

Committee on Accreditation for Education in Neurodiagnostic Technology (CoA-NDT)

Policy and Procedure Manual

November 2026

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I. AUTHORIZATION

Structure, Organization, and Policy and Procedure Development

CoA-NDT functions as a Committee on Accreditation (CoA) within the Commission on Accreditation of Allied Health Education Programs (CAAHEP) system and adheres to the CAAHEP policies and procedures. CoA-NDT will ensure its policies and procedures are consistent with the CAAHEP policies and procedures.

The CoA-NDT organization and responsibilities are defined within the CoA-NDT Bylaws and CAAHEP Policies and Procedures for COAs.

I.01 Policies and Procedures

Members of the Committee on Accreditation for Education in Neurodiagnostic Technology (CoA-NDT) are responsible for adopting policies and procedures.

The CoA-NDT uses a collaborative process to develop and approve policies and procedures.

The CoA-NDT policies and procedures are available to the public.

Adopted 3/5/2013

II. FUNCTIONS

II.01 Program Review

The CoA-NDT cooperates with the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in the accreditation of educational programs in neurodiagnostic technology and intraoperative neuromonitoring. The CoA-NDT evaluates educational programs in relation to their compliance with the published "Standards and Guidelines for the Accreditation of Educational Programs in Neurodiagnostic Technology" and the "Standards and Guidelines for the Accreditation of Educational Programs in Intraoperative Neurophysiologic Monitoring." The CoA-NDT formulates an appropriate accreditation recommendation following its evaluation of a Self-Study Report and a site visit of that program. The recommendation is then forwarded to CAAHEP for final consideration and action.

II.02 Educational Outcomes Assessment

The CoA-NDT is also responsible for evaluating and recommending means by which its collaborating sponsoring organizations may favorably influence the quality and availability of education for neurodiagnostic technology and intraoperative neurophysiologic monitoring as a service to the public and professions.

II.03 Review CAAHEP Standards and Guidelines of Accreditation

The CoA-NDT conducts periodic reviews of the CAAHEP "Standards and Guidelines for the Accreditation of Educational Programs in Neurodiagnostic Technology" and the "Standards and Guidelines for the Accreditation of Educational Programs in Intraoperative Neurophysiologic Monitoring" and revises them as necessary to remain aligned with the mission and vision of CAAHEP.

III. ETHICAL STANDARDS

Members of the CoA-NDT Board of Directors, staff, and volunteers adhere to the ethical standards of practice in all CoA-NDT and CAAHEP-related activities.

Revised 7/21/2014

III.01 Conflict of Interest

Committee members of the CoA-NDT will sign annually a "Conflict of Interest" form provided by the Executive Director in preparation for the Annual Meeting.

Information so provided will be to determine the existence of any conflicts of interest relevant to CoA deliberations and actions in the upcoming calendar year. Any change in affiliations during the interim will be reported by the submission of an updated disclosure form.

A. Identification of Conflicts of Interest

The CoA-NDT Chair will review the Conflict-of-Interest form annually.

Conflict of interest refers to any situation in which a volunteer, employee or contractor of CoA-NDT stands to gain materially from his or her association with CoA-NDT.

A conflict of interest also exists when any member of the CoA-NDT or other volunteer (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 CoA-NDT. Similarly, members of the CoA-NDT are not to enter into employment relationships with persons or activities that are either directly or indirectly detrimental to the CoA-NDT.

Members of the CoA-NDT and staff will refrain from discussing and voting on accreditation matters if for any reason a conflict of interest or the appearance of a conflict of interest is present. Meeting minutes will reflect the non- participating members.

If any voting member of the CoA-NDT 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 members 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.

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 CoA-NDT has knowingly violated this conflict-of-interest policy, he or she will be subject to disciplinary action.

1. Accepting gifts, entertainment or favors from an outside concern that is seeking to do business with CoA-NDT. (This does not include normal business luncheons.)

2. Having a financial interest in an outside concern from which the CoA-NDT purchases goods or services.

3. Accepting personal compensation for Board-related speaking engagements, consulting services, or other activities.

4. Representing the CoA-NDT in any transaction in which the member of the CoA-NDT (or immediate family) has a substantial interest.

5. Members of the CoA-NDT and volunteers associated with the CoA-NDT (e.g., site visitors, self-study reviewers) are prohibited from reviewing a program within their own state, or within 50 miles of their employer.

6. Members of the CoA-NDT and volunteers associated with the CoA-NDT (e.g., site visitors, self-study reviewers) are prohibited from reviewing a program if there is any employment relationship between the individual and the sponsoring institution, or if there is an employment relationship between an immediate family member and the sponsoring institution.

   Members of the CoA-NDT and volunteers associated with the CoA-NDT are prohibited from reviewing a program if he or she has interviewed for a position at the sponsoring institution within the past three years.

7. Members of the CoA-NDT and volunteers associated with the CoA-NDT (e.g., site visitors, self-study reviewers) are prohibited from reviewing a program from which the individual or a member of the individual's immediate family (defined as spouse, life partner, child, parent, or sibling) graduated.

8. A site visitor is not considered to have a conflict of interest solely because the site visitor is employed by an organization that contracts with the same third-party IONM or NDT service company as the program under review. However, a site visitor must disclose any relationship with the service provider that could reasonably be perceived as creating a conflict of interest or compromising the site visitor's ability to conduct an impartial review.

   A site visitor may participate in a site visit when their employer utilizes the same third-party IONM or NDT service company, provided the site visitor is not primarily responsible for negotiating, executing, managing, or making decisions regarding the organization's contract or business relationship with that service company.

   When such a relationship exists, the site visitor must disclose the relationship to the CoA-NDT prior to the site visit. The CoA-NDT Executive Office will determine whether the relationship presents an actual or perceived conflict that requires recusal or other action.

9. All members of the CoA-NDT are prohibited from participating in any discussion regarding his/her program while the program is engaged in the accreditation process (e.g., recommendation for a site visit, review of the site visit report, review of annual and progress reports; during the consideration of an official student complaint).

    a. When considering accreditation recommendations at face-to-face meetings of the CoA-NDT members shall absent themselves from the room for any discussion and/or vote on programs located within their own state or within 50 miles of their employer.

    b. During any meetings of the CoA-NDT individual members are not permitted to be present in the room during face-to-face meetings or on the phone during a teleconference meeting when their own program is being discussed.

B. In the event that the Chair is identified to have a conflict of interest, the Vice Chair will assume the functions as the Acting Chair in matters related to the issue where the conflict of interest exists.

C. In the event of dispute regarding conflict of interest, the remaining members will determine if the conflict is legitimate.

Revised 10/24/2026

III.02 Confidentiality

The CoA-NDT members will hold in confidence all matters and information pertaining to CoA-NDT, unless disclosure is authorized by the board. All members will sign a "Confidentiality Statement," which will be held in their file. All information made available to reviewers will be considered confidential.

Disclosure of any information obtained during the accreditation process will be a breach of confidence. Committee members are also privy to a number of opinions that will also be considered as confidential. In any other role a committee member may assume outside the CoA, the member will refrain from discussing any aspect of an institution, or individuals involved in the accreditation process.

Efforts are made by all accreditation personnel in the peer review process to maintain confidentiality in the processing of information collected during the entire accreditation review. Printed materials, such as the Request for Accreditation Services, Self-Study Report, and Site Visit Report, are to be read only by members of the visiting team, the review committee, CAAHEP, and other authorized persons. CAAHEP considers all supporting documentation and reports to be the property of the sponsoring institution.

A. Any computer device (e.g., laptop, phone, USB drive) must be protected using a password or other authentication method, and individual folders should be password protected.

B. When the CAAHEP Board of Directors has taken final action regarding the accreditation status award, and the action letters have been distributed to the CoA-NDT Executive Office and the sponsoring organization, CoA-NDT staff will notify all CoA-NDT volunteers to destroy any materials the individual(s) may have related to the self-study and site visit.

Adopted 7/17/2024 in accordance with CAAHEP policy

III.03 Compensation

The CoA-NDT recognizes the appropriateness of reimbursement for reasonable expenses incurred by CoA-NDT volunteers during their activities on behalf of CoA- NDT. However, the CoA-NDT does not permit honoraria to be paid for any accreditation services rendered.

III.04 Consultation

Members of the CoA-NDT and staff will not serve as private consultants to any program subject to CAAHEP accreditation. Private consulting means providing advice on accreditation to a specific program for personal gain. When questions arise regarding specific applicability of the policy, the matter will be submitted to the CoA-NDT for resolution.

Revised 7/21/2014

A. Site Visitor Consultation

Consultation by non-board member site visitors - either paid or unpaid - is not specifically prohibited by the CoA-NDT. The practice of consulting is at the sole discretion of the individual doing the consultation and is considered outside of the CoA-NDT/CAAHEP accreditation process. Site visitors cannot visit as CoA-NDT representatives any program for which they have consulted. Consultation with programs that he or she has visited as a site visitor is also prohibited. Site visitors may not use their role as a CoA-NDT/CAAHEP site visitor to promote themselves for financial gain.

IV. MEMBERSHIP

IV.01 Committee Membership

The CoA-NDT consists of members appointed by the sponsoring organizations and appointed by the CoA-NDT as at-large members.

Each sponsor will appoint a minimum of two (2) representatives. At least one-half of the members on the CoA-NDT will hold a recognized NDT certification as their primary professional credential, with the ratio maintained at the discretion of the CoA-NDT. The CoA-NDT may appoint up to four (4) at-large members to meet the needs of the organization.

Revised 10/24/2026

IV.02 Continuity of Service

A. Pursuant to CoA-NDT Bylaw IV.B, the term of service (appointment) will be limited to an initial appointment of three years and two additional terms of three years, for a maximum of nine (9) years of consecutive service. In the event the appointee is elected to a leadership position, (e.g., Chair, Vice Chair) the term of service shall not end prior to the end of that leadership term.

B. In the event a sponsoring organization has not identified and formally appointed a successor to a CoA-NDT position when the term of service has expired, the incumbent representative will continue to serve until the CoA- NDT receives notice of an appointment to fill that incumbent's seat on the CoA-NDT.

Adopted 1/25/2015

C. Pursuant to CoA-NDT Bylaw IV.C, the sponsoring organization shall fill any vacancy that occurs prior to the conclusion of a member's term of service. The individual shall fill the unexpired term and is subsequently eligible to serve as a new appointee as described in IV.02. A.

Adopted 7/17/2024

IV.03 Additional Sponsoring Organizations

Additional organizations may be accepted as sponsors of the CoA. Organizations petitioning for sponsorship must meet the following criteria:

A. Demonstrate a significant relationship to the profession and the education of practitioners; and
B. Be national in scope; and
C. Accept the current CAAHEP Standards and Guidelines; and agree to participate in the entire review process, including site visits.

Organizations seeking to sponsor the CoA must submit a request to the CoA Office. The request will be added to the next CoA Board meeting, which is a minimum of 30 days from receipt of the request.

The CoA will review and discuss the request. After the CoA Board has reviewed and has approved the request, the request will be sent to all of the current sponsor organizations for endorsement.

Upon written endorsement by the sponsor organizations, the CoA will convey the recommendation for a new sponsor organization member to CAAHEP for a vote by the full Commission. The new sponsor organization will become a sponsor effective with the next CAAHEP annual meeting.

A time limit will be invoked for endorsement by the sponsor organizations, provided each sponsor organization has at least 60 days, and no more than 120 days, to take action. The CoA may extend the time limit for sponsor organization action that is longer than 120 days, provided it is the same period for all sponsor organizations.

Adopted 7/17/2024 in accordance with CAAHEP policy

IV.04 Officers

The officers of the CoA-NDT shall be the Chair, the Immediate Past Chair, the Vice-Chair, and the Secretary-Treasurer.

A. Chair: The Chair shall preside at all meetings of the CoA-NDT and administer all policies, procedures, and functions of the CoA-NDT. The Chair appoints and is an ex officio member of all ad hoc subcommittees; provides supervision and direction for the

Executive Director; and reviews correspondence received and sent by the CoA- NDT that pertains to the primary functions of program accreditation and policy.

Duties of the chair include, but are not limited to, (a) selecting CoA-NDT members to review self-study reports and (b) recruiting site visitors, and with the Executive Director, scheduling the site visits. The Chair may be removed without cause by a two-thirds (2/3) majority vote of the Committee.

B. Immediate Past Chair: The Immediate Past Chair provides advice and leadership to the CoA-NDT officers regarding past practices and other matters to assist the officers. The Immediate Past Chair supports the Chair on an as-needed basis. The term of the Immediate Past Chair will be for one year.

C. Vice-Chair: The Vice-Chair serves in the absence of the Chair, or when the Chair is unable to perform the duties of the position. The Vice-Chair assumes the position of Chair in the event the Chair vacates the position for any reason. The Vice-Chair shall serve as the chairperson of the Standards Review Committee.

D. Secretary/Treasurer: The Secretary/Treasurer serves as the chief financial officer for the CoA-NDT and has the general responsibility for the financial affairs and supervision of all CoA-NDT funds and official records. The Secretary/Treasurer shall ensure that an annual budget is prepared and distributed to the Committee for approval not later than the last meeting of each fiscal year. The Secretary/Treasurer is responsible for identifying responsible spending, looking for trends, and methods to reduce costs. In the absence of an Executive Director, the Secretary/Treasurer shall keep accurate minutes and records of the CoA-NDT meetings and distribute the minutes to members.

E. Terms of Office: Officers shall serve for a term of two (2) years but may be re- elected for one additional term. There shall be staggered terms for the Officers so that the Chair and Vice Chair terms will alternate years of election. The initial implementation of the staggered election schedule shall be established by a transition plan approved by the Committee and maintained with official records.

Revised 10/24/2026

IV.05 Staff/Management Services

A. Management Agreement. The CoA-NDT will maintain a management services agreement to provide administrative services.

Reviewed 7/21/2014

B. Executive Director Job Description. CoA-NDT develops and maintains a job description for the Executive Director.

C. Evaluation of Management Services. An evaluation of management services will be performed annually by the members of the CoA-NDT.

Reviewed 7/21/2014

A. Executive Director Attendance at External Meetings. The Executive Director will attend external meetings (e.g., CAAHEP, ASET) to represent the CoA- NDT. Funding to attend these meetings will be included in the CoA-NDT budget each year. In the event the financial status of the CoA-NDT reaches a point that it would not be a prudent use of the funds to support Executive Director attendance at external meetings, reduced funding will be included in the budget as appropriate and Executive Director travel will be deferred for that fiscal year.

Adopted 5/10/2016

B. Maintenance of CoA-NDT Records and Files. The management services provider will keep all records and files.

Reviewed 7/21/2014

C. Record Retention. The following schedule will be used for retention of CoA- NDT files:

Administrative	Retention Period
Contracts	Held for the duration of the contract by the Executive Director and the Chair
Meeting Minutes	Permanently
Financial	
Audit Records Bank reconciliations Checks and Deposits/ Monthly Bank Statements	7 years
Tax Returns and Worksheets	Permanently
Accreditation/Reaccreditation	
CAAHEP Request for Accreditation Forms (RAS)/CAAHEP Letters	Held permanently in the CAAHEP files. One accreditation cycle for the CoA-NDT office files.
Email Correspondence	Two years for emails related to accreditation (e.g., self-study notice, annual report correspondence, invoices).
Program's Response to Findings/ Self-Study Documents (Electronic File)/ Self-Study Reviewer's Analysis/ Site Visit Report/Findings/ Written Correspondence	One accreditation cycle

Revised 7/21/2014

IV.06 Meetings

A. Meeting Schedule. The CoA-NDT meets electronically at least five times per year with additional teleconference called as needed. The CoA-NDT holds one face-to-face meeting each year.

B. Electronic Meeting. The CoA-NDT may conduct business through various electronic means as may be available to all members. Any such convening of the CoA will require distribution of minutes by the Executive Office suitable to record the discussions and actions taken.

CoA-NDT may employ telephone conference calls, web meetings, and email to facilitate any action that may be required between regular annual meetings. Such electronic meetings may be conducted as deadline-driven, limited-issue email correspondence. A defined period for voting will be acknowledged by all members. Participation by a member in an electronic meeting is considered equivalent to physical presence.

C. Quorum. CoA-NDT defines a quorum as a simple majority.

IV.07 CAAHEP Commissioner

A. Appointment and Sponsorship. The CoA-NDT Chair (or designee) will serve as the CAAHEP Commissioner. The Commissioner will be sponsored by the CoA to attend CAAHEP annual meetings and will provide the CoA with a report of CAAHEP proceedings at the next CoA meeting.

IV.08 Reimbursement for Committee Member Expenses

A. CoA-NDT members are reimbursed for reasonable expenses associated with attending meetings, including the annual face-to-face meeting. CoA-NDT members will be reimbursed for reasonable expenses associated with attending external meetings (e.g., CAAHEP, ASET) when the member is asked to attend those meetings. In the event of adverse weather conditions or other uncontrollable circumstances that prevent travel, the individual should contact the CoA-NDT Executive Office for prior approval before additional expenses are incurred. The Executive Director and Chair will make decisions regarding additional reimbursement.

Revised 1/23/2016

B. Reimbursement Period

1. The CAAHEP Accreditation Workshop generally closes by noon; therefore, the reimbursement period concludes at midnight on the day the closing session is held.
2. The CoA-NDT Annual Meeting generally adjourns mid-afternoon; therefore, the reimbursement period concludes at 6:00 pm on the day following adjournment.

C. Reimbursement for CoA-NDT Meetings

Travel, registration, lodging, meals, and incidental expenses associated with attending the CAAHEP/CoA-NDT meetings will be paid by the CoA-NDT. Expense reimbursement requests should be submitted within 30 days of the event.

Revised 10/24/2026

D. Automobile Reimbursement

Automobile reimbursement for personal car use while performing CoA-NDT business will be according to the current Internal Revenue Service rate.

Reimbursement will not exceed the price of reasonable airfare.

Revised 3/10/2018

E. Airfare

In general, the standard economy airfare that allows the traveler to choose an assigned seat will be secured for all CAAHEP/CoA-NDT travel. Airfare exceeding $750.00 requires prior approval by the CoA-NDT Executive Director.

Members of the Committee should either make their travel arrangements and submit them for reimbursement or contact the CoA-NDT Executive Office to have the office make travel arrangements. Members of the CoA-NDT are discouraged to avoid the use of third-party vendors (e.g., Travelocity, Expedia) when making travel arrangements.

On the rare occasion when refundable airfare or business and first-class tickets are the only options for travel, the committee member must contact the CoA-NDT Executive Office for approval before purchasing the ticket.

Revised 10/24/2026

V. ACCREDITATION REVIEW

The accreditation process begins when an institution indicates that it wishes to seek CAAHEP accreditation of its Neurodiagnostic Technology or Intraoperative Neurophysiologic Monitoring educational program. This institution must meet the criteria for a sponsoring institution as defined in the CAAHEP Standards and Guidelines, Standard I.

The sponsoring institution or consortium must assume primary responsibility for the academic, didactic and clinical education experiences of its students; for appointing qualified faculty; for ensuring financial support necessary for meeting commitments to matriculating and accepted students; for selecting students; and for granting certificates and degrees.

V.01 Core Elements of the Accreditation Process

A. Program initiates accreditation process through the CoA-NDT. Upon receipt of the Request for Accreditation Services Form (located on the CAAHEP website), the CoA-NDT provides instructions for the program's next steps.

Note: If Continuing Accreditation, the CoA-NDT will notify the program in writing providing the date by which the self-study report is due.

Because accreditation by CAAHEP is a voluntary process, evaluation of a Neurodiagnostic Technology or Intraoperative Neurophysiologic Monitoring program is undertaken only with specific authorization from the Chief Executive Officer of its sponsoring institution.

The CAAHEP Request for Accreditation Services, signed by the Chief Executive Officer of the sponsoring institution must be completed using the CAAHEP online system (www.caahep.org). The application fee should be sent to the Committee on Education in Neurodiagnostic Technology (CoA- NDT) Executive Office.

Adopted 7/17/2024 in accordance with CAAHEP policy

B. Conducting and Submitting the Self-Study Report. Ongoing internal review, analysis and assessment of the entire range of educational operations, including ancillary services, that contribute to accomplishing objectives, should be conducted by program faculty with input from administrators, students, employers of graduates, and others identifiable as representing the "broad community of interests." This type of self-study is required of programs requesting accreditation by CAAHEP.

Specific instructions for preparing the Self-Study Report are contained in the Self-Study Template. Although a self-study is comprehensive, the Self-Study Report need contain only enough documentation to substantiate compliance with the Standards.

C. Review of the Self-Study Report by the CoA-NDT to verify all elements are included.

1. A Self-Study Report is required from all programs seeking either Initial or Continuing Accreditation.

Reviewed 7/21/2014

2. Preparing and Submitting the Self-Study Report. The Self-Study Report must be submitted using the current CoA-NDT Self-Study Report template. Self-Study Report templates and the supporting appendices can be downloaded from the CoA-NDT website (www.coa-ndt.org).

Revised 7/17/2024

3. Self-Study Review. Staff will complete an Executive Analysis of the Self-Study Report to identify missing or incomplete materials. The Self-Study may be returned to the program when there is significant missing or incomplete information. The Self-Study Report will be assigned to two (2) CoA-NDT approved reviewers for their analysis. At least one reviewer will be a current member of the Committee. Staff will notify reviewers when a Self-Study Report is being sent for review. When reviewers receive a request to analyze a Self-Study Report, he/she must respond to the CoA-NDT office within five (5) days of

that request to confirm acceptance of the assignment. Reviewers must return the Self-Study Report analysis to the CoA-NDT office within 30 days.

Adopted 5/7/2013

D. Site Visit. All programs must participate in a comprehensive accreditation evaluation, including a site visit, at least once every ten years. A site visit is a required part of the evaluation process to determine compliance with the CAAHEP Standards. Site visitors represent both CoA-NDT and CAAHEP.

The CoA-NDT offers programs the option of participating in either a hybrid/in-person or a virtual site visit. The program will be notified by the CoA-NDT Executive Director about the type of visit for which it is eligible.

Revised 7/17/2024

1. Hybrid/In-person site visit. Programs seeking initial accreditation are required to participate in a hybrid/in-person site visit.
   The site visit is scheduled in two components. Interviews with members of the communities of interest are scheduled using videoconferencing technology during the month before the visit to the campus.
   A site team will be scheduled for a one-day in-person visit to the campus. During the in-person visits, one or more site visitors may be scheduled to participate remotely.

   Revised 10/24/2026
2. Virtual Site Visit. Programs seeking continuing accreditation may choose to participate in a virtual site visit if they meet eligibility requirements.

   Revised 7/17/2024
3. A narrative report of findings from the site visit will be provided to each program following a site visit. The Site Visit Report, in addition to stating the areas not meeting the CAAHEP Standards, will also include a listing of the program strengths and deficiencies or areas of non-compliance. The Site Visit Report will be sent to the program upon the conclusion of the site visit. Programs will be given an opportunity to respond to the report of findings.
4. The program's response to the report of findings will be taken into consideration when determining an accreditation action recommendation.

E. Length of the Accreditation Cycle. CoA-NDT uses a variable accreditation cycle based on established criteria. *Adopted 5/23/2018*

1. Initial Accreditation. Initial Accreditation is generally awarded for a period of five (5) years to allow the program to accumulate three years of outcomes. There will be an accreditation dialogue throughout the five (5) year period based on the program's outcomes as reported in the annual Report of Current Status (Annual Report). Based on those outcomes and the accreditation dialogue, the CoA-NDT may develop an accreditation recommendation prior to the end of the initial five years.

2. Continuing Accreditation. The variable accreditation cycles are applied to each program seeking Continuing Accreditation.

Revised 7/17/2024

a. 7-Year Accreditation: For a program to be recommended for 7-years Continuing Accreditation, a Program must meet the following criteria:

- No deficiencies or significant concerns identified.
- There have been no changes in the program director since the last accreditation cycle.
- Program has consistently submitted its outcomes data, analysis and action plan(s) as a result of outcomes assessment.
- All 3-year average outcomes, since the last accreditation review, meet the CoA-NDT established thresholds, or a reasonable rationale (as determined by the CoA-NDT) has been given in the analysis for any outcomes falling below threshold(s).
- Annual reports have been complete, including resource assessment with analysis and action plan(s), and submitted in a timely manner.
- All administrative requirements have been met (i.e., all fees paid, timely notification to CoA-NDT regarding substantive changes, all reports [self-study report, annual report/surveys, progress reports] filed in a timely manner).

Failure to meet any of the aforementioned criteria may result in an accreditation recommendation of 5 years or 3 years. In such instances, the CoA-NDT may request additional information from the program in the form of a Progress Report in order to review the status and progress of a program sooner than the maximum review cycle would allow.

CRITERIA FOR 5- or 3- YEAR ACCREDITATION

Criteria that may lead to a 5- or 3-year Continuing Accreditation recommendation include, but are not limited to:

b. 5-Year Accreditation

- All 3-year average outcomes, since the last accreditation review, meet the CoA-NDT established thresholds, or a reasonable rationale (as determined by the CoA-NDT) has been given in the analysis for any outcomes falling below threshold(s).
- Annual reports have consistently had missing data, but Program has demonstrated good faith effort to obtain, analyze, and submit data.
- Concerns identified during the self-study process, but Program has demonstrated willingness to develop and implement action plan to resolve issues.

- Program has a history of progress reports but has demonstrated resolution of issues.

c. 3-Year Accreditation

- Any one or more of the 3-year average outcomes, since the last accreditation review, are below CoA-NDT-established thresholds and/or Program has not consistently submitted its outcomes data analysis and action plan(s) as a result of outcomes assessment but has demonstrated good faith effort to resolve issues and has shown improvement.

- Annual reports have consistently had missing data, but Program has demonstrated good faith effort to obtain, analyze, and submit data.

- Program has history of progress reports that are on-going but has demonstrated good faith effort to resolve issue and has shown improvement.

The CoA-NDT may extend a Program's accreditation period for a longer time period if a Program's progress report is submitted in a timely manner and is determined to be satisfactory, at the discretion of the CoA-NDT, to maintain accreditation status.

If a Program is Inactive, procedures must be followed as usual to maintain compliance with the Standards, i.e., Annual Reports must be submitted annually, and all fees must be paid.

3. Guidelines for Making Continuing Accreditation Cycle Extensions. In an effort to recognize the ongoing pursuit of compliance and self-improvement of neurodiagnostic technology and IONM education programs, the CoA-NDT has developed criteria for the potential extension of a given program's current accreditation cycle.

   This process is akin to similar progressive and innovative policies which exist in ACGME program review and accreditation. As such, it allows each program the opportunity for recognition of interval improvements and progress in outcomes data, documentation, deficiencies, or other previously stated CoA-NDT concerns, etc., and when appropriate, the potential for accreditation cycle extension.

   a. The caveats of the accreditation cycle extension policy and its relationship to the current 3, 5, and 7-year accreditation recommendation criteria are as follows:

      - Approximately 18 months prior to the deadline for SSR receipt (or 6 months prior to the standard 1-year program notification by the CoA-NDT for pending SSR submission), the CoA-NDT will formally review the status of each program in conference call format.

- At this time, determination will be made as to whether an accreditation cycle extension is appropriate (criteria detailed below).
- If specific additional information and/or documentation are needed at the time of committee review, a request for such may be made to the program of interest.
- The potential accreditation cycle extensions are limited to 3- to 5-years, 5- to 7-years, and 7- to 10 years only (accreditation extensions of 3- to 7-years or 10 years and 5- to 10-years are not possible).
- If accreditation cycle extension is approved, the respective program will be notified in writing by the CoA-NDT Executive Director.

No program may achieve an accreditation cycle greater than 10- years (comprehensive review with site visit and accreditation recommendation to CAAHEP required at a maximal 10-year interval per CAAHEP policy).

F. The CoA-NDT reviews the program's compliance with CAAHEP Standards.

1. The CoA-NDT reviews the site visit report, the student satisfaction surveys, the program's response to site visit findings, and additional materials, if submitted.
2. The CoA-NDT may request additional materials if appropriate.

G. Accreditation recommendation determined by the CoA-NDT. After careful review of all documents, the CoA-NDT Board of Directors collectively determines a recommendation for each program. The recommendation options are located in CAAHEP policy. The CoA-NDT recommendation for each program will be forwarded to CAAHEP where the final accreditation decision is made.

H. The program will be notified by CAAHEP of the accreditation decision.

I. Continuous quality review (Annual Reports). The CoA-NDT monitors programs for effective compliance with published criteria through the use of the annual report.

V.02 Accreditation Categories

The CoA-NDT will use only those accreditation categories currently approved by CAAHEP as delineated in the current CAAHEP Policy and Procedures Manual.

Accreditation is granted by the CAAHEP Board, upon the recommendation of the CoA-NDT, when a program is in compliance with the accreditation Standards and remains in effect until due process has demonstrated cause for its withdraw.

Adopted 7/17/2024 in accordance with CAAHEP policy

A. 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.

Adopted 7/17/2024 in accordance with CAAHEP policy

1. The CoA-NDT recommends a period of five (5) years for initial accreditation.

Adopted 7/17/2024

B. Continuing 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 withdrawal.

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

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

Adopted 7/17/2024 in accordance with CAAHEP policy

E. Withdrawal of Accreditation-Involuntary is conferred when a program is no longer in compliance with the accreditation Standards.

F. Withdrawal of Accreditation-Voluntary is granted when a sponsoring institution requests that its program(s) be removed from CAAHEP.

1. Voluntary withdrawal of accreditation from CAAHEP or of an application for accreditation may be requested at any time by the Chief Executive Officer or an officially designated representative of the sponsor writing to CAAHEP indicating: the last date of student enrollment, the desired effective date of the voluntary withdrawal, and the location where all records will be kept for students who have completed the program.

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

H. Add-on. A supplementary program educational element that meets a separate expectation statement in the Standards. At the programmatic level, an add-on track is not a stand-alone program and must be a part of an accredited underlying concentration.

Although dependent upon the accreditation of the underlying concentration, each add-on track has its own accreditation status and must be approved by the CAAHEP Board of Directors.

Adopted 7/17/2024 in accordance with CAAHEP policy

The CoA-NDT offers programs the option to seek accreditation for add-ons in Evoked Potentials (EP), Intraoperative Neuromonitoring (IONM), Nerve Conduction Studies (NCS), and Polysomnography (PSG)

Administrative note: there is no need to demonstrate that the add-on track has citations sufficient to support probationary accreditation or withdrawal accreditation. The add-on could be placed on probationary accreditation or have its accreditation withdrawn and this would not automatically impact the underlying accreditation. Administratively this would be treated like any other recommendation for an action that requires due process guarantees.

I. Communication regarding the accreditation status

1. CoA-NDT does not publish the accreditation action recommendations it submits to the CAAHEP Board of Directors until after CAAHEP action.

   CoA-NDT does not send a letter to the program/institution specifying accreditation action recommendations unless it is a recommendation for an accreditation status that requires due process.

   a. When due process is required, the CoA-NDT notifies the program of its opportunity to ask for reconsideration or to voluntarily withdraw from the accreditation process.

2. 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.

Adopted 7/17/2024 in accordance with CAAHEP policy

V.03 Inactive Programs and Re-activation

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 can be enrolled or matriculated in the program. The sponsor must continue to pay all required fees to the CoA-NDT and CAAHEP. A program may remain inactive for up to two years. If additional time is required, the institution shall submit to the CoA-NDT for consideration a documented plan with timelines for reactivation of the program.

If the CoA-NDT 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-NDT's consideration a documented plan with timelines for reactivation of the program. If the plan is not satisfactory to the CoA-NDT, 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 CoA-NDT. The program sponsor will be notified by the CoA-NDT 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-NDT.

If the program sponsor has not notified CAAHEP or the CoA-NDT of its intent to reactivate the program, request additional time, or voluntarily withdraw by the end of the two-year period, The CoA-NDT will recommend that accreditation be withdrawn to the CAAHEP Board of Directors.

Revised and Adopted 7/17/2024 in accordance with CAAHEP policy

VI. REQUEST FOR RECONSIDERATION OF AN ADVERSE RECOMMENDATION

A. CoA-NDT will follow due process before forwarding a recommendation of withhold, withdraw, and probationary accreditation to CAAHEP.

Revised 7/17/2024 in accordance with CAAHEP policy

B. CoA-NDT will notify the program in writing by certified mail/return receipt request that a negative decision is being recommended to CAAHEP

Revised 7/17/2024 in accordance with CAAHEP policy

C. CoA-NDT will inform the program of its right to request reconsideration.

Revised 7/17/2024 in accordance with CAAHEP policy

D. CoA-NDT will identify those areas that are deficient and what program modifications are required to bring the program into compliance with the Standards.

Adopted 7/17/2024 in accordance with CAAHEP policy

1. CoA-NDT accepts additional materials from the program to address the deficient areas if the program chooses to submit them.

E. The program must request reconsideration within 15 calendar days following receipt of the CoA-NDT notification letter, including additional materials.

Revised 7/17/2024 in accordance with CAAHEP policy

F. If the Program requests reconsideration, the program must submit additional (new) material for consideration by the CoA-NDT within 30 calendar days from the date of the request for reconsideration.

Revised 7/17/2024

1. The CoA-NDT will place reconsideration of the original recommendation on its next agenda following the program's deadline for submission of materials.

2. The CoA- NDT Board will review the reconsideration action based on all the materials at the time of the original recommendation as well as all new materials submitted by the Program.

    a. The CoA-NDT then formulates a recommendation to CAAHEP for:

i. Initial Accreditation or Withhold Accreditation for new programs, or

ii. Continuing Accreditation, Probationary Accreditation, or Withdrawal of Accreditation for currently accredited programs, including the Standards cited, the rationale for each citation, and the suggested documentation to correct each citation.

G. If the CoA-NDT formulates a recommendation that could change the CAAHEP accreditation status of the program (e.g., as a result from the program's annual or progress report), the recommendation is forwarded to CAAHEP along with the correspondence documenting that the Program was notified of its rights and that due process was followed.

H. If the CoA-NDT formulates a recommendation that would not change the CAAHEP accreditation status, but includes citations, the recommendation is not forwarded to CAAHEP, and a Progress Report is requested from the program.

VII. SITE VISITORS

The CoA-NDT charges its representatives with gathering data on which the review committee can evaluate the program's compliance with the Standards. Site visitors will submit their findings to the CoA-NDT. Program strengths and deficiencies will be discussed at the exit conference.

VII.01 Team Composition

A. The composition of the site visit team will include two to four visitors; the team will include at least one member who holds credentials specific to each add-on offered by the program.

B. No visitor will have any real or potential conflict of interest that may affect the evaluation. If the site visitor, program, or the CoA-NDT has reason to believe that a conflict of interest exists, the visitor will be recused, and another member selected. All site visitors are required to sign a confidentiality statement.

C. Trainees and/or observers may accompany the onsite evaluation team.

VII.02 Site Visitor Selection and Appointment

A. All site visitors will

1. be qualified by education and experience;

2. successfully complete the CAAHEP Site Visitor training ;

3. complete site visitor training, which includes participating in a CoA-NDT site visitor training course.

Adopted 10/24/2026

4. participate in an orientation site visit with an experienced site visit team.

Adopted 7/17/2024

Objectivity and impartiality are stressed throughout the orientation process.

VII.03 Site Visitor Expectations

A. Site visitors are expected to demonstrate an in-depth knowledge of:

1. the full scope of the program's resources, operations and components as described in the Self-Study Report prepared by the institution under evaluation.

Adopted 7/17/2024

a. the most current CAAHEP Standards and Guidelines;

b. the existing procedures for accreditation, including the mechanism for reconsideration;

c. the role of resource assessment and outcome evaluation in programs.

B. Site visitors are expected to demonstrate a general knowledge of

Adopted 7/17/2024

1. the principles of institutional organization/administration, including (1) institutional accreditation processes; (2) fiscal policy and planning, and (3) various organizational/authority structures.

2. curriculum design and instructional methods, including non-traditional approaches;

3. psychometric theory and application, including (1) cognitive testing and

evaluation and (2) performance evaluation.

4. contemporary standards of care, including current procedures and equipment, and the expected role of practitioners.

5. current learning resources related to patient care, and medicine; and,

6. sensitivity to the potential for personal and professional bias.

VII.04 Responsibilities of the site visit team

A. Before the site visit

1. Potential team members should promptly notify the CoA-NDT of their willingness to participate in a scheduled site visit. Site visitors will determine if there is a real or potential conflict of interest and will decline any assignment in which a conflict of interest may be perceived.

2. Team members will review the contents of the Self-Study Report and the Executive Analysis and reviewer's analysis in relation to the CAAHEP Standards.

3. Following review of the written report and the supplementary documentation, the CoA-NDT Executive office coordinates communications with the team members to develop strategies for data collection and evaluation, outline specific areas of scrutiny, and identify concerns. The CoA-NDT Executive Office will be copied on all correspondence between the team leader and the program.

4. A mutually satisfactory agenda will be arranged in consultation with the program director of the program being visited.

5. Travel schedules of the team members will be coordinated by the CoA-NDT Executive Office. After consultation with the CoA-NDT Executive Office, flight arrangements are made by the site visitor and submitted for reimbursement to the executive office. Hotel accommodations will be made by the executive office. Late arrival to or early departure from the sponsor institution reduces the efficiency of the site visit and can adversely affect the site visit team's ability to evaluate the educational program completely and objectively.

Revised 10/24/2026

B. During the site visit

After the Self-Study Report has been evaluated, the program is visited by a team assembled by the CoA-NDT staff.

1. The team should arrange to meet prior to the beginning of the formal agenda. This may include a conference call prior to the site visit; a dinner meeting the evening before the site visit begins; or a breakfast meeting the morning the site visit begins. At this meeting the team should compare notes and decide how they will conduct the various interviews and discuss any other concerns.
2. All program personnel and representatives of the administration will be clearly informed about the purposes, function, and mechanics of the onsite evaluation and its relationship to the accreditation processes of the CoA-NDT and CAAHEP.
3. The team members will collect, verify, and interpret all information likely to demonstrate how the program meets the Standards by:
    - Interviewing all key program personnel, support staff, students, graduates, and representation of advisory committees;
    - Reviewing and analyzing relevant documentation and reports, particularly resource assessment materials; and
    - Inspecting pertinent facilities and resources, including the use of virtual tours as appropriate.
4. Team members will carefully document all findings on the on-site review report form. Evidence will be provided to substantiate all Standards 'not met'. For all Standards cited as 'not met' reference will be made to the number/letter designation of the applicable Standards(s).

- The on-site review report should be developed in a collaborative manner prior to the exit summation conference. It will be reviewed for accuracy prior to its submission. The team's report will be free from personal philosophical iterations and convoluted terminology. The report will be candid and analytical and give an accurate picture of the strengths and weaknesses of the program.
- Consistency between the observation and impressions of the site team and their documentation is essential.
- The site visit report will complement and validate, not duplicate, the Self-Study Report submitted by the program.

5. After completion of the Site Visit Report, team members will arrange to meet the Program Director to confirm the data and discuss the site visit team's conclusions and recommendations. It is important to determine whether any of the conclusions have been based on faulty interpretations or incomplete information. This is an ideal time for the team to function as consultants, providing ideas and suggestions to help the program personnel address identified shortcomings.
6. During the summation conference the site visit team members will provide program personnel and administration officials with an objective oral review of the findings of the team. Those present during the summation conference will be documented.

   The team will read the summation conference script which reiterates their function and reviews the sequence of events for the accreditation process including the program's right to verify the facts in the report, the ability of the program to inform the CoA-NDT of improvements made prior to the close of the agenda, and the reconsideration mechanism.

   The team will not indicate CoA-NDT's accreditation recommendation and will not leave a copy of the Site Visit Report with the program.

C. After the site visit

1. The team must submit the Site Visit Report to the CoA-NDT Executive Office within five (5) business days of completing the onsite evaluation.

2. The program will receive a formal written report from the CoA-NDT within three (3) weeks of the site visit. At this time, the program will be given the opportunity to respond to any inaccuracies of fact and to comment on the site visit team's interpretation of information gathered on site. The program must respond within 30 days of receipt.

VII.05 Professionalism

All individuals associated with CoA-NDT activities, including committee members, site visitors, consultants and other representatives, will maintain the highest standard of professionalism and

integrity and will conduct themselves in a manner that fosters respect for the integrity, expertise and reliability of all.

VII.06 Confidentiality

The CoA-NDT maintains procedures to ensure that the actions of its site visitors are consistent with the need to maintain confidentiality during the review process in accordance with CoA-NDT and CAAHEP policies.

Site visitors will submit a conflict of interest/confidentiality statement annually.

All information made available to site visitors for and during their evaluation will be considered confidential. Disclosure to anyone outside CoA-NDT/CAAHEP of any information obtained during the accreditation process is not allowed. Team members are also privy to a number of opinions expressed by individuals during interviews; these too will be confidential.

VII.07 Complaints against site visitors

A. A formal complaint may be filed against an individual site visitor or a site team. When the individual(s) is/are alleged to have violated the integrity of the accreditation process, including:

   1. violating confidentiality before, during, or after the site visit;

   2. violating the rules of conduct for a site visitor; or,

   3. other circumstances of misbehavior the institution believes will compromise the integrity of the accreditation process.

B. All complaints against a site visitor or site team must be in writing and sent to the Executive Office of the CoA-NDT. Complaints may be filed using email. The Executive Director will confer with the Chair of the CoA-NDT (unless the complaint is against that individual, in which case the Executive Director will confer with the Vice-Chair) and determine whether the complaint is valid.

   1. If the complaint is determined not to have violated the integrity of the accreditation process, the Executive Director will notify the complainant of this finding, and the basis of the finding.

   2. If the complaint is determined to be valid, the Executive Director will notify the complainant and inform him/her of the process for investigating the complaint.

      The Executive Director will forward a copy of the complaint to the individual using certified mail or any other delivery service that provides a mechanism for tracking. The individual will have 30 calendar days during which to respond to the allegations in the complaint.

      a. The Chair will appoint a Site Visitor Complaint Committee to review the complaint and the response, and to determine what further action will occur (e.g., reprimand, the site visitor may be required to complete additional training, the site visitor may be removed from the roster of site

visitors). If the accreditation recommendation is believed to have been compromised by the actions of the site visitor(s), the CoA-NDT may conduct a repeat site visit at no cost to the institution.

VII.08 Withdrawal of Site Visitor Appointment

Individuals may be deleted from the roster of active site visitors if they: voluntary resign, are inactive for a period of three or more years, or fail to correct any deficiencies revealed on the evaluative process.

VII.09 Site visits

A. Purpose: Site visitors will talk with students and clinical instructors/preceptors during the site visit in order to evaluate how well the program prepares the students to achieve the clinical learning objectives.

Policy: Site visits will be scheduled so students will have completed at least one month of clinical education in which students are actively practicing competencies specific to their discipline.

B. Focused Site Visits will be scheduled when it is determined that waiting until the next regular comprehensive accreditation is not in the best interest of the program, its students or the public. The decision to schedule a focused site visit may be based on the CoA-NDT's review of the outcomes as shown on the annual reports and a programs' ability to meet the established thresholds, and complaints against the program. Selection may also be based on the date of the program's last site visit or any significant changes taking place within the program. The program will be given 90 days' notice prior to arrival on site. The program will be given three (3) business days to confirm the assigned site visit dates. If no confirmation is received from the program, it will be assumed that assigned dates are acceptable.

VIII. OUTCOMES BASED EVALUATION

The CoA-NDT uses a number of criteria for outcomes measures, including but not limited to retention, credentialing exam success, employment (positive placement), employer satisfaction, and graduate satisfaction.

VIII.01 Annual Report

Each year, all accredited programs are required to file an online Annual Report with CoA-NDT to update the program information, to identify major changes in the program during the year, to report outcomes assessment data, and to provide an analysis and action plan to improve sub-threshold performance on outcome assessments.

The CoA-NDT reviews the Annual Report and engages in an accreditation dialogue commensurate with the performance of the program. In the case of sub-threshold performance (number, magnitude, and duration), the CoA-NDT may request Progress Report(s) and other documentation as part of the accreditation dialogue. Continued sub-threshold performance may result in an adverse accreditation recommendation to CAAHEP.

Failure to submit the annual report within 30 days of the determined deadline may result in a program being placed on administrative probation.

VIII.02 Established Thresholds

The CoA-NDT has identified the following outcomes threshold that programs must meet/maintain for accreditation.

A. Graduate surveys are administered six (6) months to one (1) year post graduation.

1. The program is required to distribute graduate surveys to 100% of the graduates from each cohort. The CoA-NDT will not consider the return rate when evaluating the graduate survey outcome.

Adopted 8/28/2018

B. Employer surveys are administered six (6) months to one (1) year post graduation

1. The program is required to distribute employer surveys to 100% of the graduates from each cohort. The CoA-NDT will not consider the return rate when evaluating the employer survey outcome.

Revised 10/24/2026

C. Retention of 60% or greater of total enrollment, including attrition due to academic dismissal, clinical dismissal, or student withdrawal.

Adopted 3/29/2025

1. Purpose: To establish a common point at which NDT and IONM programs begin counting students for the purpose of measuring retention in the annual Report of Current Status (annual report).
Policy: Each program must count students for the purpose of determining enrollment not later than the first professional/technical course in which a student is taught, and achievement measured, for the cognitive, psychomotor and affective domain competencies in the required CoA-NDT curriculum. Students who enroll but subsequently drop or withdraw from the course within 10 calendar days of the official start date of the course, may be eliminated from the enrollment number.

Adopted 1/25/2018

D. Positive Placement of 80% or greater. Positive placement requires the graduate to be employed in neurodiagnostic technology or intraoperative neuromonitoring, or related, profession or continuing their education.

Revised 3/10/2024

E. Credentialing success of 60% or greater on each of the credentialing examinations specifically related to the accreditation for the program and/or any optional add-ons, i.e., R. EEG T., RPSGT, R. EP T., R.NCS.T., and CNIM.

Revised 3/10/2024

VIII.03 Failure to Meet Established Thresholds

Failure to meet the established thresholds will result in recommendations from the CoA-NDT and require an action plan be developed by the program and submitted to the CoA-NDT. The action plan should provide documentation regarding how the deficiencies will be corrected.

Non-compliance, inability to correct deficiencies in a timely manner, or serious deviation from the threshold in any particular measure may trigger an unscheduled comprehensive review, progress report, or a change in the program's accreditation status.

VIII.04 Transparency of Outcomes

All programs must publish, preferably in a readily accessible place on their website, the outcomes measures required by the CoA- NDT. The CoA-NDT requires all programs to publish positive placement outcomes.

Revised 7/17/2024

A. At all times, the published results must be consistent with and verifiable by the online Annual Report of the program.

B. Each year in the Program Information tab of the Annual Report, the program must state the website link (or other publication) where its results are published.

IX. MAINTAINING ACCREDITATION

IX.01 Advisory Committee

CAAHEP Standards require each program to appoint an advisory committee, which is representative of at least each of the communities of interest named in the Standards; the advisory committee must be charged with the responsibility of meeting at least annually to assist program and sponsor personnel in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring program responsiveness to change. (Standard II.B)

A. Public Member

Purpose: The public member provides the perspective, and represents the interests, of the community at large.

Definition: A public member is not employed as a healthcare provider; is not a member of any trade association or membership organization that is related to the practice of neurodiagnostic technology; does not qualify as a representative from any other named community of interest; is not employed by the sponsor of the NDT or IONM program; is not a relative of an individual who is employed by the sponsor of the NDT or IONM program; and, does not hold any position with a CAAHEP-accredited program.

The public member should receive orientation to and instruction about his/her position from the Program Director. The public member should have a defined position on the agenda of each Advisory Committee meeting.

Revised 10/20/2018

B. Meetings

Consistent with the Guideline for Standard II.B, meetings of the Program Advisory Committee may be held in person or by using synchronous electronic means (e.g., teleconference calls, web-based meeting technology). Sending an email to the Program Advisory Committee members does not permit synchronous communication among the members and does not fulfill the requirements of an advisory committee meeting.

IX.02 Records Retention

A. Program directors must retain student records related to academic and clinical progression in the program and outcomes assessment documents for a minimum of three years. Outcomes assessment documents include the raw (completed) graduate and employer survey instruments, and any source documents used in the completion of the program's Report of Current Status (Annual Report) and Resource Assessment Matrix (RAM).

Adopted 8/28/2018

IX.03 Advertisement of Accreditation

All accredited programs and those seeking accreditation must follow CAAHEP's published policy on public use of CAAHEP accreditation status by program and sponsoring institutions. (See CAAHEP Policy 300 in the Policies and Procedures Manual: https://www.caahep.org/about/governing-documents).

A. Developing Program. When a developing educational program in neurodiagnostics or intraoperative neuromonitoring has not yet been scheduled for an initial site visit, no mention of CAAHEP accreditation may be made.

B. Publication after site visit scheduled. Once a site visit has been scheduled, the developing program may publish the following statement: "The Neurodiagnostic Technology or IONM 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). 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 timeline or when accreditation will be achieved.

C. Language to notify public regarding accreditation status. 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) upon recommendation of the Committee on Accreditation for Education in Neurodiagnostic Technology.

Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North, Suite 158
Clearwater, FL 33756
727-210-2350
www.caahep.org"

2. Provided the requirements of paragraph C.1 have been met, when the sponsor additionally publishes the accreditation status of the program, it must state: "The [*name of program*] is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation for Education in Neurodiagnostic Technology."

D. Notifying communities of interest regarding Probationary Accreditation Status. If a program has been placed on Probationary Accreditation by CAAHEP, it must inform all students and applicants in writing, and must disclose this sanction whenever reference is made to its accreditation status, by including the statement:

"[*Name of program*] is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation for Education in Neurodiagnostic Technology. 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 one year (e.g., catalogs) are not required to carry the above wording. However, when 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 refer to accreditation status must include the above language about Probationary Accreditation.

Adopted 7/17/2024 in accordance with CAAHEP policy

IX.04 Curriculum

Programs are required, at all times, to demonstrate that the curriculum encompasses the NDT and IONM curriculum as specified in Appendix B of the Standards and Guidelines, including for any add-ons offered by the program.

X. DISTANCE EDUCATION

The CoA-NDT follows the distance education policies established by CAAHEP in CAAHEP Policy 212A.

A. 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 faculty initiated 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- ROMSs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3).

B. Consistent with CAAHEP policy, CoA-NDT 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: methods 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.

C. The program sponsor must have appropriate approval(s) to offer distance education, e.g., institutional accreditor and state, as applicable.

D. The program sponsor must provide administrative oversight of the distance education system.

E. The program must ensure that the instructional modality is consistent with the mission, goals, and objectives of the program.

F. The program must have a process to ensure academic integrity and honesty. This process must be aligned with institutional policy.

G. The program must demonstrate sufficient information technology resources and technical support for students and faculty.

H. The program must provide an orientation in distance education delivery to the students.

I. The sponsoring institution must provide access to instructional design support with an experienced individual who can provide faculty with professional development during the development and implementation of distance education courses.

J. The sponsoring institution must provide professional development and training for faculty on distance education delivery.

K. The sponsoring institution must evaluate faculty on their knowledge or and effectiveness in the delivery of distance education.

L. The sponsoring institution must have clear disclosures regarding information technology requirements and resources to support students.

The entire distance education policy was adopted 7/17/2024 in accordance with CAAHEP policies

XI. SATELLITES

Neurodiagnostic Technology (NDT) and Intraoperative Neurophysiological Monitoring (IONM) programs that offer educational experiences at multiple campuses may be a multi-campus/satellite model as defined by CAAHEP Policy 212.C.

For the purpose of clarifying terminology, a satellite campus is defined as an off-campus location(s) that is advertised or otherwise made known to individuals outside the sponsor.

In this satellite model, the accredited program, is offered by a single sponsoring institution, provides sequenced delivery of the curriculum to all students by program faculty who meet the CAAHEP Standards and Guidelines for NDT or IONM programs (Standard III, Resources), and offers identical educational experiences and ensures adequate resources and services across multiple campuses.

The satellite campuses must not be temporary. A satellite does not pertain to sites used by a completely online/distance education program for individual students. Only programs with initial and continuing accreditation status can apply for approval of a satellite campus.

A main campus is identified and holds the CAAHEP accreditation for the educational program.

A. Satellites are not limited geographically; however, they must be located within the United States. Satellites must comply with all main campus policies, procedures, regulations, and state requirements of higher education institutions/programs. Satellite program distinctions are any locations in addition to the main accredited program.

B. The degree, diploma or certificate is granted by the main campus.

C. The off-campus location(s) must offer all the professional didactic and laboratory content of the main campus program.

D. The curriculum must be the same on the main campus and each satellite including but not limited to the same course content, sequence, and evaluation standards for all competencies. The off-campus location(s) must offer all the professional didactic and laboratory content of the program.

E. The same admission requirements are employed across the main campus and all satellites.

F. The same student resources and services must be available across the main campus and all satellites.

G. A single, appropriately credentialed program director manages educational experiences at all campuses. If the program has an add-on and the program director does not possess the appropriate credentials, a curriculum coordinator must manage educational experiences at all campuses.

H. The program director reports to a single immediate supervisor (i.e., Dean, Associate Dean, CEO, President, etc.).

I. The program director visits each satellite at least once per academic year.

J. An appropriately qualified and credentialed lead instructor must be identified at each satellite location.

K. Programs requesting satellite location(s) outside of the state in which the main campus is located are required to have a Medical Director who is responsible or appoint an Associate Medical Director (Standard III.B.4.) that can provide supervision for out-of-state location(s).

L. A single advisory committee should be comprised of communities of interest from the main campus and all satellites, and the program director is responsible for coordinating meetings and facilitating mechanisms for all members to participate.

M. An annual report shall be submitted each year to include any/all applicable main and satellite campus data (i.e., personnel changes, clinical affiliate sites). Program directors will report outcomes for each satellite cohort and are responsible for monitoring educational outcomes at the main campus and each satellite. Action plans will be written specifically for the program and based on performance at the main campus and each satellite. A separate resource assessment matrix (RAM) is required for the main campus and each satellite.

Application and Review Procedure

A. Programs should submit the following at least 90 days prior to the commencement of the satellite campus start date:

1. Letter of Intent to add a Satellite Campus
2. Satellite Application Form
3. Applicable fees for approval of a satellite campus (refer to the current fee schedule)

B. A virtual site visit of the satellite location will be conducted. This must occur before instruction begins at the satellite location.

C. The CoA-NDT will review application materials and the report from the virtual site visit and determine an approval status of the satellite. The CoA-NDT will vote to:

1. Approve the satellite

2. Request additional information or corrective action

3. Not approve the satellite

D. If the satellite is approved, CAAHEP will be notified of the approval, and the satellite will be included with the accredited program's listing on CAAHEP's website.

E. Continuous review of the satellite will be included in the review cycle of the main accredited program.

Revised 11/19/2025

XII. ADD-ON DISCIPLINE

The sponsoring organization will request accreditation for an add-on using the CoA-NDT Add-on Self-Study Template. The materials will be analyzed by CoA-NDT members who have expertise in the add-on area. A site visit, generally conducted by one person, will be conducted to interview faculty, review evaluations and new clinical sites, and interview students in the new add-on.

Revised 7/21/2014

XIII. NOTIFICATION of CHANGES in KEY PERSONNEL to CoA-NDT

A. Changes in the Medical Director, Program Director, and Curriculum Coordinator must be forwarded within ten working days to the CoA-NDT by completing the online Personnel Change Form (www.coa-ndt.org). The sponsoring institution will be advised when the change in the official listing has been made.

Revised 7/17/2024

B. Program Director. The sponsor must notify the CoA-NDT within 10 calendar days when a vacancy or change occurs in the position of Program Director.

1. Failure to submit notification within the 10 days may result in CoA-NDT recommending to CAAHEP that the program be placed on Administrative Probation.

2. The sponsor appoints an acting, interim, or permanent Program Director and notifies the CoA-NDT by completing the appropriate sections of the CoA-NDT Personnel Change Form and submitting it, with the required documentation, within 10 calendar days of the vacancy/change.

3. An acting appointment is defined as when the individual does not meet the Standards. An acting program director can be appointed for up to six months. When there are extenuating circumstances (e.g., major illness of the program director or immediate family, military deployment), the CoA-NDT will consider a request from the institution to extend the acting appointment.

4. An interim appointment is when the individual meets the qualifications but has not been appointed to the position. An interim appointment can be in place for up to 12 months. When there are extenuating circumstances (e.g., major illness of the program director or immediate family, military deployment), the CoA-NDT will consider a request from the institution to extend the interim appointment.

5. A request for prior approval of a further extension of up to six months for either acting or interim appointment may be submitted to the CoA-NDT Executive Office for consideration.

6. The initial request for approval to appoint either an acting program director or an interim program director is considered an administrative action and can be approved by the CoA-NDT Executive Office. The Executive Office must confer with the Chair of the CoA-NDT prior to approving any extension beyond the initial six months (acting) or 12 months (interim). The Chair of the CoA-NDT may approve the request for one extension or may elect to present the request for an extension to the full CoA-NDT for consideration.

C. Medical Director. The sponsor must notify the CoA-NDT within 10 calendar days when a vacancy or change occurs in the position of Medical Director.

1. Failure to submit notification within the 10 days may result in CoA-NDT recommending to CAAHEP that the program be placed on Administrative Probation.

2. The sponsor appoints an acting, interim, or permanent Medical Director and notifies the CoA-NDT by completing the appropriate sections of the CoA-NDT Personnel Change Form and submitting it, with the required documentation, within 10 calendar days of the vacancy/change.

3. An acting appointment is defined as when the individual does not meet the Standards. An acting medical director can be appointed for up to six months. When there are extenuating circumstances (e.g., major illness of the medical director or immediate family, military deployment), the CoA-NDT will consider a request from the institution to extend the acting appointment.

4. An interim appointment is when the individual meets the qualifications but has not been appointed to the position. An interim appointment can be in place for up to 12 months. When there are extenuating circumstances (e.g., major illness of the medical director or immediate family, military deployment), the CoA-NDT will consider a request from the institution to extend the interim appointment.

5. A request for prior approval of a further extension of up to six months for either acting or interim appointment may be submitted to the CoA-NDT Executive Office for consideration.

6. The initial request for approval to appoint either an acting medical director or an interim medical director is considered an administrative action and can be approved by the CoA-NDT Executive Office. The Executive Office must confer with the Chair of the CoA-NDT prior to approving any extension beyond the initial six months (acting) or 12 months (interim). The Chair of the CoA-NDT may approve the request for one extension or may elect to present the request for an extension to the full CoA-NDT for consideration.

Revised 10/24/2026

XIV. SELF-STUDY REPORT FORMAT

A. The format for self-analysis herein is designed so that individuals preparing it may follow in sequence the Standards and Guidelines for the Accreditation of Educational Programs in Neurodiagnostic Technology and the Standards and Guidelines for the Accreditation of Educational Programs in Intraoperative Neuromonitoring. Some sections contain blanks to be filled in and boxes to check. Other sections will require narrative reports and additional pages. In some cases, supporting documents will be required. Please prepare additional documents or appendices as needed to complete the Self-Study Report (SSR). The submission of the SSR and supporting documentation must be in electronic form (either USB drives or uploaded to Dropbox). No paper is accepted.

Complete sentences are required when responding to narrative questions. If certain questions are not applicable, indicate same and state the reason. Do not delete questions from the report.

XV. CLINICAL EDUCATION

A. Purpose: To ensure that the program maintains a clear focus on the educational perspective for all compensated student work that is done during clinical rotations.

Policy: The CoA-NDT does not recommend that students receive financial compensation during their clinical hours. However, the CoA-NDT does not believe that financial compensation is prohibited by Standard V.C., which states that “all activities required in the program must be educational and students must not be substituted for staff.” It is the responsibility of the program to document in written form how each student who is financially compensated during clinical hours is able to achieve the clinical course learning objectives and is able to participate in unscheduled learning opportunities (e.g.,

to observe or participate in an unusual or educationally important case). The program is also required to document that each student who is performing compensated work is working under the direct supervision of an appropriately credentialed technologist.

Adopted 2/28/2018

XVI. COMPLAINTS REGARDING CAAHEP ACCREDITED PROGRAMS

The CoA-NDT follows due process procedures when written and signed complaints are received by CAAHEP or the CoA-NDT alleging that they or an accredited program are not following established policies or CAAHEP Standards. CAAHEP and the CoA-NDT maintain indefinitely a record of all complaints received.

A. To receive formal consideration, all complaints will be submitted in writing and signed using the CAAHEP online complaint form. The complaint will demonstrate that reasonable efforts have been made to resolve the complaint, or alternatively that such efforts would be unavailing.

Revised 7/17/2024

B. When received by CAAHEP, complaints are transmitted within five (5) working days to the chairperson and staff of CoA-NDT for consideration. When received by the chair or staff of the CoA-NDT, a copy is forwarded to the CAAHEP office within five (5) working days.

C. Following consultation among staff of the CoA-NDT and CAAHEP, the chairperson and staff of the CoA-NDT determine whether the complaint relates to the manner in which the program complies with the Standards or follows established accreditation policies.
   1. If the complaint does not relate to the Standards or to established policies, the person initiating the complaint will be notified accordingly within 20 working days following receipt of the complaint by CoA- NDT. A copy of this correspondence will be shared with CAAHEP.
   2. If the complaint does relate to the Standards or to established policies, CoA-NDT staff will acknowledge receipt of the complaint within 20 working days and share with the filing party a description of the process and policies which pertain to handling such complaints.
      a. CoA-NDT staff will notify the program director and the chief executive officer of the sponsoring institution of the substance of the complaint and will request a preliminary investigation and report on the findings within 30 days of the sponsoring institution's receipt of the letter of notice.
      b. The CoA-NDT may request further information or material relating to the complaint from the complaining party, the institution, or other relevant sources.
      c. The CAAHEP office will be provided copies of this correspondence.

d. The identity of the complaining party will be kept confidential, unless the complainant authorizes disclosure of his/her identity, or unless such disclosure is required by legal process in a subsequent proceeding.

D. On receipt of the responses referred to above, the CoA-NDT will consider the complaint, and all relevant information obtained in the course of investigation and formulate an appropriate action according to the following guidelines:

1. If the complaint is determined to be unsubstantiated or unrelated to the Standards or established accreditation policies, the complaining party, officials of the program in question, and the appropriate official of the sponsoring institution, will be so notified within ten days of the completion of the investigation.

2. If the investigation reveals the program may not be or may not have been in substantial compliance with the Standards or may not have been following the established accreditation policies, one of two approaches will be taken.

a. The program must submit a report and documentation within 30 days following the investigation demonstrating the manner in which the substantiated complaint has been corrected. Should the CoA- NDT be satisfied with the response, the program, its sponsoring institution, and the party filing the complaint will be notified of the CoA-NDT's satisfaction with the resolution of the matter and notice that the program's accreditation status remains unaffected by the complaint.

b. Should the CoA-NDT judge the program or sponsoring institution's response to the complaint inadequate and lacking in evidence of the program's continuing substantial compliance with the Standards or adherence to accreditation policies, the CoA-NDT may request and arrange for a return site visit of the program as soon as reasonably feasible, but not more than 30 days following the investigation. The purpose of the return site visit will be limited to an investigation of the complaint and the manner in which it affects compliance with the Standards or with accreditation policies. The cost of the return site visit will be borne by the CoA.

i. Should the CoA, on evidence received through the return on-site evaluation, consider the program to remain in substantial compliance with the Standards and in adherence with accreditation policies, the program, its sponsoring institution, and the complaining party will be notified of this assessment and the fact that the program's current accreditation status remains unaffected by the complaint.

ii. Should the CoA consider the evidence of the site visit to indicate the complaint is valid and the program is not in substantial compliance

with the Standards or with accreditation policies, the CoA will recommend a change in accreditation status to CAAHEP.

E. All information regarding the complaint, a full report of its investigation, and CoA-NDT's recommendation will be submitted to CAAHEP.

F. CAAHEP and the CoA-NDT emphasize that they will not intervene on behalf of individuals or act as a court of appeal for faculty members or students in matters of admission, appointment, promotion or dismissal. They will act only when they believe practices or conditions indicate the program may not be in substantial compliance with the Standards or with established accreditation policies.

XVII. COMPLAINTS AGAINST the CoA-NDT

Complaints against the CoA-NDT must be filed with CAAHEP in accordance with CAAHEP Policy 603.

Adopted 7/17/2024

XVIII. FINANCIAL FEES AND RECORDS

CoA-NDT assesses fees that are necessary and reasonable.

Adopted 7/17/2024

A. CoA-NDT maintains an up-to-date fee schedule on the CoA-NDT website (www.coa-ndt.org).

Adopted 7/17/2024

B. Notification of Fee Increase

1. Programs and sponsors are given one year's notice prior to the implementation of a fee increase approved by the Committee.

C. Invoices will be sent by email to the program director (or designated recipient) no later than March 31 of each year, with the due date no later than June 1 each year.

Revised 7/21/2014

1. Invoices may be paid by check, credit card, or electronic payment (ACH). Invoices paid by credit card will be charged a service fee of 4%.

Revised 9/17/2025

D. Invoices will include the statement "Failure to pay Annual Accreditation Fees in a timely manner may lead to the CoA-NDT recommending to CAAHEP that the program be placed on Administrative Probation.

1. A second invoice will be sent by email on June 2 of each year to the program director (or designated recipient) for those programs that have not paid the

invoice for the annual fee. The dean (and program director, if not the designated recipient) will be copied on the email.

The second invoice will include a statement notifying the program that failure to pay within 14 days will result in being charged a late fee of $200 and the program will be recommended for Administration Probation at the next regularly scheduled meeting of the CoA-NDT.

Adopted 7/17/2024

2. A cover letter and final (third) invoice will be sent by United States Postal Service (certified mail, return receipt requested) to the President/CEO of the institution on June 15 if there has been no response to the second invoice. The program director and dean will be copied on the final invoice, with notice to the program director and dean sent via email. A late fee of $200 will be added to the third invoice.
    a. The cover letter will notify the president/CEO that failure to pay the annual accreditation fees within 14 days of receipt of the third invoice will result in the CoA-NDT recommending to CAAHEP that the program be recommended for Administrative Probation for failure to comply with the administrative responsibility to pay the CoA-NDT annual accreditation fee.
    b. Notice that the program has been placed on Administrative Probation will be sent from CAAHEP.
3. Upon payment of the annual accreditation fees, the CoA-NDT Executive Office will notify CAAHEP.
    a. CAAHEP will notify the sponsoring institution that Administrative Probation has been removed.
4. Programs that have not paid the full amount designated in the 3rd invoice five (5) days before the CoA-NDT meeting following the date of CAAHEP awarding Administrative Probation may be subject to CoA-NDT recommending Withdrawal of Accreditation.

Revised 7/17/2024

E. Invoicing Programs Receiving Initial Accreditation

Revised 7/21/2014

1. Programs receiving initial accreditation between January 1 and June 20 will be invoiced the entire annual fee.

2. Programs receiving initial accreditation between July 1 and December 31 be invoiced half the annual fee.

F. Invoicing Programs Intending to Discontinue Operation

Revised 7/21/2014

1. Programs notifying the CoA-NDT (in writing) not later than December 31 of the year prior to discontinuing a program between January 1 and June 30 of the following year will be invoiced 50% of the annual fee for that year.

2. Programs notifying the CoA-NDT (in writing) after December 31 of the year prior to discontinuing a program between July 1 and December 31 of a given year are responsible for payment of the total annual fee.

G. Sponsor Fees

The sponsors of the CoA-NDT will be billed $5,000 annually. Any sponsor with more than two representatives may be billed an additional $1,500.00 for each additional representative, except for ASET, which is invoiced an annual sponsor fee of $8,000 for six (6) representatives.

Revised 7/17/2024

H. Site Visit Fees

The CoA-NDT assesses a standard fee for site visits.

Adopted 3/9/2024

1. The CoA-NDT assesses a standard site visit fee of $2,500 for in-person, hybrid, and virtual site visits for a two-person, one-day visit.

   If an additional person is required for an in-person site visit, CoA-NDT assesses an additional $1,250 per person for each additional site visitor.

I. An external financial review will be conducted when there is a change in management services.

Revised 7/21/2014

XIX. INVESTMENT POLICY

A. Purpose: The purpose of this Investment Policy Statement is to establish guidelines for the prudent management and investment of CoA-NDT's financial assets. The policy ensures that investments are managed responsibly to support the organization's mission while preserving capital, maintaining liquidity, and generating reasonable returns. Because CoA-NDT is a non-profit organization, investments should not be designed for speculation. It must be recognized, however, that all investments carry with them some degree of risk, not only as to the safety of the principal itself but also with regard to the inflationary erosion which occurs from failure to achieve an adequate return on invested assets.

B. Objectives: The primary objectives of the organization's investments are:

- Capital Preservation – Protect principal while minimizing risk.

- Liquidity – Maintain access to funds as needed for operational and programmatic expenses.
- Reasonable Growth – Earn a reasonable return while adhering to a conservative risk profile.

C. Investment Guidelines

1. Permitted Investments. Investments will be limited to:

• U.S. Treasury securities (bills, notes, and bonds)

• FDIC-insured certificates of deposit (CDs)

• Money market funds with a focus on capital preservation

• Investment-grade bonds (rated BBB or higher)

• Mutual funds or exchange-traded funds (ETFs) that invest primarily in government or high-quality corporate bonds

2. Prohibited Investments. To maintain a conservative approach, the following are not permitted:

• Individual stocks or speculative securities

• High-yield (junk) bonds

• Hedge funds, private equity, or derivatives

• Commodities or cryptocurrency

D. Asset Allocation. The organization will maintain a balanced investment mix to ensure stability:

Cash and cash equivalents (e.g., money market funds, CDs): 75%

Fixed income (e.g., U.S. Treasury and high-quality corporate bonds): 25%

E. Oversight and Review. The CoA-NDT Board will oversee investments and review this policy annually. The Executive Director will provide regular reports on investment performance and compliance.

Professional investment advisors may be consulted as needed.

F. Ethics and Conflicts of Interest. All investment decisions must adhere to ethical standards and avoid conflicts of interest. Any potential conflicts must be disclosed to the Board.

G. Policy Review and Amendments. This policy will be reviewed annually and may be amended as necessary to reflect the organization's financial needs and market conditions.

Adopted 3/30/2025

Appendix A- Policy on Acceptable Types of Joint Commission Accreditation

Purpose:
To establish clear guidelines on the acceptable types of Joint Commission accreditation recognized for institutions that sponsor neurodiagnostic technology and intraoperative neurophysiological programs.

Policy Statement:
In accordance with CAAHEP Standard 1.A.3

> *A hospital, clinic or medical center accredited by a healthcare accrediting agency that is recognized by the U.S. Department of Health and Human Services, and authorized under applicable law to provide healthcare, and authorized under applicable law to provide the post-secondary program, which awards a minimum of a certificate at the completion of the program.*

CAAHEP-accredited programs must be sponsored by institutions that uphold nationally recognized standards for quality and safety. When institutions demonstrate compliance through accreditation by the Joint Commission, only specific types of accreditation will be considered acceptable.

Acceptable Joint Commission Accreditations*:
ASC, CAH, HHA, HIT, Hospice, Hospital, Psychiatric Hospital, RHC, Telemedicine**

*Program sponsor must meet all requirements under the Standards and demonstrate the Joint Commission accreditation must be relevant to the scope of the program.
**Telemedicine services accredited by The Joint Commission will be considered acceptable if the following conditions are met:
The service is used directly in the delivery of education (e.g., live telehealth interactions, supervised observations, case reviews).

Unacceptable Accreditations:
Accreditation that is expired, under provisional status, or revoked.
Adopted July 31, 2025