current Standards.

CAAHEP Standard	Consideration	Evidence
I.A. Program Sponsor	<p>The program sponsor will have appropriate approval(s) to offer distance education - institutional accreditor and state, as applicable</p>	<p>The program provides evidence of approval (state agency website, emails, letters) from institutional accreditor to offer distance education.</p> <p>The program provides documentation of one of the following regarding approvals where students are located or participating in program activities (i.e., clinical/practicum/field experiences):</p> <ol style="list-style-type: none"> <li>1. state approval(s)</li> <li>2. state reciprocity</li> <li>3. state approval(s) not required</li> </ol> <p>*State approvals may include, but are not limited to: Departments of Education, Health &amp; Human Services, and State Boards.</p>
I.B. Responsibilities of Sponsor	<p>There is institutional administrative oversight of the instructional modality.</p>	<p>The program demonstrates an institutional commitment to the administrative oversight of the instructional modality.</p>
II.A. Program Goals and Minimum Expectations	<p>The program must assure that the instructional modality is consistent with the mission, goals, and objectives of the program.</p>	<p>The program provides evidence of student learning that is consistent with the program goals/objectives.</p>
III.A.12. Resources- Type and Amount – Information Technology	<p>The program implements a process to uphold academic integrity and honesty consistent with institutional policy.</p> <p>The program has adequate information technology resources for students and faculty.</p> <p>The program has technical support for students and faculty.</p> <p>The program has access to</p>	<p>The program provides evidence of a process that upholds academic integrity and honesty (i.e., an authentication process for verification of student identity).</p> <p>The program clearly identifies information technology resources for teaching and learning, including the LMS used and strategic plan for sustainability.</p> <p>The program demonstrates that technical support is made available to stakeholders, including a published schedule when technical support is available and how to access support.</p>

	<p>instructional design support and/or an experienced individual to develop or assist faculty in development of distance education courses to meet program outcomes.</p> <p>Students are provided an orientation to distance education delivery system(s).</p>	<p>The program demonstrates that an individual(s) with experience and competency in distance education instructional design contributes to the curriculum development.</p> <p>The program demonstrates that students have received instruction on the use of the LMS.</p>
III.A.14. Resources- Type and Amount – Support for Faculty Professional Development	Faculty are provided professional development and training on distance education delivery.	The program demonstrates that faculty receive a distance education orientation and regular professional development on new innovations in instructional methods and delivery platforms.
III.D. Resource Assessment	Faculty are evaluated on their knowledge of and effectiveness in delivery of distance education.	The program provides evidence of regular assessment of the faculty member's knowledge of and effectiveness in delivery of distance education.
V.A.2.I. Information technology requirements	There are clear disclosures regarding information technology requirements and resources to support students.	The program clearly discloses information technology requirements and resources to support students in meeting the program delivery method and outcomes.

## B. Directory of Full Distance Education Accredited Programs

When publishing full distance education accredited program listings on the website, CAAHEP uses the following definition of a distance education program.

**Full Distance Education Program:** Method of delivery in which all instruction within a program is provided through distance education, meaning that the instructor and student are physically separated and using technology to interact. Instruction may be synchronous or asynchronous.

Clinical activities are considered supervised practice and separate from didactic and laboratory instructional modalities. Clinical activities may be remote, virtual, or located at affiliated sites, as approved for the given curriculum.

## C. Satellites

**Satellite** - off-campus location(s) that are advertised or otherwise made known to individuals outside the sponsor. The off-campus location(s) must offer all the professional didactic and laboratory content of the program. Satellite(s) are included in the CAAHEP accreditation of the sponsor and function under the direction of the Key

Personnel of the program. Committees on Accreditation may establish additional requirements that are consistent with CAAHEP Standards and policies.

CoAs must inform CAAHEP of the addition of an approved satellite.

**213 Naming Specific Certification Credentials, Examinations, or Organizations**

Specific certification credentials, examinations, or organizations cannot be referenced within a standard in the *CAAHEP Standards and Guidelines*. Specific certification credentials, examinations, or organizations may be referenced within a *guideline*.

**214 International Accreditation**

CAAHEP provides oversight and collaborates with its Committees on Accreditation (CoA), approved by the International Accreditation Review Committee (IARC), to recommend internationally-based programs for accreditation.

Internationally-based program sponsors must have an approved IERA for each program seeking consideration for CAAHEP accreditation.

**A. Internationally-based Program**

CAAHEP defines an internationally based program as one that meets all of the following criteria:

1. Meets the CAAHEP definition of an educational program.
2. Is not located in the United States or its territories.
3. Has no more than 25 percent of faculty or students located within the United States or its territories.
4. Allows for no more than 25 percent of instruction to be delivered from a location in the United States or its territories (including any combination of classroom, laboratory, or experiential education).
5. Is legally authorized by the education ministry, council, or equivalent agency of the country in which the institution is located to provide an educational program beyond the secondary education level.
6. The authorizing body, ministry, or agency must be listed in the Council for Higher Education International Directory of quality assurance bodies, accreditation bodies, and Ministries of Education.

7. Awards degrees, certificates, or other recognized educational credentials that are officially recognized by the country in which the institution is located.

B. Authorization

CAAHEP and its CoAs will conduct an accreditation review outside the U.S. only in cases where there is no objection from all applicable education authorities or recognition/ accreditation agencies in that program's country or region.

C. Satellites

Internationally-based programs cannot be satellites of accredited programs located in the United States and its territories.

D. Site Visit

Initial accreditation site visits for programs outside the U.S. must be conducted in person. A minimum number of three site visitors are recommended. No more than one site visitor can be from the country where the visit occurs.

E. International Eligibility Review Application (IERA)

The CAAHEP IERA is a non-evaluative screening process to determine the program sponsor's understanding of the accreditation process and its eligibility to participate in CAAHEP accreditation. An IERA is neither a comprehensive review nor a consultation; it is a cursory review solely based on information provided in a program's Eligibility Application. Therefore, feedback/recommendation from the International Accreditation Review Committee is provided "as is"; no further input or discussion is available.

Approval of an International Eligibility Review Application by the IARC is valid for twenty-four (24) months. If, for unexpected reasons, programs need to postpone starting the CAAHEP accreditation cycle beyond twenty-four (24) months, another IERA and fee\* must be submitted for approval. An international eligibility review application must be submitted and approved before undergoing an initial or continuing comprehensive review.

#### International Eligibility Requirements

1. Language. All documents submitted to CAAHEP and its CoAs must be in English.
2. Cover Letter. Applicants must submit a Cover Letter indicating their understanding and willingness to participate in the CAAHEP International

Eligibility Review and Accreditation Review Process. The Cover Letter must be on the Program Sponsor's letterhead and include:

- a. A statement indicating that the Program Sponsor understands the required components of the International Eligibility Review Application and the CAAHEP Accreditation Review process.
- b. A request by the Program Sponsor CEO and Program Director authorizing CAAHEP to initiate the eligibility review process and, if approved, to participate in the CAAHEP Accreditation Review Process. The request must be signed by the following:
  - i. the chief executive officer of the institution in which the program is located (university president or chancellor, in most cases)
  - ii. the program director (PD)

In the case of a program that is sponsored by a consortium comprised of more than one institution (as defined by CAAHEP and the profession-specific Committee on Accreditation), signatures must be from the leaders of each institution.

### 3. Costs

- a. Reimbursement of the Site Visit team's actual travel expenses – Travel expenses include but are not limited to roundtrip airfare, lodging, transportation, meals, international calls, and travel insurance (both medical and security). Please note that CAAHEP and its CoAs permit its volunteers to travel at a minimum in business class when international flights are greater than eight hours in total (layovers included) or if one leg alone is six (6) hours more.
- b. Additional support for ensuring the safety and security of the CAAHEP or CoA team – This may include airport pick-up, escort, and daily ground transportation between each of the visit locations (i.e., campuses, hotel, and airport).
- c. Visa or other documentation fees\*
- d. Bank charges
- e. Remittance of CAAHEP IERA fee, Site Visit Coordination Fee, and CoA international review fees\*
- f. Global Rescue individual membership for CAAHEP and CoA site visitors

4. Safety/Security. The following factors will be considered by CAAHEP and the Committee on Accreditation when considering an International Eligibility Review Application

- a. An assessment of security risks, including terrorism and street crime factors. This assessment is based on reliable information, including State Department information and information obtained from program/school faculty at the location of the proposed travel.
- b. An assessment of health risks, including documentation of any required or recommended vaccinations.
- c. Information on visas or other bureaucratic requirements for entry into the country, including the amount of advance time needed for such paperwork.
- d. Information, if available, on the interest/willingness of specific CAAHEP and CoA staff or volunteers who have explicitly indicated an interest in such travel.

CAAHEP and its CoAs' evaluation of the safety and security must provide reasonable assurance that it will be possible to conduct initial and continuing site visits at the applicant program location. A Committee on Accreditation may cancel a planned site visit(s) at any time due to a lack of available personnel or emerging events in the country that would change the conditions that existed at the time of the Committee on Accreditation's original decision to conduct the visit.

5. Eligibility Review Procedure

- a. Submission to CAAHEP of a completed International Eligibility Review Application (IERA) with all supporting documents and the required IERA fee.\*
- b. CAAHEP will forward the IERA to the International Accreditation Review Committee (IARC), which reviews the submission and validates information compared to current policies and requirements. The IARC may request additional information or a revision of the submitted application and materials.
- c. The program sponsor will be notified of the approval status of the IERA by the IARC. If the International Accreditation Review Eligibility Application is approved, the IARC will direct the program to enter the CoA Accreditation or Pre-accreditation process, including submission of the [Request for Accreditation Services \(RAS\) form](#).

\*All CAAHEP fees must be paid in U.S. Dollars

## **215 National Credentialing Examination Performance Outcomes**

When assessing national credentialing examination(s) performance, the pass rate is the number of individuals who pass the examination out of the total test takers.

If the examination(s) can be taken prior to graduation, CoAs can establish a participation threshold for national credential examination(s).

# 300 Policies and Procedures Governing Communications with the Public

## 301 Public Notification of a Program's Status

CAAHEP provides the public with information about a program's accreditation status through its website directory of accredited programs.

CAAHEP considers a program that has probationary accreditation to retain its status as an accredited program and includes the name of the program in official listings. CAAHEP discloses the probationary status of a program in all reports of Board actions and publishes on its website the Letter of Notification of Probationary Accreditation that has been distributed 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.

## 302 Public Use of CAAHEP Accreditation Status by Programs and 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 of CAAHEP and a link to the CAAHEP website and may include CAAHEP's mailing address and telephone number.

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

- A. Except for paragraphs 2 and 3 below, if a program has not yet been accredited by CAAHEP and has not yet been scheduled for an initial site visit by the appropriate Committee on Accreditation, no mention of CAAHEP accreditation may be made.
  1. Once a site visit has been scheduled by the appropriate Committee on Accreditation, a program should publish the following statement:

*"The [name of program] at [institution] has a site visit scheduled for pursuing initial accreditation by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)). This step in the process is neither a status of accreditation nor a guarantee that accreditation will be granted."*

There should be no claims of timelines or when accreditation will be achieved.

2. If a program has been issued a Letter of Review by the Committee on Accreditation of educational Programs for the Emergency Medical Services Professions (CoAEMSP) they may publish that fact with the following statement:

“The EMT-Paramedic program at *[institution]* has been issued a Letter of Review by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This letter is NOT an accreditation status; it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards through the Letter of Review Self-Study Report (LSSR) and other documentation. Letter of Review is recognized by the National Registry of Emergency Medical Technicians (NREMT) for eligibility to take the NREMT's Paramedic credentialing examination(s). However, it is NOT a guarantee of eventual accreditation.”

3. If a program has been issued a Letter of Review or Candidacy status by another Committee on Accreditation, it may publish that fact with the following statement:

“The *[name of profession]* program at *[institution]* has been issued a Letter of Review/Candidacy status by the *[name of CoA]*. This is NOT an accreditation status; it is a status signifying that a program seeking initial accreditation has demonstrated sufficient compliance with the accreditation Standards to warrant that status. However, it is NOT a guarantee of eventual accreditation.”

- 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](http://www.caahep.org)) upon the recommendation of *[name of Committee on Accreditation]*.”

The program may also include the address and phone number:  
9355 - 113th St. N, #7709  
Seminole, FL 33775  
727-210-2350

2. 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 status whenever reference

is made to its accreditation status, by including the statement:

*"The [Name of program] is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahp.org](http://www.caahp.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 an accreditation status must include the above language about Probationary Accreditation.

- D. All CAAHEP accredited programs must maintain, and make available to the public, current and consistent summary information about student/graduate achievement that includes the results of one or more of the outcomes assessments required in these Standards. Each CoA has adopted a policy about which outcome(s) they require their programs to publish. The program should keep CAAHEP informed of the appropriate URL where the public can find the outcomes(s).

### **303 Use of CAAHEP Logo by Programs and Program Sponsors**

- A. The CAAHEP logo is the exclusive property of CAAHEP. However, CAAHEP allows accredited programs and their program sponsors to use the CAAHEP logo in publications and displays. The following guidelines must be followed.
  - 1. The logo must be used in its entirety and not modified except that it may be reduced or enlarged to suit the use, but the scale of the elements should be retained.
  - 2. It may be reproduced in black and white or in darker shades of blue.
  - 3. The logo may NOT be used by programs that have applied for, but not yet received accreditation.
  - 4. When programs are included in the publication and/or display that are not accredited by CAAHEP then accompanying text must be included that makes it clear which programs are CAAHEP accredited.
  - 5. Use of the logo shall be subject at all times to revocation and withdrawal by CAAHEP when, in its sole judgment, its continued use would not serve the best interests of CAAHEP or the public.

**304 CAAHEP Associate Member Statement**

Organizations that are approved by the Commission to be Associate Members, may publish the following statement regarding their membership in CAAHEP:

"The \_\_\_\_\_ (Associate Member name) organization is an Associate Member of CAAHEP and intends to establish a new health science discipline and Committee on Accreditation for the \_\_\_\_\_ (Profession/Discipline).

# 400 Standards Adoption and Revision

## 401 Adoption and Revision of 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 a requirement for disclosure with regard to programs' outcome measures.

The accreditation Standards include requirements for fair business practices, ethical standards, due process and fair educational practices. The Standards include a requirement for notification of substantial changes affecting a program.

All CAAHEP accreditation Standards shall conform with the established format. (See Template in Appendices)

### A. Standards Template Revisions

The *Standards and Guidelines* template is reviewed periodically by the Standards Committee, and revised as necessary by the following process:

1. Proposed draft template language is submitted to the Board of Directors for review and authorization to proceed.
2. If authorized by the Board of Directors, proposed revised template language is posted to the CAAHEP website for a minimum of 30 days for comment by communities of interest.
3. Comments are reviewed by the Standards Committee. A recommendation for final language is submitted to the Board of Directors for approval.

### B. Adoption of New and Revised Standards

1. Committees on Accreditation (CoA) are responsible for developing and periodically revising *Standards and Guidelines* in order to:
  - a) Maintain compliance with CAAHEP policy, including the Standards Template; and
  - b) Maintain congruence between the educational preparation of students and the accepted state of practice for the discipline.
2. Each CoA reviews its profession's current *Standards and Guidelines* at least once every ten (10) years and provides the CAAHEP Board of Directors (BoD) with a written report on the outcome of review.

### C. Procedures for revisions to Standards

1. Each CoA is responsible for working with its sponsoring organization(s) to develop progressive drafts over a period of several months. These drafts must comply with the current *Standards* Template (See Appendices). Initial and progressive drafts shall be shared with the CAAHEP Standards Committee for formal review and comment. (*Standards and Guidelines* Appendix A is not subject to review or revision by CoAs.) The CoA reports to CAAHEP the process it used in working with its sponsoring organization(s) to obtain input on successive drafts. The CoA must provide a written rationale to CAAHEP for any variations from the *Standards* Template as to why the variation is necessary for that profession.
2. CoA and sponsoring organization(s) are required to obtain consideration from all applicable communities of interest regarding what should and what should not be included in the *Standards and Guidelines*.
  - a) Communities of interest include practitioners, educators, employers, related professionals, students, institutional administrators (deans and program directors), national societies and agencies, and the public.
  - b) Solicitations may be made via media announcements, correspondence, postings, annual meetings, special hearings, etc.
3. Each CoA incorporates suggestions from communities of interest into proposed *Standards and Guidelines* as it deems appropriate. The CoA reports to CAAHEP the process by which the CoA and sponsoring organization(s) obtained consideration from all applicable communities of interest. The CoA reports to CAAHEP any suggestions from the communities of interest that were not incorporated into the proposed *Standards and Guidelines*, and the rationale for that exclusion.
4. CAAHEP Staff forwards the proposed *Standards and Guidelines* drafts to the CAAHEP Standards Committee.
  - a) Standards Committee reviews proposed *Standards and Guidelines* drafts for consistency with the current *Standards* Template.
  - b) Standards Committee reviews proposed wording variations from the *Standards* Template along with the CoA's written rationale to determine if an exception is warranted.
  - c) Standards Committee reviews proposed *Standards and Guidelines* drafts for consistency with CAAHEP policy and philosophy and adherence to due process.
  - d) If Standard III.C references a curriculum document, the contents of that curriculum document are incorporated into the *Standards and Guidelines* as Appendix B and is reviewed by the Standards Committee.

5. Each CoA submits proposed drafts of new or revised *Standards and Guidelines* to the appropriate CAAHEP staff person and requests a formal review by the CAAHEP Standards Committee. These reviews should take place before the final draft is presented to the sponsoring organization(s).
6. Once the Standards Committee has reviewed and approved the “Open Hearing” draft, it must be sent to all of the CoA’s sponsoring organization(s) for endorsement. The endorsement letter must be signed by the chief elected official or designated representative of the sponsoring organization.
  - a) CAAHEP allows invoking a time limit for endorsement by the sponsoring organization(s), provided each sponsoring organization has at least 60 days to take action.
  - b) The CoA may set the time limit for sponsoring organization action to be longer than 60 days, provided it is the same period for all sponsoring organizations.
  - c) If the CoA invokes a time limit for endorsement by its sponsoring organizations, it must include the following statement in its written request to each sponsoring organization:

The CAAHEP Standards revision process requires endorsement of proposed Standards by each sponsoring organization of the *[name of CoA]*. In the event the *[name of sponsoring organization]* does not provide written consent or written objection to the proposed Standards within *[fill in # of days, but not fewer than 60]* days after receipt of this written notification and the attached proposed *Standards and Guidelines* document, the proposed Standards are deemed endorsed.

7. The CoA submits the completed “Request for a CAAHEP Open Hearing on Proposed *Standards and Guidelines*” form, along with the endorsement letters from each Sponsoring organization (or documentation of the elapsed time limit endorsement) to the CAAHEP office. CAAHEP then schedules a public Open Hearing on the proposed *Standards and Guidelines*.
  - a) Time and place of the hearing are determined by CAAHEP. Hearings may be held in every month except December. When possible, open hearings will coincide with a face-to-face meeting of the CAAHEP Board of Directors. All hearings will include the option of teleconference participation for those who are unable to be physically present.
  - b) CAAHEP provides at least thirty (30) days’ notice of the public Open Hearing to the appropriate communities of interest. Notice is posted on the CAAHEP website.
  - c) All notices identify the date, time and location of the hearing, and specify the mailing address, email address, and date by which written comments must be received in the CAAHEP office.
  - d) The hearing is conducted by a three-person panel, composed of members of the Standards Committee or designee(s).

8. 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 and Guidelines*.
9. 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.
10. BoD takes action on the *Standards and Guidelines* at its next regularly scheduled meeting and notifies the CoA of its decision.
11. Upon approval by the BoD, CAAHEP adds Appendix A to the document and adds the year in which the approval occurs to the beginning of the document as “revised yyyy”.

D. For incorporating Template wording revisions only

1. If after the completion of the CoA review and Standards Committee review (see Section 401, B), incorporating Template wording revisions are the only changes:
  - a) CAAHEP provides the CoA with draft *Standards and Guidelines* that include changes to incorporate the current Template language.
  - b) Within 120 days after receiving the draft from CAAHEP, the CoA, after consultation with its sponsoring organizations, may provide a rationale to the Standards Committee as to why Template language may not apply to that profession.
  - c) Once the Standards Committee has approved the final draft, it will be posted to the CAAHEP web site for a minimum of 30 days.
  - d) CAAHEP does not require endorsement by the CoA’s sponsoring organization(s), provided there has been sufficient consultation with the organization(s) by the CoA.
  - e) After reviewing the comments received during the minimum 30-day posting, the Standards Committee will determine whether or not an Open Hearing is desirable. If an Open Hearing is to be conducted, Sections 401B, 7-8 are followed.
2. If no Open Hearing is conducted, the Standards Committee formulates a recommendation and forwards it to the Board of Directors (BoD).
3. BoD takes action on the *Standards and Guidelines* at its next regularly scheduled meeting and notifies the CoA of its decision.
4. Upon approval by the BoD, CAAHEP adds Appendix A to the document and adds the year in which the approval occurs to the beginning of the document as “revised yyyy”.

E. For Review of Standards with no Revisions

If after the completion of the CoA review and Standards Committee review (see Section

401B), the CoA notifies CAAHEP that no revisions are deemed necessary, and the current *Standards and Guidelines* match the Template:

- a) The Standards Committee reports that notification to the Board of Directors (BoD).
- b) The BoD takes action on that notification and the year in which the action occurs is added to the beginning of the document as “reviewed yyyy.”

F. For revisions to Appendix B without changes to the *Standards and Guidelines*

- 1. If after completion of the CoA and Standards Committee reviews (see Section 401, B), incorporating changes to the curriculum document referenced in Standard III.C (Appendix B) are the only changes:
  - a) The CoA submits revised draft of Appendix B to the Standards Committee for review, along with description of CoA’s process by which consideration was obtained from all applicable communities of interest and from CoA’s sponsoring organization(s).
  - b) CAAHEP does not require endorsement by the CoA’s sponsoring organization(s), provided there has been sufficient consultation with the organization(s) by the CoA.
  - c) The Standards Committee reviews the Appendix B document and CoA’s consideration process to assure consistency with CAAHEP policy and adherence to due process, language is consistent with the state of the profession, and due consideration was given by the CoA to all comments received from its communities of interest.
  - d) Once the Standards Committee has approved the final draft, it will be posted to the CAAHEP web site for a minimum of 30 days.
  - e) The Standards Committee will forward the comments received to the CoA for response.
  - f) After reviewing the comments received during the minimum 30-day posting and the CoA’s response, the Standards Committee will determine whether or not an Open Hearing is desirable. If an Open Hearing is to be conducted, Section 401B, 7-8 is followed.
- 2. If an Open Hearing is not conducted, the Standards Committee formulates a recommendation and forwards it to the Board of Directors (BoD).
- 3. BoD takes action on the *Standards and Guidelines* at its next regularly scheduled meeting and notifies the CoA of its decision.
- 4. Upon approval by the BoD, CAAHEP adds Appendix A and B to the *Standards and Guidelines* and adds the year in which the approval occurs to the beginning of the document as “revised yyyy.”

G. For changes to Guideline language only

1. If after CoA and Standards Committee reviews, the only changes are to Guideline language:
  - a) Draft(s) with the proposed wording is/are submitted to the CAAHEP Executive Office.
  - b) Once the Standards Committee has approved the final draft, it formulates a recommendation to the CAAHEP Board of Directors (BoD).
  - c) The BoD takes action on the *Standards and Guidelines* at its next regularly scheduled meeting *and* notifies the CoA of its decision. Upon approval by the BoD, the year in which the approval occurs is added to the beginning of the document as “revised yyyy.”

# 500 CAAHEP Structure and Governance

## 501 Membership in CAAHEP

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

## 502 Sponsoring Organizations

Sponsoring organization members 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 IV. 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 IV, 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.

### 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 IV, 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.

## **503 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, when developed, will be 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 505A on page 43].
2. The CoA is sponsored by at least one (1) sponsoring organization during its initial and ongoing affiliation with CAAHEP.
3. Mission of the CoA is consistent with CAAHEP's purpose and mission.
4. The CoA commits to the development of policies and procedures that are consistent with CAAHEP's policies and procedures within six months, if possible, of the vote to become a CAAHEP CoA.
5. The CoA has a plan in place to become 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.

The proposed CoA must submit all of the information and materials required by the Application for Committee on Accreditation Membership.

The BoD may request additional information and/or may solicit comments to arrive at a fair and equitable decision.

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. CoA International Review Requirements and Application Process**

Committees on Accreditation seeking the ability to recommend programs for accreditation outside of the United States must have the capacity and competence to

engage in international accreditation activities.

1. Requirements for CoAs to Conduct Reviews Outside the U.S.

- a. Policies. The CoA has the following information made known to the public and program sponsors regarding reviewing programs outside the United States. *Policies must be published in the CoA policy manual and accessible via the CAAHEP or CoA website.*
  - i. Scope of program review for program sponsors outside the U.S.
  - ii. CoA application of standards that are substantially comparable to U.S institutions and programs.
  - iii. Published process for readiness review, including CoA-specific requirements. Any alterations for programs outside of the United States must be disclosed.
  - iv. English Language requirements for all documents
  - v. Site visit requirements for initial and continuing accreditation
  - vi. The role of and approval of translators
  - vii. Notification that the program sponsor bears the responsibility for all costs (including but not limited to visas, passports, airfare, food, hotel, translation, and ground transport) associated with the review process.
  - viii. CoA administrative fees for the review of programs outside the U.S.\*
- b. Standards. The Standards and Guidelines for Committees on Accreditation approved by the IARC to review programs outside the United States must include international program sponsors and authorizing agencies.
  - i. New and revised Standards with international sponsor types will not be submitted to the Board for consideration unless the CoA has received approval from the IARC according to established procedures.
  - c. Resources. CoAs participating in the review of programs outside the U.S. must demonstrate they have the necessary resources for effective international engagement. CoA international review resources include staff, familiarity with international post-secondary education, qualified site visitors, and operational procedures to maintain ongoing accreditation reviews outside the U.S.

2. Procedure for CoA Application to Participate in International Review

The CAAHEP International Accreditation Review Committee is responsible for the review and approval of its Committees on Accreditation's ability to participate in the review of programs outside the U.S.

- a. CoA submits a completed CoA International Review Application (CIRA) and supporting evidence.

- b. IARC reviews the CIRA according to established policies and requirements for CoA competence and capacity to review programs outside the U.S.
- c. A representative of the CoA attends the meeting of the IARC to validate information on the application and clarify questions related to CoA competence and capacity for international review.
- d. The IARC can approve the CIRA or table it until the CoA meets all requirements. The IARC will inform the CAAHEP Board of Directors of CoA approvals to review programs outside the U.S. and listed on the CAAHEP website.

\*All CAAHEP fees must be paid in U.S. Dollars

#### C. 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 IV, 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.

The CAAHEP Board of Directors will accept all new accreditation recommendations from a CoA that has given notice of its intent to withdraw from membership in CAAHEP.

If the CoA has any programs that find themselves in a CAAHEP appeals process after the CoA has terminated its membership in CAAHEP, that CoA will reimburse CAAHEP 100% of the cost of the appeals process and will comply with the findings of the CAAHEP Appeals Panel.

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.

#### D. 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, policies 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 IV, 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.

When a CoA no longer has a sponsoring organization, it has twelve (12) months to find another. The CAAHEP Board of Directors will terminate the CoA's membership unless there are extenuating circumstances.

## **504 Associate Member Organizations**

National organizations that request of the Commission the addition of a health science discipline to the CAAHEP system and are working toward formation of a new Committee on Accreditation will join CAAHEP as associate members.

## **505 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 at least three programs with enrolled students.

The petitioning organization should file all of the information and materials required by the Application for Eligibility (see page 85). Once the CAAHEP Office 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. In the case of paragraph A.7. above, the requirement for already existing programs may be waived if the CoA can demonstrate a need for programs in this related discipline. 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.

**506 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 elected 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. Roles and Responsibilities of Public Member as Commissioner

1. Attends CAAHEP Annual Meeting
2. 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.
3. Brings to the attention of the Commission educational concerns that impact on the accreditation of academic programs, especially concerns of the general public.
4. Participates as an observer in a CAAHEP accreditation site visit(s).

D. Election and Notification Process

1. In January of any year in which there will be a vacancy for a Public Member Commissioner, the CAAHEP Office will advertise a request for nominations to be submitted, along with a resume and the names and contact information for three references. Nominations are due by March 1<sup>st</sup> for consideration by the Board of Directors at their March meeting.
2. The Executive Director may contact the references provided by the nominees and request a letter of recommendation.
3. Nominees will be reviewed by the Board of Directors.
4. The President will notify the person elected and discuss the responsibilities with him/her.

E. Term of Office

The term of office of Public Member Commissioners shall be three years and they are eligible to serve two consecutive terms.

F. Expenses

Expenses incurred by Public Members in attending the CAAHEP Annual Meeting and Board meetings will be paid by CAAHEP. Expense reimbursement requests must be submitted within 60 days of the event.

G. Public Member on CoAs

In the spirit of transparency and public accountability, each CoA is encouraged to have at least one (1) public member on its final decision-making body.

## **507 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 being elected.

### **A. Qualifications**

The Recent Graduate Commissioner:

1. Is a graduate of a CAAHEP accredited program within the last three years.
2. Understands and is willing to represent on the Commission the interests of students enrolled in health science education programs.
3. Is currently working in the health science field for which he/she was trained.
4. Demonstrates active involvement in his/her health science field.

### **B. Roles and Responsibilities of Recent Graduate as Commissioner**

1. Attends CAAHEP Annual Meeting
2. 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.
3. Brings to the attention of the Commission educational concerns that impact on the accreditation of academic programs, especially concerns of students and alumni.
4. May addresses the Commission at the Annual Business Meeting on a topic of her/his choice.
5. Chairs an advisory committee composed of current students or other recent graduates to identify issues of concern to students and report these to the Board of Directors.

### **C. Selection and Notification Process**

1. In January of any year in which there will be a vacancy for a Recent Graduate Member Commissioner, the CAAHEP Office will advertise a request for nominations to be submitted, along with a resume and the names and contact information for three references. Nominations are due by February 15<sup>th</sup> and will be reviewed by a special task force with recommendations relayed to the Board of Directors for consideration at their March meeting.
2. The Executive Director may contact the references on the Nominations form and request a letter of recommendation.
3. The President will notify the person selected 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 reappointment.

E. Expenses

Expenses incurred by the Recent Graduate Commissioner in attending the CAAHEP Annual Meeting will be paid by CAAHEP. Expense reimbursement requests must be submitted within 60 days of the event.

**508 Governance – 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, any newly-elected/appointed Board member who has never attended a meeting of a Committee on Accreditation or been involved in a site visit, shall attend one or the other at CAAHEP's expense as soon as is feasible.

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
4. List of commonly used acronyms
5. The Communiqués from the last two years
6. 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 actions for withdrawal, withhold or probationary accreditation 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. Selection and Assignment of Liaisons to CoAs
  - a) The liaison will be assigned by the president in consultation with the executive director; 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 the specialty of his or her health science discipline.
  - c) The selection of a Liaison is based on the following criteria:
    - i. The liaison must be either a current Board Member and completed the first year of their first term or have served as a member of the CAAHEP Board.
    - ii. A non-Board liaison may be appointed immediately after his/her term on the Board, even if they did not serve as liaison while on the Board.
    - iii. A non-Board liaison may be appointed only up to one year after the conclusion of his/her term on the Board.
2. Term of Office
  - a) Liaison shall be appointed for three-year terms and may serve a maximum of two terms with the same CoA.
  - b) Members who are rotating off the Board may continue in their existing liaison role but only for up to the maximum two 3-year terms.
  - c) If an individual has left the Board, he/she may be appointed as a liaison only in the first year after the conclusion of his/her term on the Board, and he/she may serve for a maximum of two 3-year terms.
3. 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 the CoA with the implementation process of Standards;
- i) Provide formal reports of CoA activities to the Performance 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.

#### 4. 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) conduct on a periodic basis, but no less than biennial, a "document audit" of a CoA recommendation, reviewing the self-study, all correspondence, site visit report, and any other documents that led to the CoA's recommendation. A CAAHEP Liaison Accreditation Process Audit Checklist should be used during the document audit, and the completed form should be submitted to the CAAHEP office at the end of the site visit audit.
- e) conduct, either as part of the document audit or as a separate action, a site visit audit (as an observer at CAAHEP's expense) at least once every five years if a site visit has occurred. A CAAHEP Site Visit Audit Checklist should be completed during the process, and the completed form should be submitted to the CAAHEP office at the end of the site visit audit.

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

- a) Prior to any meeting of the BoD, liaisons should:
  - i. determine whether there are any issues that the CoA would like to discuss with the BoD; and

- ii. if the CoA has recommendations on the agenda or has identified an issue to bring forward, and the liaison is not a current Board member, he/she shall participate in the CAAHEP Board meeting.
  - b) Whenever possible, the liaison shall attend all meetings of the CoA.
    - i. attendance may be in person or by teleconference.
    - ii. expenses will be paid by CAAHEP, following receipt of the liaison's report. Expense reimbursement requests must be submitted within 60 days of the event.
    - 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.
- 6. 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.
- 7. Report of the liaison following the meeting
  - a) Liaison will prepare a written review of the CoA meeting, according to a standardized format. 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.

## 509 CAAHEP Awards

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

#### A. William W. Goding Award for Exceptional Service

The *William W. Goding 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:

1. Advancing CAAHEP's mission and goals
2. Assuming leadership responsibilities within CAAHEP (e.g., chairing committees and task forces, serving as an officer, assuming responsibility for CAAHEP special programs, etc.)
3. Exhibiting notable participation in one or more CAAHEP activities and/or programs
4. 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 November 1 of the prior 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 *William W. Goding 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 *William W. Goding Award for Exceptional Service* will be presented at CAAHEP's Annual Meeting. The recipient will be invited to attend as CAAHEP's guest.

#### B. 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:

1. Membership and active participation on a task force, committee, or other body of the

organization;

2. Assistance to the President directly and indirectly in achieving his/her goals and objectives on behalf of CAAHEP;
3. Support for helping the President advance accreditation in allied health education.

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

## **510 Selection of Officers**

Pursuant to CAAHEP Bylaws (Article VI, Section 14) the Board of Directors (BOD) shall elect a President, Vice-President, Secretary, and Treasurer.

- A. All officers shall serve a one-year term and are eligible for multiple terms as long as they remain a member of the BOD during the officer term to which they are elected. All terms will begin on July 1 following election and end on June 30 the following year.
- B. All members of the BOD who have served at least one year are eligible to serve as an officer.
- C. The President shall appoint a BOD advisory committee (Article VII, Section 6) for the purpose of identifying officer candidates.
  1. The Officer Candidate Advisory Committee (OCAC) shall be appointed each year at the January BOD meeting.
    - a) The OCAC shall consist of three appointees.
    - b) Appointees to the OCAC shall have served at least one full (three year) term on the BOD but need not be an incumbent Board member.
    - c) The Chair of the OCAC shall be appointed from among its members by the President with approval of the Board.
  2. The OCAC will seek nominations for and identify one or more qualified candidates each for President, Vice-President, Secretary, and Treasurer.
  3. The OCAC will present the candidates for President, Vice-President, Secretary, and Treasurer for consideration by the BOD with the distribution of the May BOD meeting agenda. Any qualified Board member may also be nominated from the floor at that BOD meeting.
- D. Election of officers shall be the first item of new business on the agenda for the May BOD meeting.
  1. When there is a single candidate for a particular office, voting shall be by voice.
  2. When there is more than one candidate for a particular office, a written vote that may be tallied by electronic means (i.e., e-mail if the meeting is via telephone or web

conferencing) for that office.

3. The candidate receiving a majority of votes by those current members (subject to Article VI, Section 11) of the Board present will be elected.
4. If no candidate receives a majority of votes, the two candidates receiving the most votes will proceed to a second round of voting as described in section E.3. and E.4.

# 600 Appeals and Complaints

## 601 Appeals of Adverse Accreditation Actions

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

### A. 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, 9355 - 113th St. N, #7709, Seminole, FL 33775; 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 correspondence, 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).

## B. Procedure

1. CAAHEP's letter of adverse accreditation action shall be sent to the Chief Executive Officer of a program sponsor via Certified-Return Receipt Requested or next day delivery. The Chief Executive Officer of the program sponsor may file a Notice of Appeal of a CAAHEP action of Withhold or Withdraw Accreditation. Such Notice must be accompanied by a non-refundable deposit of \$5,000 made payable to CAAHEP, and mailed to the CAAHEP Office, addressed to the CAAHEP President. 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. 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.

C. CAAHEP Hearing Format

1. Hearing Called to Order

2. Introduction of Appeal Panel Members and Other Attendees

3. Chairperson's Opening Statement and Reading of the Confidentiality Statement

4. Review of Hearing Ground Rules

- a) 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.
- b) 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.
- c) The Appeal Panel determines the relevance of information presented.
- d) 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.

5. Appellant's Oral Presentation (not to exceed 20 minutes)

6. Panel's Clarification of Appellant's Presentation

7. CAAHEP's Oral Presentation (not to exceed 20 minutes)

8. Panel's Clarification of CAAHEP's Presentation

9. Witness(es) Presentation (as requested by the Appeal Panel)

10. Panel's Clarification of Witness(es) Presentation

11. Recess for Panel Executive Session to Review Material Presented

12. Additional Clarification from Attendees, if needed

13. Review of Timetable of Remaining Steps in Appeal

14. Chairperson's Concluding Remarks

15. Hearing Adjourned

## **602 Complaints Regarding Accredited Programs**

When CAAHEP accredits a program, it expects the program to remain in compliance with all CAAHEP Standards for accreditation throughout the accreditation period granted. Therefore, one of CAAHEP's principal concerns when it receives a complaint about an accredited program is whether the program is in compliance with the published Standards. The burden rests with the program and its Sponsor to prove that it is meeting CAAHEP's Accreditation Standards and policies at all times. In addition, CAAHEP expects programs to monitor and promptly address all complaints they receive through an established student grievance procedure.

**Definition of Complaint:** A complaint is a written and signed grievance involving an alleged violation of the Accreditation Standards or policies established by CAAHEP and its Committees on Accreditation (CoAs).

### **A. Required elements of an Accredited Program Complaint:**

1. signed
2. names an individual(s) or program over which CAAHEP has authority
3. sets forth allegations related to CAAHEP standards and accreditation policies
4. identifies program volunteers or staff involved in the event
5. describes efforts to resolve the complaint at the program level (if a current student, evidence should include results from the submission of concerns according to the institutional grievance policy)
6. supported by available documentation
7. describes events that occurred within a reasonable period of submitting the complaint, generally within one year, permitting the facts to be ascertained through an investigation by CAAHEP
8. includes the complainant's consent to this complaint process and permits the disclosure of all information related to the complaint to CAAHEP, its representatives, CAAHEP CoAs, their representatives, and the respondent (program sponsor).

If a complaint is unsigned or the complainant does not consent to the complaint process or disclosures outlined in this Complaint Policy, CAAHEP will review the complaint but may, in its exclusive discretion and with notice to the complainant, elect not to process the complaint.

CAAHEP emphasizes that neither CAAHEP nor its CoAs will intervene in personnel matters nor review an institution's internal administrative decisions in matters such as admissions, honor code or code of conduct violations, disputes concerning the

assignment of grades, or similar issues unless the context of an allegation suggests that unethical or unprofessional conduct or action may have occurred that might call into question the program's compliance with accreditation Standards or policies.

#### B. Procedure for Filing a Program Complaint

CAAHEP and its CoAs follow due process procedures when written and signed complaints are received by the Commission alleging that an accredited program is not following CAAHEP Accreditation Standards or policies.

All documents and communication indicated in the complaint procedure are digital unless noted otherwise. The complainant, the Program (and its Sponsor), and CAAHEP must provide an accurate email address and respond to items according to the policy timeline.

Complaints or inquiries about filing complaints are directed to the CAAHEP Executive Director (ED) at:

CAAHEP  
9355 – 113t St. N., #7709  
Seminole, FL 33775  
[ExecutiveDirector@caahep.org](mailto:ExecutiveDirector@caahep.org)

1. Complaints must be submitted using the [CAAHEP Complaint Form](#) found on the CAAHEP website. If a complaint is not submitted to CAAHEP or the CoA via the Complaint Form, CAAHEP or CoA staff will contact the complainant and request this be done if reasonably possible. The Complaint Policy, forms, and other policy materials are available through the CAAHEP website.
2. The complaint should include a narrative not exceeding ten (10) pages in length with supporting documentation to substantiate the allegations. Every effort should be made to avoid the submission of duplicate information. Complaints that do not contain the required information will be returned to the complainant with an explanation of why the complaint is being returned. Returned complaints may be resubmitted within one year of the events giving rise to the complaint.
3. The signed consent on the Complaint Form authorizes CAAHEP and its CoAs to forward a copy of the complaint, including the identification of the complainant, to the respondent (program sponsor).

#### C. CAAHEP Procedure for Review and Action on Program Complaints

1. Once it is determined that the complaint has all the required elements, CAAHEP staff will send a written response to the complainant acknowledging receipt of the complaint and transmit a copy of the complaint and any submitted documentation to

the appropriate CoA leadership and staff within five working days. CAAHEP will be included in all communication between the CoA and the program Sponsor regarding the complaint.

2. Following consultation between the CoA and CAAHEP, the CoA will conduct an initial review of the complaint to determine whether it sets forth information or allegations that suggest that a program may not be in compliance with the Standards or accreditation policies established by CAAHEP and its CoAs. If additional information or clarification is required, the CoA will send a request to the complainant. If the requested information is not received within 15 days, the CoA will understand that to mean that the complainant no longer intends to pursue the complaint, and it may not be investigated by the CoA or CAAHEP.
3. If the CoA determines after the initial review of the complaint that the information or allegations do not demonstrate that a program is out of compliance with accreditation Standards or policies established by CAAHEP and its CoAs, the complaint may be closed. The complainant will be notified accordingly within twenty working days after receipt of the complaint by the CoA. A copy of the correspondence will be shared with CAAHEP.
4. Within thirty (30) days of receiving all requested information from the complainant, a Notice of Complaint will be provided from the CoA to the program director and the chief executive officer of the Program Sponsor, summarizing the allegations and requesting a preliminary investigation. During the investigation, the CoA may request information or material relative to the complaint from the complaining party, the program, or other relevant sources. The CoA will provide copies of such correspondence to CAAHEP.
5. The CoA will review the complaint, the results of the investigation, and the program's compliance with the CAAHEP Standards or accreditation policies.
6. If the CoA concludes that the allegations do not establish that there has been a violation of CAAHEP Standards or accreditation policies, the complaint will be closed, and no further action will be required. The program and complainant will be notified of this decision within ten (10) days of the completion of the investigation.
7. If the CoA concludes that the allegations may establish that there has been a violation of CAAHEP Standards or accreditation policies, the CoA may take one of the following actions, notifying the program and complainant within ten (10) days of its planned course of action:
  - a. Postpone the final action on the complaint for a period not to exceed 60 days if there is evidence that the program is progressing toward addressing any violations of CAAHEP Standards or accreditation policies.
  - b. Notify the program and its Sponsor that, based on the information provided, the

CoA has determined that the program is failing to meet CAAHEP Standards or accreditation policies and that the CoA is taking appropriate action. Such action may require the program to take specific corrective action, report to the CoA, or host a special complaint-related (focused) site visit as soon as reasonably feasible, but not more than sixty (60) days following this determination. The complaint-related site visit shall be limited to investigating the complaint and how it affects compliance with the Standards or accreditation policies. The CoA and program shall equally share the travel costs for site visitors for the complaint-related site visit.

#### D. CoA Determination

Based on the evidence received during the investigation, postponement period, submitted documentation, and/or focused site visit, the CoA may make one of the following determinations:

1. Find the program remains in compliance with the Standards and accreditation policies. The program, its Sponsor, and the complaining party shall be notified of this assessment and include information about the program's current accreditation status and that it is unaffected by the complaint.
2. Find that the program is not in compliance with the Standards and accreditation policies. The CoA may require a progress report or recommend a change in accreditation status, including probationary accreditation (Section 200 of the CAAHEP Policy Manual). If the CoA submits a recommendation for probationary accreditation to CAAHEP, it must include the complete complaint record, including all information regarding the complaint, a full report of the CoA's Investigation, and reasons supporting the CoA's recommendation.

In all instances, the CoA will notify the complainant and the program regarding their determination within ten (10) days of the CoA decision. Notifications will include any required progress reporting or recommendations to change the program's accreditation status.

Note: The failure of the institution to provide either a response to the complaint or any additional information as requested by the CoA or CAAHEP within the specified time frames will be considered a violation of the CAAHEP's policy on complaints and will be referred to CAAHEP for consideration and action (Section 200 of this Policies and Procedures document).

#### E. Review by CAAHEP

Either the complainant or the program may request a review of the CoA's determination of the complaint by submitting a written request for review to the CAAHEP Executive Director. The request for review must specify and document the basis for the request,

which may include that the CoA did not follow published procedures or did not consider or give sufficient weight to information provided by the complainant or the program in reaching its final determination. If a review is requested, CAAHEP may request from the CoA a copy of all documents and evidence related to the complaint.

#### F. Records of Complaints

1. CAAHEP maintains records of all complaints. Complaints against applicants and accredited programs and their resolution are kept for five years, and CAAHEP summaries of complaints are provided to the CoAs associated with the program listed in the complaint upon request. The CoAs may consider the frequency, pattern, and seriousness of complaints about an accredited program in recommending a program's application for initial or continuing accreditation.
2. A log of complaints filed is tabulated, summarized, and presented at least annually to the CAAHEP Board of Directors. The summary provides an analysis of any unresolved complaints, categories of complaints by nature and source, and any other information the Board of Directors requests regarding complaints received by CAAHEP and its CoAs.

### **603 Complaints Against CAAHEP or its Committees on Accreditation (CoAs)**

Any person may file a signed complaint about CAAHEP or its Committees on Accreditation (CoAs). Complaints about CAAHEP or its Committees on Accreditation, alleging violations of CAAHEP or CoA policies, procedures, and codes of conduct by board members, staff, or volunteers, will be considered by CAAHEP.

Anonymity will be honored only for good cause and at CAAHEP's discretion in these cases. The person against whom the complaint is lodged will not participate in any review, investigation, or decision related to the complaint. The Governance Committee of CAAHEP is responsible for reviewing such complaints. It will fairly and equitably review and apply unbiased judgment to any complaint and take follow-up action, as appropriate, based on the results of its review.

CAAHEP and its CoAs follow due process procedures when written and signed complaints are received by the Commission or a CoA alleging that either organization may be in violation of CAAHEP or CoA policies.

#### A. Required elements of a Complaint against CAAHEP or its CoAs

1. submitted in writing and signed by the complainant
2. sets forth allegations related to CAAHEP or its CoAs
3. identifies volunteers or staff involved
4. includes any available information regarding efforts to resolve the complaint
5. sets forth and clearly describes the specific nature of the complaint

6. describes the latest event(s) relevant to the complaint, which must have occurred within 120 days of the date the complaint is filed
7. Includes supporting documentation to support the allegations, which must be submitted independently of any other documentation submitted to CAAHEP
8. identifies the complainant, includes the complainant's consent to participate in the CAAHEP complaint process and permits the disclosure of all information related to the complaint to CAAHEP, its representatives, CAAHEP CoAs, their representatives, and the respondent(s)

If a complaint is unsigned or if the complainant does not consent to the complaint process or disclosures outlined in this Complaint Policy, CAAHEP will review the complaint but may, at its discretion and with notice to the complainant, elect not to process the complaint. In the case of directors, officers, and employees who report violations or suspected violations according to the CAAHEP Whistleblower policy (published in the CAAHEP Employee Handbook), violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

B. Procedure for Filing a Complaint against CAAHEP or its CoAs

1. Complaints or inquiries about filing complaints are directed to the CAAHEP Executive Director (ED) at:

CAAHEP  
9355 – 113t St. N., #7709  
Seminole, FL 33775  
ExecutiveDirector@caahp.org

All complaint and policy materials are available through the CAAHEP website.

2. The complaint should be submitted on the [CAAHEP/CoA Complaint Form](#) found on the CAAHEP website. If a complaint is not submitted via the Complaint Form, CAAHEP staff will contact the complainant and request this be done if possible. The complaint should include a narrative not exceeding ten (10) pages in length with documentation to substantiate the complaint allegations. Every effort should be made to avoid the submission of duplicate information.
3. The signed consent on the Complaint Form authorizes CAAHEP to forward a copy of the complaint, including the identification of the complainant, to the subject of the complaint (subject).

### C. CAAHEP Procedure for Review and Action of CAAHEP or CoA Complaints

1. Once it is determined that the complaint has all the required elements, CAAHEP staff will acknowledge receipt of the complaint within ten working days. Receipt and processing of a complaint against CAAHEP or its CoAs will not result in suspending any accreditation activities that may be in progress.
2. In all cases except complaints against CAAHEP staff, the executive director will collect additional information, if necessary, and conduct an initial investigation to determine whether the complaint falls within CAAHEP policy and is sufficiently well supported to be referred to CAAHEP. The executive director will complete this initial review within forty-five (45) days of receipt of the complaint.
3. The initial review of the complaint will determine whether it sets forth information or allegations that suggest that a CAAHEP or its CoAs may not be violating policies established by CAAHEP and its CoAs. If additional information or clarification is required, CAAHEP will send a request to the complainant. If the requested information is not received from the complainant within 15 days, CAAHEP will understand that to mean that the complainant no longer intends to pursue the complaint, and it may not be investigated by CAAHEP.
4. If CAAHEP determines after the initial review of the complaint that the information or allegations do not demonstrate that CAAHEP or its CoAs are in violation of policies established by CAAHEP or its CoAs the complaint may be closed. The complainant will be notified accordingly within twenty working days after receipt of the complaint by CAAHEP.
5. If CAAHEP determines after the initial review of the complaint that the information or allegations suggest but do not provide enough information to ascertain that CAAHEP or its CoA may be violating policies established by CAAHEP or its CoAs, the subject of the complaint (CAAHEP or CoA) will receive a Notice of Complaint. The notice of complaint will summarize the allegations and notify the subject that an investigation into the matter will occur.

During the investigation, CAAHEP may request information or material relative to the complaint from the complaining party, the subject (CAAHEP or CoA), or other relevant sources.

6. If the complaint is related to a CoA, the executive director will share the investigation results with the CAAHEP Governance Committee. The Governance Committee will meet within 30 days of the conclusion of the investigation to determine if the information suggests that a CoA (including volunteers) may be in violation of CAAHEP standards or policies.

- a. If the Governance Committee concludes that the allegations do not establish that there has been a violation of CAAHEP policies, the complaint will be closed, and no further action will be required. The CoA and complainant will be notified of this decision within ten (10) days of the completion of the investigation.
7. If the complaint is related to CAAHEP, the executive director will share the investigation results with a Special Panel of Commissioners appointed by the Governance Committee. The Special Panel will meet within 30 days to determine if the information suggests that CAAHEP may be in violation of its standards or policies, procedures, and codes of conduct by board members, staff, or volunteer.
  - a. If the Special Panel determines that the evidence substantiates the allegations of the complaint, a notice of a receipt of the complaint will be provided to the subject, summarizing the allegations, requiring CAAHEP to respond to the findings within thirty (30) days of receipt of the complaint.
  - b. After the response from the subject is received, the Special Panel of Commissioners will make the final determination which will be communicated to the parties within 45 days.
8. If the complaint is against the CAAHEP staff, the complaint will be referred to the Executive Director and Governance Committee for review and determination as to whether the complaint falls within the authority of CAAHEP. The Executive Director and Governance Committee will conduct an investigation of the complaint and may request additional information from the complainant and other parties. If the Executive Director is the subject of the complaint, the Executive Director will not participate in the review or investigation of the complaint, and the complaint will be submitted directly to the Governance Committee for consideration.
  - a. If the subject matter of the complaint is not within the authority of CAAHEP, the complainant will be notified immediately.
  - b. If the subject matter of the complaint is within the authority of CAAHEP, a Governance Committee meeting will be convened to consider the complaint within 60 days of receipt of the complaint and supporting documentation. The Governance Committee will determine whether the allegations of the complaint are substantiated. If the complaint is valid, a copy of the complaint will be submitted to the subject, who will be given thirty (30) days to respond.
  - c. After the response from the subject is received, the CAAHEP Board of Directors will make the final determination. The CAAHEP Board of Directors will determine what appropriate measures (remedial or otherwise) are to be taken. The decision of the CAAHEP Board of Directors is final and will be communicated to all parties within four (4) months of receipt of the complaint.

# 700 CAAHEP and CoA Fees

## 701 CAAHEP Fees

CAAHEP assesses dues and fees that are necessary and reasonable. CAAHEP maintains a list of its current fees and billing cycles on its website. All fees are approved by the CAAHEP Board of Directors and published on the CAAHEP website at least three months prior to the effective date for the fee changes.

### A. Sponsoring and Associate Members

Each CAAHEP Sponsoring Organization is assessed an annual due of \$3000.00 set by the Board of Directors. As defined by the Bylaws, organizational members are obligated to pay all dues, assessments, and any other indebtedness to CAAHEP to maintain their membership.

If a Sponsoring or Associate member does not submit its full dues within the payment deadline, the organization will be notified and given 30 days from the date of notification to remit the required fee. If payment is not received within thirty days past notification, the organization's membership will be considered for membership termination at the Commission's next meeting.

### B. Committees on Accreditation Members

Each CAAHEP Committee on Accreditation is assessed an annual due of \$3000.00 set by the Board of Directors. As defined by the Bylaws, CoA members are obligated to pay all dues, assessments, and any other indebtedness to CAAHEP to maintain their membership.

No fee will be assessed until the CAAHEP fiscal year beginning three years after the CoA's initial Standards are approved by the Board.

1. If a Committee on Accreditation member is unable to pay the total CAAHEP member due, it may request to make partial payments over one fiscal year equal to the full membership due or pay a reduced amount equal to \$500 per accredited program for a maximum of two fiscal years (July 1- June 30). Request for a due reduction will be submitted and reviewed by the Audit/Finance Committee, who will present a recommendation to the Board of Directors for final action. The request for a due reduction must include a plan for CoA growth and financial sustainability. A request for a due reduction will only be approved once for a CoA.
2. If a Committee on Accreditation does not submit its dues within the payment deadline, it will be notified and given 30 days to remit the required fee. If payment is not received within thirty days past notification, the CoA will be considered by the

BOD to be in violation of CAAHEP's policies and procedures for ceasing to meet the established membership criteria and will be considered for membership termination (Bylaws: Article IV, Section 5; Policies & Procedures: 503, D).

C. International Eligibility Review Application and Site Visit Coordination Fees\*

The CAAHEP Board of Directors approves all fees associated with the review of programs outside the United States. Fees are published on the CAAHEP website. Additional policies regarding the cost of international accreditation are located in this document in section 211.B.

1. International Eligibility Review Application Fee

- a) Programs outside the United States must submit a fee for consideration of an International Eligibility Review Application (IERA). Submission of an eligibility review application and fee does not ensure application advancement or entry into the accreditation review process. The IERA fee is due when the completed form is submitted.
- b) CoAs may have additional fees and costs related to the accreditation review of programs outside the United States.

2. Site Visit Coordination Fee

- a) A fee for coordinating site visits to programs outside the United States and Canada is assessed by CAAHEP after the CoA approves the program's readiness for a site visit. After receiving the coordination fee from the program, CAAHEP staff will work directly with site visitors, the program, and the CoA to coordinate site visit travel.

D. CAAHEP Accredited Program Fee\*

- 1. Each CAAHEP accredited program is assessed an annual Accredited Program Fee set by the Board of Directors. The Accredited Program Fee is discounted, based on the number of CAAHEP accredited programs at a program sponsor location (campus).
- 2. The Accreditation Program Fees are billed to the program sponsor location (campus) based on the number of CAAHEP-accredited programs at that location. Programs reviewed under different CAAHEP Standards are counted as unique programs. Programs with multiple learning concentrations or award levels for the same profession (defined as being evaluated under the same CAAHEP Standards) will be considered one program and assessed one Accredited Program Fee. Satellites or alternate locations are not billed a CAAHEP Accredited Program Fee.

3. Accredited Program Fees increase by 10% on July 1, 2026, and every third year afterward.
4. Any changes to Accredited Program Fee policies are published at least one year before the effective date.

\*All CAAHEP Fees must be paid in U.S. Dollars.

#### E. Procedures for Invoicing CAAHEP Accredited Program Fees

1. Institutions with a single location (campus) that sponsors one CAAHEP accredited program: the CAAHEP Accredited Program Fee invoice will be emailed to the Program Director (or designated recipient). The invoice will be sent electronically no later than June 1, indicating that payment is due by August 1. If paid after that date, an additional fee of \$200 will be due.
2. Institutions with multiple locations (campuses) or more than one CAAHEP accredited program: the CAAHEP Accredited Program Fee invoice will be emailed to the Dean (or equivalent). If the programs report to different deans, the letter and invoice will go to the institution's President/CEO. Invoices will be sent electronically no later than June 1, with payments due by August 1. If paid after that date, an additional fee of \$200 will be added to the original invoice and due upon receipt.
3. A second invoice will be sent on August 6 to all institutions that have not yet paid. The second letter notifies sponsors that the Accreditation fee payment is past due, and if not received by September 15 the program will be placed on administrative probation.

#### F. Procedures for Those Programs Failing to Pay by September 15

1. Program sponsors that do not respond to either the first or second invoices and remain unpaid as of September 15 will receive a third invoice for the Accredited Program Fee due plus a required additional fee of \$200.
  - a) A letter notifying the sponsor that the programs with unpaid Accredited Program Fees will be placed on administrative probation for failure to comply with the administrative responsibilities for payment of the CAAHEP Accredited Program Fee.
  - b) This letter will be addressed to the CEO of the program sponsor with copies to the Dean and Program Director(s). This letter will also inform the institution that they will face potential involuntary withdrawal of accreditation of all programs with unpaid Program Accreditation Fees if payment is not received by November 1. CoAs will receive a list of the programs placed on administrative probation for

failing to pay the CAAHEP Accredited Program Fee.

2. Upon payment of the fee, prompt notice of removal of the administrative probation will be sent to the program sponsor's CEO with copies to the Dean, Program Director(s), and CoA.
3. Failure to pay the Accredited Program Fee by November 1 may result in a recommendation to the CAAHEP Board of Directors that accreditation be involuntarily withdrawn for all programs with unpaid Program Accreditation Fees. These recommendations will be considered at the Board's January meeting. Such involuntary withdrawals are not appealable.

#### G. Administrative Fees

Administrative fees are assessed for specific activities completed by CAAHEP according to an approved Administrative Fee Schedule set by the Board of Directors and published on the CAAHEP website. Program Sponsors will be responsible for paying the administrative fee when the request for action is submitted to CAAHEP. The administrative action requested will not be processed by CAAHEP until the payment is received.

### **702 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.

#### Procedure

- A. 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.
- B. 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.

### **703 CAAHEP Audit/Finance Committee**

The Audit Committee is responsible for the oversight of the CAAHEP financial reporting and monitoring process on behalf of the Board of Directors. The Committee will select the independent auditors, review the financial statements and the management letter from the independent auditors and meet with the auditors without staff present, if necessary, so that any issues and/or concerns can be discussed openly with someone other than management.

In addition, this Committee will oversee the investment portfolio, meet with the investment adviser as needed and advise on budget development.

#### A. Membership

The Committee shall be comprised of at least two members of the Board of Directors, the Treasurer, and, if needed, one additional person with financial expertise.

1. The Audit/Finance Committee will be appointed annually by the Board of Directors and chaired by the Treasurer. In making appointments, the Board will make every effort to assure continuity among members of the Committee.
2. If the person with financial expertise is not a Board member, they shall be appointed for a term of three years.

#### B. Role and Responsibilities of the Audit/Finance Committee

The following are the principal duties of the Committee in carrying out its oversight responsibilities. This list is intended as a guide and may be supplemented as the Board of Directors directs.

1. The Committee shall advise the Board of Directors relative to long-term financial planning.
2. The Audit/Finance Committee is directly responsible for appointing and overseeing the external auditors.
3. Upon completion of the audit, the Committee will conduct a review with the auditors to determine if there were any problems or difficulties encountered during the course of the audit work. The Committee will discuss with the auditors the adequacy and effectiveness of internal control of financial reporting.
4. The Committee will recommend the approval or modification of the completed audit to the full Board.
5. The Committee will review and approve external non-audit services such as selection of and meeting with an investment manager.
6. The Committee will oversee the reserves and monitor compliance with the reserves policy.
7. The Committee will work with the Treasurer and executive director to develop the annual budget, make changes as needed and recommend a final draft to the Board of Directors for approval.
8. The Committee will receive quarterly financial reports and monitor actual versus budgeted revenue and expense figures.
9. The Committee will regularly review CAAHEP's financial policies and fee structure, suggesting revisions to the Board of Directors for approval.

The CAAHEP Board of Directors is committed to supporting the Committees on Accreditation and providing them with opportunities to improve their knowledge and practices. In furtherance of that commitment the Board has established the “ASPA Scholarship Fund.” This shall be an annually budgeted amount of \$8,000 to support attendance at the professional development meetings of the Association for Specialized and Professional Accreditors (ASPA).

- A. A notice of the scholarship opportunity will be sent to all CoAs as well as the CAAHEP Board of Directors as soon as information is made available by ASPA. Attendees will be selected on a first-come, first-served basis with priority given to any CoA nominee who has not attended an ASPA meeting within the previous three years.
- B. CAAHEP will pay the registration fee for all attendees and will pay up to \$1,000 per person for travel and lodging.
- C. ASPA conducts two meetings per year, one each Spring and one each Fall. CAAHEP will fund no more than three people to any one meeting.

## **705 Reserves and Strategic Fund Policy**

CAAHEP sets aside monies to use as a reserve to cover operational expenses and fund strategic initiatives approved by the Board of Directors.

Equipment or services purchased with Reserve or Strategic Funds with an estimated value of \$10,000 or more shall be purchased through competitive bidding or comparative pricing by at least three vendors whenever possible.

### **A. Reserve Fund**

The Reserve Fund maintains six (6) months of operational expenses, including salaries, benefits, taxes, legal fees, and contractual obligations. After the approval of the annual budget, the amount required to maintain the Reserve Fund will be calculated and reported to the Audit & Finance Committee and Board of Directors and included in regular financial reports.

The investment objective is to cover operational expenses and maximize earnings to allow for immediate liquidity should these funds be needed. The Reserve Fund will be financed with surplus unrestricted operating funds, which the Executive Director may transfer after consultation with the Audit and Finance Committee. Any transfer of operational funds to the Reserve Fund is reported to the Board of Directors at their next meeting.

#### **1. Reserve Fund Use**

Reserve funds may be used to fill acute operational cash flow needs as approved by

the Audit and Finance Committee and reported to the Board of Directors.

The organization's goal is to replenish the funds used within twelve (12) months to restore the Reserve Fund to the target minimum amount.

#### B. Strategic Fund

The Strategic Fund includes assets in the CAAHEP investment account above the Reserve Fund balance to support board-designated priorities and initiatives. The Board of Directors may set a minimum amount required to maintain the Strategic Fund, which will be calculated and reported to the Audit and Finance Committee and Board of Directors and included in regular financial reports.

##### 1. Strategic Fund Distribution Procedures

- a. Requests must be submitted to the Audit/Finance committee and include:
  - i. Relationship of request to CAAHEP mission or Strategic Priority
  - ii. Rationale for request
  - iii. Estimated cost
  - iv. Impact/outcome measure used to evaluate objective
  - v. Project timeline
  - vi. Connection/conflict with other Strategic initiatives or fund requests
- b. Requests must be submitted in writing to the Audit & Finance Committee. The Executive Director reviews the request to determine if the required information has been submitted or if additional documentation is needed.
- c. The Audit and Finance Committee reviews the request against the required elements and provides a report to the board with its findings, the status of the fund balance, and its recommendation regarding the distribution of funds.
- d. The decision of the Board of Directors is final. There is no appeal process.

#### C. Fund Policy Review

The Reserve and Strategic Fund policy is reviewed by the Finance/Audit Committee at least every three years or sooner if conditions warrant. The Board of Directors will review and approve any changes to the fund policies.

### **706 Investment Policy**

The Board of Directors holds all CAAHEP funds as a fiduciary. Therefore, the organization holds all reserve, strategic, and operational funds as a steward for the sake of carrying out CAAHEP's mission and objectives. The following instructions must be understood and

employed with that sense of stewardship. Further, the purpose of this investment policy is so:

- there is a clear understanding of the responsibilities and objectives of the board, its delegates, and chosen investment counselors (afterward termed “counselors”)
- the board will have a basis for evaluating the investment performance of each of the organization’s investment funds

A. CAAHEP Approval

Any investment policy must be approved by the Board of Directors.

B. Delegation of Responsibilities

The CAAHEP Board of Directors has delegated supervisory authority over its financial affairs to the Audit and Finance Committee (afterward termed “committee”), as provided in CAAHEP’s bylaws. The committee will report the status of CAAHEP investments to the board at least quarterly. In carrying out its responsibilities, the committee and its counselors act per this investment policy (afterward termed “policy”) and all applicable laws and state and federal regulations that apply to nonprofit agencies, including, but not limited to, the Uniform Prudent Investors Act of 1994 and the Uniform Management of Institutional Funds Act.

1. Specific duties of the board, as delegated, include

- a. selecting counselors, custodians, and brokers
- b. developing investment objectives, investment performance criteria, and implementing policies consistent with the financial needs of CAAHEP
- c. determining asset allocation strategy and overall investment portfolio structure to meet CAAHEP’s objectives
- d. providing for the prompt investment of cash received by CAAHEP according to operational needs
- e. reviewing and evaluating investment results based on performance goals enumerated herein and taking corrective action as needed

The board and committee are authorized to retain one or more counselors to assume the investment management of funds and assets owned or administered by CAAHEP. In discharging this authority, the committee may act in the place of the board and may pay compensation to and enter into agreements with such counselors. The board may also grant (in written form only) exceptions to this investment policy when deemed appropriate.

C. Objectives

The primary investment objective of CAAHEP is to preserve and protect its assets by earning a total return of each fund (e.g., Reserve Fund, Strategic Fund, etc.) appropriate

to each fund's time horizon, liquidity needs, and risk tolerance, as herein below set forth under "Performance Goals."

1. Prohibited Transactions
  - a. Commodities
  - b. Uncovered Short Positions
  - c. Margin purchases
  - d. Options
  - e. Derivatives
  - f. Limited Partnerships
  - g. Cryptocurrency

D. Asset Diversification

As a general policy, advisors always maintain reasonable diversification. The diversification of assets in the investment portfolio is reviewed annually by the Audit & Finance Committee to ensure the portfolio holdings represent a balanced strategy that supports the organization's mission.

E. Custody and Securities Brokerage

The committee establishes such custodial and brokerage relationships as necessary to manage CAAHEP's funds efficiently. Whenever the committee has not designated a brokerage relationship, the counselors will execute the Settlement of Transactions wherever it can obtain the best price and execution.

F. Mission and Social Investing Considerations

CAAHEP desires to invest in companies whose business conduct is consistent with CAAHEP's goals and beliefs. Therefore, CAAHEP's counselors use their best efforts to avoid investing directly in the securities of any company known to participate in businesses the board deems to be morally offensive. CAAHEP's counselors must read and understand its Mission and Values Statements to invest CAAHEP's funds appropriately.

G. Reporting Requirements

1. Bi-Monthly — the custodian and broker provide the Executive Director with a bi-monthly statement containing pertinent transaction details for each separately managed portfolio including, but not limited to
  - a. a transaction statement with the description and quantity of each security purchased or sold, with the price and date of each transaction
  - b. a "portfolio holdings" report detailing each holding's quantity, average cost basis, purchase date, current market value, unrealized gain or loss, annual income, and yield at cost.
  - c. this report should break down current asset allocation by category (equity, fixed

income, etc.).

2. Annually—CAAHEP’s counselors provide the committee with an annual summary of all transactions in each fiscal year and a report of investment performance for each year of its management tenure against benchmarks based on the asset types and percentages contained in the fund.

#### H. Conflicts of Interest

The Board of Directors and Audit and Finance Committee do not invest CAAHEP funds with any firm or in any vehicle that may, as a result of the transaction, monetarily benefit a member of the board or CAAHEP staff.

#### I. Procedures for Revising Guidelines

Investment policies are reviewed and, if necessary, revised at least annually or when deemed necessary by the committee. All revisions will be submitted to the CAAHEP board for review and approval.

CAAHEP Policy Changes Index: Prior 3 years

Date	Policy Number	Brief Summary of change	Notes (optional)
1/15/2021	103	<p>Prior to accepting a self-study report for a program from an international-based program sponsor, the CoA must submit the Intent to Consider International Program form for review to the CAAHEP International Accreditation Review Committee. The CoA must receive approval to proceed with accepting the self-study report. The CoA must submit the Intent to Consider International Program form for each international program.</p> <p>When the self-study report is submitted, and just prior to the site visit, the CoA must verify responses to standardized vetting questions in the Intent to Consider International Accreditation form to assure that circumstances remain unchanged.</p> <p>International program applicants must demonstrate that English is the primary language for providing instruction and conducting business. If a CoA wishes to consider programs for which English is not the primary language, the CoA must demonstrate the ability to review and assess the program in the primary language used by that program.</p>	Change was made with the adoption of the new International Accreditation policies
1/15/2021	115	<p><b>B. Characteristics of an International-based Program sponsor</b></p> <p>In addition to meeting the characteristics listed above, an international-based program sponsor is considered to be authorized to provide post-secondary education and acceptable to CAAHEP if recognized as a member by an international accreditation or quality assurance organization listed in the Appendix of the CAAHEP Policies and Procedures.</p>	New section with the adoption of the International Accreditation policies.

1/1/2022	Section 200	Added policy 210, edited all of policies to reflect the change to program sponsor from sponsoring institution, changes to inactive status, updates to 208 voluntary withdraw, and 209 Alternative Models of Education.	
5/20/2022		Approved the policies and procedures for International Eligibility Review and CoA participation in the review of programs outside the U.S. Effective 1/1/2023	
1/31/2023		Revisions to Policies 101, 115.C., 603, 701	
1/15/2023		Revisions to 600	
7/2023		Policy 603: Complaints Against CAAHEP or its Committees on Accreditations (CoAs) Policy 701C: Site Visit Coordination Fee Updated links to forms: Voluntary Withdrawal Inactive Status Return to Active Status Removed International Hospital/Medical Center from the Standards Template as a I.A. Program Sponsor option	
1/31/2025	115	Changes to A.-D.	
7/12/2024		204: Change to section title: Accreditation Definitions, addition of new 204.B. Program Definitions  304: New: CAAHEP Associate Member Statement  701.D. Revision: CAAHEP Accredited Program Fee	
1/31/2025	205	Concentration and Add-On Tracks Definitions added	
1/31/2025	212	New policy on Certification Outcomes	
1/31/2025	503 B	CoA International Review Requirements and Application Process	
1/31/2025	705	Investment Policy – Reserve and Strategic Fund Policy	
1/31/2025	706	New Investment Policy	
06/20/2025	115 206 207 208 209 214	Requirements of a Program Accreditation Process Resolution of Citations Probationary Accreditation Maximum Timeframe for Non-compliance International Accreditation	