

CHAPTER IV

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
IV.A.1.	Mission Statement - in catalog			
IV.B.1.	N/A- reviewed by FRC	N/A	N/A	N/A
IV.C.1.	On-site Administrator employee file, including professional development documentation. Accreditation workshop certificate		On-Site Administrator	Failure of certain other standards relating to management effectiveness may in turn bring into question whether this standard is met
IV.C.2.	Organization Chart, Administrator employee files, including professional development documentation. Accreditation workshop certificate.		Interviews with various administration staff	Faculty, staff and student comments throughout the visit should give evaluators some ability to assess whether this standard is met
IV.C.3.			Interviews with various administration staff	In effect, this standard would be violated in conjunction with a number of other violations of the standards. Team discussion required to assess whether this standard should be violated.
IV.C.4.	Organization Chart	General observation during visit		Faculty, staff and student comments throughout the visit should give evaluators some ability to assess whether this standard is met
IV.D.1.	State approvals		Interviews with administration staff - On-site administrator should be asked about local, state and federal regulations and how the school keeps up with understanding these. These often relate to Recruitment, complaints, licensure and safety. State education department websites are often helpful if in doubt.	
IV.D.2.	Annual Report, Correspondence between school and ABHES regarding any DoE letters		Interview on-site Administrator and Financial Aid representative/director. Make sure each part listed in description is confirmed	
IV.E.1.	Catalog, Enrollment Agreement, Institute's website, any other admissions leaflets or packets given to students		Interview with Admissions department staff/ director.	Often a role play of an admissions interview works well
IV.E.2.a.	Review advertising, including website, social media, printed and video advertising. Ensure these all meet with items i. - xiii. Listed in standard			
IV.E.2.b.	Review advertising, including website, social media, printed and video advertising along with catalog. Training material for admissions representatives.			Be sure to check whether all programs offered are accredited, if they are not, ensure suitable disclaimers are clear (for example, when institute offers CEUs that have been exempted by ABHES).
IV.E.3.a.	Any documentation the institute uses should be from a reliable source, referenced and accurate.		Interview with Admissions department staff/ director.	Often a role play of an admissions interview works well - Ask whether state issues / requirements
IV.E.3.b.			Interview with Admissions director or on-site administrator responsible for admissions hiring and training.	
IV.E.3.c.			Interview with Admissions director or on-site administrator responsible for admissions hiring and training.	
IV.E.3.d.			Interview with Admissions director or on-site administrator responsible for admissions hiring and training.	This questions needs to be explicitly asked as it is the only real method of assessment possible.
IV.E.4.	Enrollment Agreement, verify against Appendix D, catalog, student handbook			
IV.E.5.a.	Catalog, verify against Appendix C - Student hand book, SAP policy, Addenda			
IV.E.5.b.	Catalog		Admissions staff, student interviews	Student Survey responses
IV.E.6.	Published disclosures. Student files		Admissions Staff	
IV.F.1.a.	Tuition and fees information which should be listed in enrollment agreement and catalog.			
IV.F.1.b.	Tuition and fees information which should be listed in enrollment agreement and catalog.			Make sure enrollment agreement and catalog match.

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	Document Review	Observation	Interview	Other
IV.F.1.c.	Tuition and fees information which should be listed in enrollment agreement and catalog. Also review student ledgers in student files.			Note - compare students enrolled at same time as charges change over time
IV.F.1.d.	Student ledgers in student files		Business manager or staff responsible for student payments. See also ABHES student survey results and interviews with students.	
IV.F.2.	Student ledgers in student files. Tuition and fees information which should be listed in enrollment agreement and catalog.		Business manager or staff responsible for student payments. See also ABHES student survey results and interviews with students.	
IV.F.3.a.	Review Cancellation policy as described in catalog/enrollment agreement and verify against standard details listed. Review student refunds processed. See also Appendix C and Appendix D			
IV.F.3.b.	Student financial files/ledgers for withdrawn students			Note if institute has published policy with a lower number of days (i.e. 30 days) refunds must meet the schools published policy regardless of whether the 45 day timeline is met.
IV.G.1.	Clock to Credit Conversion Sheets, ABHES approvals.			Check whether outside hours are being included and that approval has been given by ABHES
IV.G.2.	Clock to Credit Conversion Sheets, ABHES approvals. ECAR or other approval documentation. Student files with student aid information.			Check whether outside hours are being included and that approval has been given by ABHES
IV.H.1	SAP policy as described in catalog. Student files (particularly withdrawn students) and Appendix B		Staff responsible for SAP monitoring (often Dean of Education).	
IV.H.2.	SAP policy as described in catalog. Student files (particularly withdrawn students) and Appendix B.		Staff responsible for SAP monitoring (often Dean of Education).	
IV.H.3	Catalog list of student services. Student files.		Staff responsible for SAP monitoring (often Dean of Education). ABHES student survey results and interviews with students. Program Director/ Faculty.	
IV.I.1.	An Institute's own surveys administered to students. This should be included with PEP		ABHES student survey results and interviews with students.	
IV.I.2.	Catalog, or other documentation provided to students including complaint procedure			
IV.I.3.	Complaints file/records			
IV.J.1.		Facility tour, general observation		
IV.J.2.	Emergency preparedness plan.			Find out how the plan is made available to students and staff. Just having a plan is not enough, it must be made available.
IV.J.3.		Visit where the records are kept and ensure cabinets are fire proof/locked safe etc. If files are stored electronically ask how back up is kept and where servers are located.		

CHAPTER V

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
V.A.1.	Advisory Board Minutes, Placement Rates, Market Survey (if available)			
V.A.2.	Syllabi Review, Curriculum Review, Program Goals in Catalog			
V.A.3.	PEP, Advisory board minutes		Program Director(s)	
V.A.4.	Faculty Files		Program Director(s), student interviews / surveys	
V.A.5.a.	Advisory Board Minutes, Advisory Board Member List, Background details of advisory board to ensure advisory board is qualified and fulfilling all required membership roles.			
V.A.5.b.	Advisory Board Minutes			
V.A.6.	Organization Chart	Facility Tour and general observation during visit		
V.B.1.	Curriculum, Catalog, student transcripts, list of pre-requisites from syllabi.			
V.B.2.	Syllabi/ documents that show competencies		Students	
V.B.3.	Syllabi, competency checkoffs, lesson plans		Students, Program Director(s)	
V.B.4.a.	Externship site evaluation documentation completed by member of staff with background in discipline, All current signed clinical affiliation agreements. Employee file for externship evaluator			
V.B.4.b.	All current signed clinical affiliation agreements, Documentation of externship hour completion (should be with student files).	Visit to Externship Site	Students, Student Survey Results, Program Director(s)/ Externship Coordinator	Assess total number of externship slots available.
V.B.4.c.	Externship Coordinator (or equivalent) job description (ENSURE THIS INDIVIDUAL HAS QUALIFICATION OF FACULTY), Oversight documentation		Extern Student, Extern Coordinator/ Program Director(s), externship site supervisor (visit)	
V.C.1.a.	Syllabi & Appendix F		Program Director(s)	
V.C.1.b.			Student	Student Survey Results
V.C.2.a.	Syllabi	Class Observation	Instructors. Program Director(s)	
V.C.2.b.	library resource listing	Library/ Learning Resource Center, Virtual Library / Electronic resources (if applicable)	Students, instructors	For e-libraries, get member of school staff to demonstrate e-library of school computer - See also related Chapter VI standards for degree level requirements if needed.
V.C.2.c.	Materials presented by institution such as textbooks and other instructional material		Instructors, Program Director(s), Students, student surveys	
V.C.2.d.	Supply list	Lab and Classroom inspection	Instructors	
V.D.1.	Catalog or other documentation detailing admission process and criteria. Student files		Admissions Staff	
V.D.2.a.	Evaluation documentation (may have to ask specifically for this from Program Director(s) or instructors). Competency documentation		Instructors, Program Director(s)	
V.D.2.b.	Student files, student portal		Program Director(s), Instructors, Students	Student Survey Results
V.D.3.a.	Syllabi Review, Curriculum Review	Lab , Externship sites	Program Director(s), Instructors	
V.D.3.b.			Students	Student Survey Results
V.D.4.	Catalog		Students, Student Service personnel	Student Survey Results
V.D.5.	Catalog or other documentation detailing graduation process and criteria. Student files and transcripts		Students, Student Service personnel, Program Director(s), Dean, Registrar	

CHAPTER V

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
V.E.1.a.	Program Director(s) Employee file		Program Director(s)	Remember that supervision can be met by one OR MORE individuals
V.E.1.b.	Program Director(s) Job Description, Faculty Meeting Minutes, Advisory Board Minutes.		Program Director(s)	
V.E.1.c.	Program Director(s) ABHES Faculty Data sheet for hours		Program Director(s)	
V.E.1.d.	Documentation of training and evidence of attendance of management focused topic within the last 12 months should be in employee's file		Program Director(s)	If individual employed less than 12 months and does not have required training note may be put in report but cannot be a violation
V.E.1.e.	Program Director(s) ABHES Faculty Data sheet for hours, Teaching Schedule.		Program Director(s), who should state enough time is provided for all duties	
V.E.2.a.	Faculty Files - SEE APPENDIX E; need to qualify with education and/or work experience and possess credential, if required by state/federal laws			
V.E.2.b.	Faculty Files - SEE APPENDIX E; need to demonstrate eval within 30 days of beginning instruction and annually (based on length of service)			
V.E.2.c.	Faculty Files - SEE APPENDIX E			
V.E.2.d.	Faculty Meeting Minutes, evidence of distribution		Faculty	
V.E.3.a.	Class Rosters, Program Schedule.			Use common sense. A number of issues will arise if this standard is not being met
V.E.3.b.	Class rosters	Lab class	Students, instructors	
V.E.3.c.	ABHES Faculty Data Sheets, Teaching Schedule.		Students, instructors	
V.E.4.	Documentation of TWO (2) in-services trainings in last 12 months (note instructional development, not professional development in the field)			In service training relates to the art and science of being a teacher, therefore topics such as dealing with students, developing lesson plans, incorporating new learning systems If individual employed less than 12 months and does not have required training note may be put in report but cannot be a violation
V.E.5.	Documentation of ONE (1) professional development activity in last 12 months. Note that professional development is given wide scope by the standards.			Professional development relates to the field in which the faculty member teaches, therefore an English teacher, for example, may attend a workshop on poetry If individual employed less than 12 months and does not have required training note may be put in report but cannot be a violation
V.F.1.	SDS sheets in Labs, Published policies on firearms, hazardous materials and exposure to radiation, blood-borne pathogens, and infectious diseases (typically in catalog or student handbook)	Review all laboratories	Program director regarding local requirements	
V.G.1.	Catalog, orientation materials, referral information		Program Director / Student Services	
V.G.2.	PEP, Annual Report, Institution own placement backup documentation, documentation in individual student files			

CHAPTER V

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
V.H.1.	Review ABHES program approval letters and verify against catalog, institution website, Enrollment Agreement and application. Profile of clock to credit hour grid.			Make sure to check website as well as catalog. Institutions are not allowed to advertise programs before approval from ABHES has been granted.
V.H.2.	Catalog, Website, Advertising			
V.H.3.	Advertising, Website, State and Federal Disclosures		Admissions Staff	
V.I.1.a.	PEP, retention documentation and backup. Annual report.			
V.I.1.b.	PEP, credentialing documentation and backup. Annual report.			
V.I.1.c.	PEP, credentialing documentation and backup. Annual report.			
V.I.1.d.	PEP, placement documentation, waivers and backup. Annual report. Meet with career/placement services to verify records are kept to support placement classifications, particularly related field, self-employed, and unavailable.		Call employers to validate placement for a sample of graduates.	Ensure that placement varification occurs 15 days after employment and that 15 days of employment was complete.
V.I.1.e.	PEP, Surveys of all required constituencies			
V.I.1.f.	PEP, Surveys of all required constituencies			
V.I.2.	PEP & all items required in V.I.1.a-f		Program Director(s), Administration Staff.	
V.J.1.	See Appendix E		Staff member responsible for academic record keeping	
V.J.2.	Student externship files		Program Director or Externship Coordinator	

CHAPTER VI.A

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
VI.A.1.	Curriculum, syllabi, text books.	Lab and classrooms		
VI.A.2.a.	Clock to credit conversion sheet. Calculate against standard details, Again ensure consistency with ABHES approval, catalog, Enrollment Agreement etc.			
VI.A.2.b.	Syllabi/curriculum. Descriptions of courses			
VI.A.3.	Library resource list			Visit Library/informational resource center . Ensure additional requirements on top of Chapter V requirements are met
VI.A.4.	Faculty files. Ensure additional requirements on top of Chapter V requirements are met		Faculty	
VI.A.5.	Review advertising and catalog.			

CHAPTER VI.B

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
VI.B.1.	Curriculum, syllabi, text books.		Faculty	
VI.B.2.a.	Clock to credit conversion sheet. Calculate against standard details - Again ensure consistency with ABHES approval, catalog, Enrollment Agreement etc.			
VI.B.2.b.	Mission statement, Transfer of Credit policy, Curriculum / Catalog			
VI.B.3.a	List of library resources	Library/informational resource center. Ensure additional requirements on top of Chapter V requirements are met	Librarian	
VI.B.3.b.	Librarian's employee file		Librarian	
VI.B.4.	Faculty files. Ensure additional requirements on top of Chapter V requirements are met, including 50% of gen ed course instructor degree level			
VI.B.5.	Review advertising, including website, social media, printed and video advertising. Ensure these all state academic nature of degree.			
VI.B.6.	Catalog (admissions policies) and student files.			

CHAPTER VI.C

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
VI.C.1.	Curriculum, syllabi, text books.		Faculty	
VI.C.2.a.	Clock to credit conversion sheet. Calculate against standard details. Again ensure consistency with ABHES approval, catalog, Enrollment Agreement etc.			
VI.C.2.b.	Syllabi, Curriculum		On-site Administrator	
VI.C.3.a.	Library resources	Library / informational resource center. Ensure additional requirements on top of Chapter V requirements are met	Librarian	
VI.C.3.b.	Librarian's employee file	Library / informational resource center.	Librarian	
VI.C.3.c.	Syllabi, Curriculum	Library/informational resource center.	ABHES student survey results and interviews with students. Librarian and faculty.	
VI.C.4.a.	Program Director Employee file		Program Director	
VI.C.4.b.	Faculty files. Ensure additional requirements on top of Chapter V requirements are met			
VI.C.4.c.	Faculty Files and ABHES data sheets. Teaching schedule.		Instructors	
VI.C.5.	Review advertising, including website, social media, printed and video advertising. Ensure these all state academic nature of degree.			
VI.C.6.	Student files, published admissions policies.		Admissions Director	
VI.C.7.	Catalog	General observation through visit	Individual(s) responsible for student services as described in standard.	

CHAPTER VI.D

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
VI.D.1.	Curriculum, syllabi, text books.		Faculty	
VI.D.2.a.	Clock to credit conversion sheet. Calculate against standard details. Again ensure consistency with ABHES approval, catalog, Enrollment Agreement etc. Review any disclaimer or waiver provided to students regarding the 3.0 G.P.A. requirement		Interview students for knowledge of 3.0 cumulative G.P.A.	
VI.D.2.b.	Syllabi, Curriculum, Outside Class Assignments, Projects		Program Director/Director of Education	
VI.D.3.a.	Library resources	Library / informational resource center. Ensure additional requirements on top of Chapter V requirements are met	Librarian	
VI.D.3.b.	Librarian's employee file	Library / informational resource center.	Librarian/Program Director to ensure these individuals work collaboratively to integrate resources in the curriculum.	
VI.D.3.c.	Syllabi, Curriculum, Outside Class Assignments	Library/informational resource center/Program Director/Director of Education	ABHES student survey results and interviews with students. Librarian and faculty.	
VI.D.4.a.	Program Director Employee file		Program Director	
VI.D.4.b.	Faculty files. Ensure additional requirements on top of Chapter V requirements are met		Program Director/Director of Education	
VI.D.4.c.	Faculty Files and ABHES data sheets. Teaching schedule.		Instructors	
VI.D.5.	Review advertising, including website, social media, printed and video advertising. Ensure these all state academic nature of degree.			
VI.D.6.	Student files, published admissions policies.		Admissions Director	
VI.D.7.	Curriculum/Outside assignments/Faculty and/or Personnel Files for Individual	General observation through visit	Individual(s) responsible for student services as described in standard.	Interview Program Director/ Director of Education/ Librarian

CHAPTER MA

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
MA.A.1.	Curriculum, Text Books			
MA.A.2.	Clinical Hours timesheets, Clock-to-credit conversion sheet, Catalog	Visit to extern/clinical site	Students at clinical site, site managers, extern/clinical coordinators	See also V.B.4.a. / V.B.4.b. / V.B.4.c.
MA.B.1.	Faculty file for program supervisor - including resume, evidence of degrees, and current certification			See also V.E.1.a.
MA.B.2.a.				(no additional requirements beyond Chapter V)
MA.B.2.b.				(no additional requirements beyond Chapter V)
MA.B.2.c.	Advisory Board Meeting Minutes, Advisory Board Member list		Institution's Advisory Board liaison	See also V.A.5.
MA.C.1.a	Supplies and equipment lists, V.C.2.d.	All Institution laboratories used by MA students	Program Director/Instructors/students regarding supplies & equipment	(no additional requirements beyond Chapter V)
MA.C.1.b.	Supplies and equipment lists	All Institution laboratories used by MA students	Program Director/Instructors/students regarding supplies & equipment	See also V.C.2.d.

CHAPTER MLT

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
MLT.A.1.	Curriculum, Text Books, Clock-to Credit sheet, course listings and hours			When assessing program hours refer to IV.G.1
MLT.A.2.	Externship affiliation agreements, pre-use site evaluations, and clinical skills evaluations		Externship student, site supervisor on visit, externship coordinator/ program director/ faculty	
MLT.B.1.	Faculty file for program supervisor - including resume, evidence of degrees, and current certification			See also V.E.1.a.
MLT.B.2.a.	Faculty file for instructors- including resume, evidence of degrees, and current certification		Program Supervisor / Faculty	
MLT.B.2.b.	Class rosters	Lab class	Students, instructors	See also V.E.3.b.
MLT.B.2.c.	Advisory Board Meeting Minutes, Advisory Board Member list		Institution's Advisory Board liaison	See also V.A.5.
MLT.C.1.a.	Supplies and equipment lists	All Institution laboratories used by MLT students	Program Director/ Instructors/ students regarding supplies & equipment	
MLT.C.1.b.	Supplies and equipment lists	All Institution laboratories used by MLT students		

CHAPTER ST

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
ST.A.1.	Competency list and comparison with Core Curriculum for Surgical Technology, program goals and curriculum. Clock-to-credit sheet to ensure minimum 1,100 clock hours, including a 500 clock-hour clinical externship. Course Map document.			
ST.A.2.	All current signed clinical affiliation agreements, Documentation of externship hour completion (should be with student files). Faculty files to review qualifications of clinical supervisor. Clinical log sheets that include: date, specialty of the case, student role: observation or 1st/2nd scrub, and signature of preceptor. Student clinical time sheets. Faculty assessment of student	Visit to extern/clinical site	Students at clinical site, site managers, extern/clinical coordinators	See also V.B.4.a. / V.B.4.b. / V.B.4.c.
ST.A.3.	AMP: Evidence to show that exam developed through an accredited testing agency in the field of surgical technology is administered to all students prior to graduation. Participation and pass rate data.			
ST.B.1.	Faculty file for program supervisor - including resume, evidence of degrees, professional development activity, and current certification		Program Supervisor	See also V.E.1.a. / V.E.1.c
ST.B.2.a.	Faculty file for instructors - including resume, and current certification		Faculty	See also V.E.2.a. / V.E.2.c.
ST.B.2.b.	Class rosters	Lab class	Students, instructors	See also V.E.3.b.
ST.B.2.c.	Faculty file for clinical coordinators - including resume, evidence of degrees, credentials and current certification		Clinical Coordinator, Clinical site managers, Students at clinical site	
ST.B.2.d.	Advisory Board Meeting Minutes, Advisory Board Member list		Institution's Advisory Board liaison	See also V.A.5.
ST.C.1.a.		All Institution laboratories used by ST students	Interview instructors, Program Directors, and students.	See also V.D.3.a
ST.C.1.b.	Supplies and equipment lists by specialty in the Core Curriculum	All Institution laboratories used by ST students	Program Director/ Instructors/ students regarding supplies & equipment	See also V.D.3.a

CHAPTER DAI

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
DAI.A.1.	Curriculum, Text Books, Clock-to Credit sheet, course listings and hours			
DAI.A.2.	All current signed clinical affiliation agreements, Documentation of externship hour completion (should be with student files).	Visit to extern/clinical site	Students at clinical site, site managers, extern/clinical coordinators	See also V.B.4.a. / V.B.4.b. / V.B.4.c.
DAI.B.1.	Program Supervisor faculty file, resume, credentials and evidence of qualifications		Program Supervisor	See also V.E.1.a. / V.E.1.c
DAI.B.2.a	Faculty file for instructors - including resume, and current certification		Faculty	See also V.E.2.a. / V.E.2.c.
DAI.B.2.b.	Class Rosters, Program Schedule.			See also V.E.3.a
DAI.B.2.c.	Advisory Board Meeting Minutes, Advisory Board Member list		Institution's Advisory Board liaison	See also V.A.5.
DAI.C.1.a.	Supplies and equipment lists	All Institution laboratories used by DA students	Program Director/ Instructors/ students regarding supplies & equipment	See also V.D.3.a
DAI.C.1.b.	Supplies and equipment lists	All Institution laboratories used by DA students	Program Director/ Instructors/ students regarding supplies & equipment	See also V.D.3.a
DAI.C.1.c.	Class Rosters, Program Schedule.	All Institution laboratories used by DA students	Instructors/ students regarding student to machine ratio.	
DAI.C.1.d .		All Institution laboratories used by DA students		
DAI.C.1.e.	Published policies on hazardous materials and blood borne and infectious diseases. Additionally, policies on blood borne and infectious diseases are made available to applicants for admission and patients. (these may be in catalog or student handbook)	Review all laboratories. Radiation protection and monitoring devices that are available for each student.	Program director	See also V.F.

CHAPTER DAII

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
DAII.A.1.	Curriculum, Text Books, Clock-to Credit sheet, course listings and hours			
DAII.A.2	All current signed clinical affiliation agreements, Documentation of externship hour completion (should be with student files).	Visit to extern/clinical site	Students at clinical site, site managers, extern/clinical coordinators	See also V.B.4.a. / V.B.4.b. / V.B.4.c.
DAII.B.1.	Program Supervisor faculty file, resume, credentials and evidence of qualifications		Program Supervisor	See also V.E.1.a. / V.E.1.c
DAII.B.2.a.	Faculty file for instructors - including resume, and current certification		Faculty	See also V.E.2.a. / V.E.2.c.
DAII.B.2.b.	Class Rosters, Program Schedule.			See also V.E.3.a
DAII.B.2.c.	Advisory Board Meeting Minutes, Advisory Board Member list		Institution's Advisory Board liaison	See also V.A.5.
DAII.C.1.a.	Supplies and equipment lists	All Institution laboratories used by DA students	Program Director/ Instructors/ students regarding supplies & equipment	See also V.D.3.a
DAII.C.1.b.	Supplies and equipment lists	All Institution laboratories used by DA students	Program Director/ Instructors/ students regarding supplies & equipment	See also V.D.3.a
DAII.C.1.c.	Class Rosters, Program Schedule.	All Institution laboratories used by DA students	Instructors/ students regarding student to machine ratio.	
DAII.C.1.d .		All Institution laboratories used by DA students		
DAII.C.1.e.	Published policies on hazardous materials and blood borne and infectious diseases. Additionally, policies on blood borne and infectious diseases are made available to applicants for admission and patients. (these may be in catalog or student handbook	Review all laboratories. Radiation protection and monitoring devices that are available for each student.	Program director	See also V.F.1.

CHAPTER DMS

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
DMS.A.1.	Curriculum, Text Books, Clock-to Credit sheet, course listings and hours			
DMS.A.2. (a.)	All current signed clinical affiliation agreements, Documentation of externship hour completion (should be with student files). Review competency list and completions	Visit to extern/clinical site	Students at clinical site, site managers, extern/clinical coordinators	See also V.B.4.a. / V.B.4.b. / V.B.4.c.
DMS.A.2. (c.)	Communication documentation between site and program. Faculty file for supervising sonographer. Evidence of regular program staff visits to sites. Student clinical files.	Visit to extern/clinical site	Students at clinical site, site managers, extern/clinical coordinators	See also V.B.4.a. / V.B.4.b. / V.B.4.c.
DMS.A.2. (d.)	Student clinical files showing documentation of proficiency.			
DMS.B.1.	Faculty file for program supervisor - including resume, evidence of degrees, professional development activity, and current certification		Program Supervisor	See also V.E.1.a. / V.E.1.c
DMS.B.2.a	Faculty file for instructors - current certification			See also V.E.2.a. / V.E.2.c.
DMS.B.2.b.				See also V.E.3.a. / V.E.3.b.
DMS.B.2.c.	Advisory Board Meeting Minutes, Advisory Board Member list. Documentation evidencing medical advisor's credentials and qualifications.		Institution's Advisory Board liaison	See also V.A.5.
DMS.C.1.a.	None	None	None	None
DMS.C.1.b.	Supplies and equipment lists	All Institution laboratories used by DMS students	Program Director/ Instructors/ students regarding supplies & equipment	See also V.D.3.a
DMS.C.1..c.	Supplies and equipment lists	All Institution laboratories used by DMS students	Program Director/ Instructors/ students regarding supplies & equipment	See also V.D.3.a

CHAPTER MTB

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
MTB.A.1.	Curriculum, Text Books, Clock-to Credit sheet, course listings and hours			
MTB.A.2.	All current signed clinical affiliation agreements, Documentation of externship hour completion (should be with student files). Review competency list and completions. Internal clinic information	Visit to clinical site	Students at clinical site, site managers, extern/clinical coordinators	See also V.B.4.a. / V.B.4.b. / V.B.4.c.
MTB.A.3.	Clock to credit hour conversion grids; lab syllabi			
MTB.B.1.	Faculty file for program supervisor - including resume, evidence of degrees, professional development activity, and current certification		Program Supervisor	See also V.E.1.a. / V.E.1.c
MTB.B.2.a.	Faculty file for instructors - current certification			See also V.E.2.a. / V.E.2.c.
MTB.B.2.b.				See also V.E.3.a. / V.E.3.b.
MTB.B.2.c.	Advisory Board Meeting Minutes, Advisory Board Member list. Documentation evidencing credentials and qualifications.		Institution's Advisory Board liaison	See also V.A.5.
MTB.C.1.a.	Supplies and equipment lists	Laboratory classroom space		
MTB.C.1.b.	Supplies and equipment lists	All Institution laboratories used by DMS students	Program Director/ Instructors/ students regarding supplies & equipment	See also V.D.3.a
MTB.C.1.c.	Supplies and equipment lists	All Institution laboratories used by DMS students	Program Director/ Instructors/ students regarding supplies & equipment	See also V.D.3.a

CHAPTER PHT

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
PHT.A.1.	Curriculum, Text Books, Clock-to Credit sheet, course listings and hours			
PHT.A.2. (a.)	All current signed clinical affiliation agreements, Documentation of externship hour completion (should be with student files). Review competency list and completions	Visit to extern/clinical site	Students at clinical site, site managers, extern/clinical coordinators	See also V.B.4.a. / V.B.4.b. / V.B.4.c.
PHT.A.2. (b.)		Visit to extern/clinical site	Students at clinical site, site managers, extern/clinical coordinators	See also V.B.4.a. / V.B.4.b. / V.B.4.c.
PHT.A.2. (c.)	Communication documentation between site and program. Faculty file for clinical supervisor.	Visit to extern/clinical site	Students at clinical site, site managers, extern/clinical coordinators	See also V.B.4.a. / V.B.4.b. / V.B.4.c.
PHT.A.2. (d.)	Student clinical files showing documentation of proficiency and completion of clinicals.			
PHT.B.1.	Check on state requirements. Faculty file for program supervisor - current certification			See also V.E.1.a. / V.E.1.c
PHT.B.2.a.	Check on state requirements. Faculty file for instructors - current certification			See also V.E.2.a. / V.E.2.c.
PHT.B.2.b.	Check on state requirements.			See also V.E.3.a. / V.E.3.b.
PHT.B.2.c.	Advisory Board Meeting Minutes, Advisory Board Member list.		Institution's Advisory Board liaison	See also V.A.5.
PHT.C.1.a.		All Institution laboratories used by PHT students		
PHT.C.1.b.	Supplies and equipment lists	All Institution laboratories used by PHT students	Program Director/ Instructors/ students regarding supplies & equipment	See also V.D.3.a
PHT.D.1.	Admissions policies in catalog and documentation in student files			

CHAPTER RT

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
RT.A.1.	Curriculum, Text Books, Clock-to Credit sheet, course listings and hours. Compare with the current version of the American Society of Radiologic Technologists (ASRT) Radiography Curriculum			See also V.I.1.a-f / V.I.2. / V.I.3.
RT.A.2.	Competency lists and evidence of check offs in student files.		Students / Instructors / Program Director	
RT.A.3.	All current signed clinical affiliation agreements, Documentation of externship hour completion (should be with student files). Review competency list and completions	Visit to extern/clinical site	Students at clinical site, site managers, extern/clinical coordinators	See also V.B.4.a. / V.B.4.b. / V.B.4.c.
RT.B.1.	Faculty file for program supervisor - including resume, evidence of degrees, professional development activity, and current certification		Program Supervisor	See also V.E.1.a. / V.E.1.c
RT.B.2.a.	Faculty files for clinical coordinators, clinical preceptors, clinical instructors and faculty - current certification			See also V.E.2.a. / V.E.2.c. and chapter VI requirements if applicable.
RT.B.2.b.	Class Rosters, Program Schedule.	classrooms and laboratories used by RT students	Instructors/ students regarding student to faculty ratio during lab.	
RT.B.2.c.	Advisory Board Meeting Minutes, Advisory Board Member list		Institution's Advisory Board liaison	See also V.A.5.
RT.C.1.	Supplies and equipment lists	All Institution laboratories used by RT students	Program Director/ Instructors/ students regarding supplies & equipment, supervision and safety	
RT.D.1.a.	Published policies on radiation safety	Review all laboratories.	Program director	See also V.F.
RT.D.1.b.	Published policies on radiation safety. Documentation of process of review of dosimery reports. File for qualified individual to review radiation safety (RSO).	Review all laboratories. Radiation protection and monitoring devices that are available for each student.	Program director	See also V.F.
RT.D.1.c.	Published policies on pregnancy that are provided to students at enrollment		Program director	

CHAPTER IX

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
IX.A.1.	SAP policy as described in catalog. Student files (particularly withdrawn students) and Appendix B.	Review Gradebook in LMS for feedback	Staff responsible for SAP monitoring (often Dean of Education). ABHES student survey results and interviews with students. Program Director/ Faculty	Check whether individuals responsible for process for distance students are the same as that for residential. If different do both follow policy for academic progress as set out by school.
IX.B.1.	Syllabi, lesson plans, curriculum, assignments. Is engagement built into the curriculum?	LMS design includes engagement, syllabi linked to LMS and contain interactive activities	Individual responsible for design of DE curriculum	
IX.B.2.	Syllabi requirements	Review completed assignments in LMS	Program Director, Instructors	Collaborate with subject matter program specialist regarding content and rigor
IX.C.1.	Signed attestation by students that they have access to needed software and hardware.	If hardware & software is automatically checked by LMS, observe function	Individual who administers DE. Individual responsible for LMS	
IX.C.2.	Policy to authenticate student identity. Verify use of private logins/passwords. Review writing samples, if used	Observe exam proctoring software or hardware such as fingerprint analysis, if used,	Individual who administers DE. Individual responsible for LMS	
IX.C.3.	Policy to protect student privacy. Verify use of private logins/passwords.		Individual who administers DE. Individual responsible for LMS	
IX.C.4.	Documentation of any 3rd party providers. Contracts for software and hardware use	Navigate through the LMS on- and off-site. Open class materials to check for major disruptions or unusually slow service	Individual who administers DE. Individual responsible for LMS	
IX.C.5.	Documentation of any 3rd party providers. Contracts for software and hardware use. Org. chart and enrollment		Individual who administers DE. Individual responsible for LMS	
IX.D.1.	Review catalog, readiness review assessment and policy regarding assessment If low score, Is assistance provided ?		Individual who administers DE	See also V.D.1.
IX.E.1.a.	Review individual's file for background and job description.		Individual who assesses faculty specific to the distance ed. environment. Program director	
IX.E.1.b.	Evidence of coordination, facilitation,, assistance to students		Interview with administrator of distance programs, faculty, student comments	
IX.E.1.c.	Review individual's file for background and job description. Review faculty performance appraisals signed by this individual		Interview individual responsible for evaluating faculty in DE environment	See also IX.E.2.a.
IX.E.2.a.	Review faculty appraisals in faculty files for DE evaluation		Interview individual responsible for evaluating faculty in DE environment	See also IX.E.1.c.
IX.E.2.b.	Review syllabi and curriculum for requirements	Observe engagement in LMS -- discussion bds, grading feedback, interactive webinars, etc.	Interview individual responsible for evaluating faculty in DE environment	
IX.E.2.c.	Faculty file of individual responsible, signed competency checklists		Interview individual who evaluates student lab performance	
IX.E.3.	Review class rosters in LMS			
IX.E.4.a.	Review documentation of training on DE pedagogy		Interview faculty	
IX.E.4.b.	Review documentation of training on LMS		Interview faculty	
IX.E.4.c.	Review documentation of DE in-service training or prof. development		Interview faculty	
IX.F.1.	Review state and ABHES approvals (institutional accreditor and If NC-SARA approvals, as applicable).			
IX.F.2.	Review 3rd party contracts for LMS, software, hardware, and library resources			
IX.G.1.	Review orientation, student survey results			

CHAPTER IX

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
IX.G.2.	Student survey results		Interview with administrator of distance programs, faculty,	Enter a help desk ticket to gauge response
IX.G.3.	Student files,	Feedback in LMS gradebook. Links to student services	ABHES student surveys, student services staff	
IX.H.1.	Catalog and syllabi			
IX.H.2.	Catalog/enrollment agreement or other publication where this information is provided		Student interviews and ABHES student survey results	
IX.H.3.	Catalog, enrollment agreement or other publication provided by the school with information on required resources.			
IX.H.4.	Catalog			
IX.H.5	All enrollment documentation which outlines such material circumstances, student files			Check on states in which the school has distance education students