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## Program Accreditation Checklist

### Is your program ready to begin the CAAHEP Accreditation Process?

1. If your program is located within the United States of America:

Is the program sponsor currently accredited by an agency that is recognized by the United States Department of Education? For a list of those agencies, click here:

[http://www2.ed.gov/admins/finaid/accred/accreditation\\_pg6.html](http://www2.ed.gov/admins/finaid/accred/accreditation_pg6.html)

Or, is your program sponsor a hospital that is accredited by the Joint Commission or an equivalent agency, and has the program established an articulation agreement with a college or university that is accredited by the United States Department of Education?

Or, A branch of the United States Armed Forces or other Federal agency, which awards a minimum of a certificate/diploma at the completion of the program?

☐ Yes

☐ No

If the answer is NO, your program is not currently eligible to seek CAAHEP accreditation. Standard I of the CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in Neurodiagnostic Technology* and the CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in Intraoperative Neurophysiologic Monitoring* defines the types of institutions that can serve as a sponsoring institution. You can access the Standards by visiting the CoA-NDT website and viewing the Standards under the “Resources” tab.

2. Does the program have a director (the title may vary among institutions) who has primary responsibility for the continuous review, planning, development, and general effectiveness of the program and professional content?

☐ Yes      ☐ No

And, does this individual hold active verifiable certification or registration within the profession(s), and hold at least a Bachelor's Degree with clinical and teaching experience?

☐ Yes      ☐ No

If the answer is NO to either of these questions, your program is not ready to begin the CAAHEP accreditation process. The role of program director is required by Standard III.B.I.a. and this individual is generally responsible for writing the Self-Study Report and coordinating the site visit.

3. Does the program have a medical director who can provide the input necessary to ensure that the medical components of the curriculum, both didactic and supervised clinical practice, meet current standards of medical practice? The position of medical director can be held by two qualified individuals who share the role of co-medical director.

☐ Yes      ☐ No

And, is the medical director a licensed physician with recognized qualifications within the profession?

☐ Yes      ☐ No

If the answer to either is NO, your program is not ready to begin the CAAHEP accreditation process. The role of medical director is required by Standard III.B.I.b. and this individual must be involved in the development of the curriculum.

4. Does the program have an advisory committee, which is representative of at least each of the communities of interest named in Standard II.A, and which is designated and charged with the responsibility of meeting at least annually, to assist the program and sponsor personnel in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring program responsiveness to change?

☐ Yes      ☐ No

If the answer is NO, your program is not ready to begin the CAAHEP accreditation process. The advisory committee is required by Standard II.B and must be involved in developing the program's goals and learning domains.

5. Does the program have an active roster of students enrolled in the program?

☐ Yes

☐ No

The CAAHEP accreditation process is outcomes based, and optimal results are achieved with students involved in the process. Your program can submit the CAAHEP Request for Accreditation Services (RAS, <https://www.cognitoforms.com/CAAHEP2/RequestForAccreditationServices>) early in the planning process. The Self Study Report should be filed at least 12 months prior to the anticipated graduation date for the first group of students. The site visit will not be scheduled until the first group of students is enrolled in their first clinical course.

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