Commission on Accreditation
of Allied Health Education Programs

Frequently Asked Questions
Request for Accreditation Services (RAS)

Question: What is the Request for Accreditation Services (RAS) form?

Answer: The Request for Accreditation Services is a form that programs submit when undergoing review for initial and continuing accreditation, and transfer of sponsorship. The form collects information from the program sponsor (institution) regarding authorization to offer the allied health education program. It requires approval by the CEO/President, or designee, of the program sponsor (institution) authorizing the program to participate in CAAHEP accreditation. Request for Accreditation Services forms are verified by CAAHEP and reviewed by Committees on Accreditation.

Question: What is a Committee on Accreditation?

Answer: A Committee on Accreditation (CoA) is a CAAHEP member that consists of experts in a specific discipline that work with programs in the discipline throughout the accreditation process. CoAs evaluate program compliance with the profession-specific Standards and recommend appropriate accreditation statuses to CAAHEP. CAAHEP reviews CoA recommendations and makes the final award/denial of accreditation.

Question: What is the due date for submission of my program's Request for Accreditation Services?

Answer: The profession-specific Committee on Accreditation (CoA) notifies programs about submission of the Request for Accreditation Services form. Forms are submitted within 30 days of submission of the self-study report to the CoA.

Question: How do I find the contact information for the Committee on Accreditation for my profession?

Answer: The Committees on Accreditation (CoAs) page on CAAHEP's website includes a link to each CoA's website, where contact and additional information can be accessed.

Question: Where can I find the Request for Accreditation Services?

Answer: The Request for Accreditation Services is an online form that can be accessed on the CAAHEP website under the [Programs section](#).

Question: What information is needed to complete the Request for Accreditation Services?

Answer: Review the [RAS Completion Checklist](#) for detailed information needed to complete the Request for Accreditation Services, including required documentation for each program sponsor type (e.g., post-secondary academic institution, hospital, consortium).

Question: Does the Request for Accreditation Services require a signature from the President/CEO of the program sponsor (institution)?

Answer: The Request for Accreditation Services requires the electronic signature of the President/CEO of the program sponsor to authorize the accreditation process. CAAHEP understands the complexity of acquiring the President/CEO signature in large institutions. CAAHEP will accept authorization from the Chief Academic Officer or Senior Academic Administrator, or equivalent, as designated by the program sponsor (institution).

Question: Can I work on the Request for Accreditation Services and save my progress before official submission, or do I have to complete the form in one sitting?

Answer: Yes, progress on the Request for Accreditation Services can be saved and accessed later. Directions on how to save progress are also located in the form itself. Here are the steps to save your progress: When working in the form, click "Save" located at the bottom right side of the form to save the entered information and email yourself or another individual a link to resume completion and submission at a later time.

Question: Who can I contact if I have questions about completing the Request for Accreditation Services?

Answer: CAAHEP is here to help if you encounter any questions while completing the Request for Accreditation Services. Please email accreditationservices@caahep.org with any questions.

Question: **How can I confirm that my Request for Accreditation Services was successfully submitted?**

Answer: Once submitted, a submission confirmation, including a copy of the Request for Accreditation Services and uploaded supporting documentation, is emailed to the individual completing the form. If you receive the confirmation email, you can be assured that CAAHEP received the submission.

Question: **What does CAAHEP do with the information submitted in the Request for Accreditation Services?**

Answer: CAAHEP verifies the information provided on the Request for Accreditation Services and ensures an appropriate authorizing signature from the President/CEO or official designee is included. CAAHEP compares information submitted in the Request for Accreditation Services with its current records (if applicable) and updates the following fields in its records, as needed:
- Program Sponsor (Institution) Name: The program sponsor name in CAAHEP records matches the name as approved by the program sponsor's institutional accrediting agency and includes the name of the program's campus/location, if the campus/location is approved by the institutional accrediting agency.
- Program Name: Consistent with CAAHEP policy, the program name in the CAAHEP record reflects the title of the program approved by the program sponsor (institution) and relevant authorization authority (See profession-specific Standard I.A.).
- Program Address: CAAHEP records reflect the physical address/location of the educational program.

Question: **How long does it take for CAAHEP to complete verification of my Request for Accreditation Services?**

Answer: CAAHEP staff reviews the Request for Accreditation Services submission and completes verification within 15 business days following receipt of satisfactory documentation. Once verification is complete, the individual who completed the form receives an email notification including a copy of the verified Request for Accreditation Services and supporting documentation.

Question: **Does the Committee on Accreditation for my profession receive a copy of the Request for Accreditation Services I submitted?**

Answer: The profession-specific Committee on Accreditation (CoA) receives a notification when a program submits a Request for Accreditation Services. Once CAAHEP completes verification, the CoA receives a copy of the verified Request for Accreditation Services and supporting documentation.

Question: **Why am I not receiving email notifications regarding the submission and status of the Request for Accreditation Services form?**

Answer: CAAHEP uses Cognito Forms to collect Request for Accreditation Services submissions and communicate with programs and Committees on Accreditation regarding the verification. Email notifications regarding the Request for Accreditation Services are sent from notifications@cognitoforms.com. Be sure to add this email address to your safe sender list to ensure you are receiving important communications and check your spam e-mail folder for responses.

Question: **My institution maintains accreditation for more than one program in the same profession for which I am requesting accreditation services. Can I submit one Request for Accreditation Services for all programs in the same profession?**

Answer: CAAHEP requires that a separate Request for Accreditation Services be submitted for each educational program that requests accreditation services.

Question: **How do I determine if the program at my institution is a single program or more than one program in the same profession?**

Answer: CAAHEP policy defines an educational program as a legally authorized postsecondary program of organized instruction or study that leads to an academic, professional, vocational degree, certificate, or other recognized educational credential. The institution may offer different entry points into a single program, but programs that lead to different awards or degrees are considered separate, individual programs.

Question: **If my program is applying for approval of a satellite (consistent with CAAHEP policy), is the satellite location required to submit a Request for Accreditation Services?**

Answer: A satellite is an approved component of an accredited program. Satellite locations do not submit Request for Accreditation Services forms.