

CHAPTER II

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
MA - II.A.1.b.6.a.	Catalog, Program Profile Grid to ensure minimum 720 clock hour program length, including a minimum of 160 clock hours in clinical experiences.			
MLT - II.A.1.b.6.b.	Catalog, Program Profile Grid to ensure program length of at least 60-semester credit hours, 90 quarter credit hours, or its recognized clock-hour equivalent of training. Further, the program must include at least 800 clock hours in combined clinical and laboratory experience, including a minimum of 400 clock hours in clinical experiences.			
ST - II.A.1.b.6.c.	Catalog, Program Profile Grid, syllabi/curriculum to ensure consistency with the current AST Core Curriculum for Surgical Technology. The program must consist of at least 1,100 clock hours, including a minimum of 500 clock hours in clinical experiences. At a minimum, all graduates must complete the surgical technology program with an associate degree.			

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 (within 12 months of SER or change in on-site administrator)		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, Administrative team employee files, including professional development documentation.		Interviews with various administration staff; Faculty, staff and student comments throughout the visit should give evaluators some ability to assess whether (c) responsiveness is met	Administrative team might include campus president, director of education, director of admissions, director of career services, director of financial aid, registrar, director of student services, etc.
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; see student survey question #3
IV.E.2.a.	Review advertising, including website, social media, print materials, and video advertising. Ensure these all meet with items i. - xiii. listed in standard. Observe corrections issued, if needed, via same means of original advertising.			
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 about job placement information, employment opportunities, and salary information shared with interested parties. Maybe student survey question #3
IV.E.3.b.	Process for orienting, training, etc. admissions personnel outlined in the admissions/recruitment staff training materials and scripts.		Interview with Admissions director or on-site administrator responsible for admissions hiring and training as well as admissions representatives.	
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.

CHAPTER IV

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
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 question #4
IV.E.6.	Published disclosures. Student files		Admissions Staff	Maybe student survey question #3
IV.F.1.a.	Tuition and fees information which should be listed in enrollment agreement and catalog.		On-Site Administrator (or whomever is responsible for setting tuition)	Note - might compare local, similar school tuition for general idea on range in area
IV.F.1.b.	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.c.	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.a.	Program Profile Grids, ABHES approvals.			Student survey question #9
IV.G.1.b.	Syllabi, Curriculum			Check whether outside hours are being included and that approval has been given by ABHES
IV.G.2.	Program Profile Grids, 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; Student survey question #9
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 or Registrar).	
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 or Registrar).	
IV.H.3	Catalog list of student services. Student files.		Staff responsible for SAP monitoring (often Dean of Education or Registrar). ABHES student survey results and interviews with students. Program Director/ Faculty. Student Services, Advising, and Tutoring personnel.	
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 for elements a.-e..	Is the EPP anywhere on tour?	Student and staff regarding training on emergency plans.	Find out how the plan is made available to students and staff. Just having a plan is not enough, it must be made available.

CHAPTER IV

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	Document Review	Observation	Interview	Other
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.	On-Site Administrator/Registrar/Financial Aid/Admissions regarding file maintenance and storage.	

CHAPTER V

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
V.A.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.A.2.	Advisory Board Minutes, Placement Rates, Market Survey (if available)			
V.A.3.	Syllabi Review, Curriculum Review, Program Goals in Catalog			
V.A.4.	PEP, Advisory board minutes, program budget		Program Director(s)	Note - how are program interested parties included in review process per (b).
V.A.5.	Faculty Files		Program Director(s), student interviews / surveys	Note - calculate average length of service upon review of faculty files.
V.A.6.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. Advisory Board Information Form.			
V.A.6.b.	Advisory Board Minutes; Evidence of distribution			Note - minutes must be distributed prior to the next meeting.
V.A.7.	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)	Student survey question #10
V.B.4.a.	Site evaluation documentation completed by member of staff with program faculty qualifications. All current signed clinical affiliation agreements. Employee file for clinical evaluator. Clinical Experience Information Form.			
V.B.4.b.	All current signed clinical affiliation agreements. Monitoring plan, handbook, and/or syllabi for course. Documentation of clinical hour completion (should be with student files).	Visit to Clinical Site	Students (are they aware of clinical experience requirements?), Student Survey Results, Program Director(s)/ Clinical Coordinator	Assess total number of clinical site slots available. NOTE - are simulated experiences involved? If so, do they approximate field-based experiences?
V.B.4.c.	Clinical Coordinator (or equivalent) job description (whomever supervises students needs to have program faculty qualifications), Oversight documentation		Student(s) on clinicals, Clinical Coordinator/ Program Director(s), clinical site supervisor (visit)	
V.C.1.a.	Syllabi & Appendix F		Program Director(s)	Note - (5) on Appendix F is required for all credit awarding courses regardless of recognized outside hours or not
V.C.1.b.			Student	Student survey question #8
V.C.2.a.	Syllabi	Class Observation	Instructors. Program Director(s)	Student survey question #13
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. Student survey question #7
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	Student survey question #15
V.D.1.a.	Catalog or other documentation detailing admission process and criteria. Student files		Admissions Staff	
V.D.1.b.	Catalog or other documentation detailing admission process and criteria. Student files. Appendix A.		Admissions Staff	Do they admit ATB students?
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)	

CHAPTER V

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
V.D.2.b.	Student files, student portal, feedback regarding graded assignments		Program Director(s), Instructors, Students	Student survey questions #11 and 12
V.D.2.c.	Catalog, tutoring details		Students, Student Service personnel	Student survey question #5
V.D.3.a.	Syllabi Review, Curriculum Review	Lab, Clinical sites	Program Director(s), Instructors	Student survey question #13
V.D.3.b.			Students	Student survey question #2
V.D.4.	Catalog or other documentation detailing graduation process and criteria. Student files and transcripts		Students, Student Service personnel, Program Director(s), Dean, Registrar	
V.E.1.a.	Program Director(s) Employee file		Program Director(s)	Remember that supervision can be met by one OR MORE individuals but specific to full-time, on-site oversight for the CAMPUS.
V.E.1.b.	Program Director(s) Job Description, Faculty Meeting Minutes, Advisory Board Minutes.		Program Director(s)	The collective management team in V.E.1.a. must be somehow involved in the duties outlined here in V.E.1.b. (all do all, one does 2/one does 2, one does 3/one does 1, etc.)
V.E.1.c.	Program Director(s) ABHES Faculty Data sheet for hours		Program Director(s)	At least one in the collective management team needs to show some professional development; 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.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)	At least one in the collective management team needs to show some management training; 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	All in the collective management team need to show some time for their related 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			
V.E.2.c.	Faculty Meeting Minutes, evidence of distribution		Faculty	Note - minutes must be distributed prior to the next meeting.
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	Student survey question #14
V.E.3.c.	ABHES Faculty Data Sheets, Teaching Schedule.		Students, instructors	
V.E.4.a.	Faculty Files. Orientation/on-boarding materials.			Note - if they teach simulation, must be trained on it first.
V.E.4.b.	Documentation of TWO (2) trainings in last 12 months (note instructional development, not professional development in the field)			NOTE - Training related 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.4.c.	Documentation of TWO (2) professional development activity in last 12 months. Note that professional development is given wide scope by the standards.			NOTE - 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

CHAPTER V

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
V.E.4.d.	Faculty Files - SEE APPENDIX E; need to demonstrate eval within 30 days of beginning instruction and annually (based on length of service) in the environment in which they instruct (e.g., classroom, laboratory, clinical, simulation)			
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	Student survey question #6
V.G.2.	PEP, Annual Report, Institution own placement backup documentation, documentation in individual student files			
V.H.1.	Catalog, Website, Advertising			
V.H.2.	Advertising, Website, State and Federal Disclosures		Admissions Staff	Student survey question #3
V.H.3.	Catalog, documentation for students to notify of change in physical location		Person responsible for process regarding determining student location at time of admissions and if it changes during enrollment	
V.H.4.	Disclosures for state licensing/credentialing, Catalog, direct notice in EA, letter, email to students in b and c		Admissions Staff	See student survey question #1 and current student lists for student locations
V.H.5.	Published complaints processes for States, State Authorization Attestation form, Catalog/website			See student survey question #1 and current student lists for student locations
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			Need to check each survey for required questions.
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), Administrative Staff.	
V.J.1.	See Appendix E		Staff member responsible for academic record keeping	
V.J.2.	Student clinical files		Program Director or Clinical 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. Student survey question #7
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	Student survey question #7
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 for proof of graduation from HS (attestation alone insufficient).			

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	Student survey question #7
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.	Faculty files. Ensure additional requirements on top of Chapter V requirements are met			
VI.C.4.b.	Faculty Files and ABHES data sheets. Teaching schedule.		Instructors	
VI.C.4.c.	Program Director Employee file		Program Director	
VI.C.5.	Review advertising, including website, social media, printed and video advertising. Ensure these all state academic nature of degree.			
VI.C.6.	Catalog (admissions policies) and student files for proof of graduation from HS (attestation alone insufficient).		Admissions Director	

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	Student survey question #7
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.	Faculty files. Ensure additional requirements on top of Chapter V requirements are met		Program Director/Director of Education	
VI.D.4.b.	Faculty Files and ABHES data sheets. Teaching schedule. Class rosters.		Instructors	
VI.D.4.c.	Program Director Employee file		Program Director	
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. Evidence of bachelor's degree.		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, syllabi, textbooks, Program Profile Grid, course listings and hours, student transcripts for sequencing check			When assessing program hours refer to IV.G.1.a.
MA.A.2.	Clinical Hours timesheets, Program Profile Grid, Catalog, affiliation agreements, site viability evaluations, and clinical skills evaluations, student files for CPR certification	Visit to clinical site	Students at clinical site, site supervisor on visit, clinical coordinators, program director, faculty	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 education [at minimum an associate degree] (official or unofficial educational transcripts), and current certification			See also V.E.1.a.
MA.B.2.a.	<i>n/a - (no additional requirements beyond Chapter V)</i>			<i>(no additional requirements beyond Chapter V)</i>
MA.B.2.b.	<i>n/a - (no additional requirements beyond Chapter V)</i>			<i>(no additional requirements beyond Chapter V)</i>
MA.B.2.c.	Advisory board meeting minutes, advisory board member list		Institution's advisory board liaison, advisory board member(s)	See also V.A.6.a. and V.A.6.b.
MA.C.1.a.	<i>n/a - (no additional requirements beyond Chapter V)</i>	Laboratories		<i>(no additional requirements beyond Chapter V)</i>
MA.C.1.b.	Supplies and equipment lists	All institution laboratories used by MA students; designated phlebotomy station	Program director, faculty, 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.	Syllabi, curriculum, textbooks, Program Profile Grid, course listings and hours, student transcripts for sequencing check			When assessing program hours refer to IV.G.1.a.
MLT.A.2.	Affiliation agreements, site viability evaluations, and clinical skills evaluations, site CLIA information	Visit to clinical site	Students at clinical site, site supervisor on visit, clinical coordinator, program director, faculty	See also V.B.4.a. / V.B.4.b. / V.B.4.c.
MLT.B.1.	Faculty file for program supervisor - including resume, evidence of education [at minimum a bachelor degree] (official or unofficial educational transcripts), and current certification			See also V.E.1.a.
MLT.B.2.a.	Faculty file for instructors- including resume, evidence of education [at minimum an associate degree] (official or unofficial educational transcripts), and current certification		Program director, faculty	See also V.E.2.a. / V.E.2.c.
MLT.B.2.b.	Class rosters, class schedule	Lab class	Students, faculty	See also V.E.3.b.
MLT.B.2.c.	Advisory board meeting minutes, advisory board member list		Institution's advisory board liaison, advisory board member(s)	See also V.A.6.a. and V.A.6.b.
MLT.C.1.a.	Supplies and equipment lists, clinical site viability evaluations	All institution laboratories used by MLT students, clinical site if supplementing campus equipment	Program director, faculty, students regarding supplies & equipment	See also V.C.2.d.
MLT.C.1.b.	Supplies and equipment lists, clinical site viability evaluations, lab maintenance logs (quality assurance and controls)	All institution laboratories used by MLT students, clinical site if supplementing campus equipment; designated phlebotomy station	Program director, faculty, students regarding supplies & equipment	See also V.C.2.d.

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. Course Map document. Syllabi, curriculum, textbooks, Program Profile Grid, course listings and hours, student transcripts for sequencing check			
ST.A.2.	All current signed clinical affiliation agreements. Documentation of 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. Site viability evaluations. Clinical site license/regulatory compliance if not evident through affiliation agreement and/or site viability evaluation.	Visit to clinical site	Students at clinical site, site supervisor on visit, clinical coordinator, program director, faculty	See also V.B.4.a. / V.B.4.b. / V.B.4.c.
ST.A.3.	n/a - evaluated by PAC-ST through Annual Report process, not evaluated by the team.			
ST.B.1.	Faculty file for program supervisor - including associate degree (minimum) transcripts, resume, current certification, and continuing education (e.g., pursuit of advanced academic degrees and active participation in related state and national membership organizations)		Program Supervisor	See also V.E.1.a. / V.E.1.c
ST.B.2.a.	Faculty file for core instructors- including resume and current certification		Faculty	See also V.E.2.a. / V.E.2.b.
ST.B.2.b.	Class rosters, class schedule	Lab class	Students, faculty	See also V.E.3.b.
ST.B.2.c.	Faculty file for clinical coordinator - including resume, evidence of education (official or unofficial educational transcripts), and current certification		Clinical coordinator, clinical site managers, students at clinical site	
ST.B.2.d.	Advisory Board Meeting Minutes, Advisory Board Member list, member resume or job description (if needed)		Institution's advisory board liaison, advisory board member(s) (if needed)	See also V.A.6.a. and V.A.6.b.
ST.C.1.a.		All Institution laboratories used by ST students	Interview instructors, Program Directors, and students.	See also V.C.2.d.
ST.C.1.b.	Supplies and equipment lists by specialty in the Core Curriculum	All Institution laboratories used by ST students	Program director, faculty, students regarding supplies & equipment	See also V.C.2.d.

CHAPTER DAI

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
DAI.A.1.	Curriculum, Text Books, Program Profile Grid, course listings and hours	Classroom/lab/clinical site	Faculty and program supervisor regarding curriculum revisions	
DAI.A.2.	All current signed clinical affiliation agreements, site viability evaluations. Documentation of hours and competency completion (should be with student files). Clinical rosters. Site radiation and OSHA compliance documents.	Visit to clinical site	Students at clinical site, site managers, 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.b.
DAI.B.2.b.	Class Rosters, Program Schedule.	Tour lab	Student surveys	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.6.a. / V.A.6.b.
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.C.2.d.
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.C.2.d.
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	Students and faculty, clinical faculty and dentist	
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 dosimetry policies and reports.	Review all laboratories. Radiation protection and monitoring devices that are available for each student.	Program director	See also V.F.1.

CHAPTER DAII

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
DAII.A.1.	Curriculum, Text Books, Program Profile Grid, course listings and hours	Classroom/lab/clinical site	Faculty and program supervisor regarding curriculum revisions	
DAII.A.2	All current signed clinical affiliation agreements, site viability evaluations. Documentation of hours and competency completion (should be with student files). Clinical rosters. Site radiation and OSHA compliance documents.	Visit to clinical site	Students at clinical site, site managers, 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.b.
DAII.B.2.b.	Class Rosters, Program Schedule.	Tour lab	Student surveys	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.6.a. / V.A.6.b.
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.C.2.d.
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.C.2.d.
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	Students and faculty, clinical faculty and dentist	
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 dosimetry policies and reports.	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, Program Profile Grid, course listings and hours		Program director and faculty regarding curriculum review and mapping	
DMS.A.2. (a.)	All current signed clinical affiliation agreements and site viability evaluations. Documentation of hour completion (should be with student files). Review competency list and completions. Exam or case logs. Evidence that students are informed they cannot be compensated for clinicals.	Visit to clinical site, including well-roundedness of site	Students at clinical site, site managers, 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. Preceptor qualifications.	Visit to clinical site and review its lab facilities	Students at clinical site, site managers, preceptors, clinical coordinators, program director	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 in competencies.		Program director or clinical coordinators / students who have completed different rotations	
DMS.B.1.	Faculty file for program supervisor - including resume, evidence of degrees, professional development activity, and current sonography credential. Evidence all applicable concentration certifications are covered.		Program director	See also V.E.1.a. / V.E.1.c
DMS.B.2.a	Faculty file for instructors - current certification		Faculty	See also V.E.2.a. / V.E.2.b.
DMS.B.2.b.	Class rosters and schedules.	Laboratory classes	Students and faculty	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, participating program staff and faculty, medical advisor (optional)	See also V.A.6.a. / V.A.6.b.
DMS.C.1.a.	Curriculum and laboratory inventory. Survey data.	All Institution laboratories used by DMS students	Students and faculty	
DMS.C.1.b.	Supplies and equipment lists. Survey data.	All Institution laboratories used by DMS students	Program Director/ Instructors/ students regarding supplies & equipment	See also V.C.1.a.
DMS.C.1..c.	Laboratory schedule and supervision (class rosters), sign-in sheets, etc.	All Institution laboratories used by DMS students	Students and faculty	See also V.C.1.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 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.b.
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.6.a. / V.A.6.b.
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.C.2.d.
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.C.2.d.

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 hour completion (should be with student files). Review competency list and completions	Visit to clinical site	Students at clinical site, site managers, clinical coordinators	See also V.B.4.a. / V.B.4.b. / V.B.4.c.
PHT.A.2. (b.)		Visit to clinical site	Students at clinical site, site managers, 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 clinical site	Students at clinical site, site managers, 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.b.
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.6.a. / V.A.6.b.
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.C.2.d.
PHT.D.1.	Admissions policies in catalog and documentation in student files			See also V.D.1.a.

CHAPTER RT

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
RT.A.1.	Curriculum, Text Books, program profile grid, course listings and hours (Catalog, etc.). Compare with the current version of the American Society of Radiologic Technologists (ASRT) Radiography Curriculum. JRCERT Radiography Curriculum Analysis Grid. Outcomes and curriculum review process.		Faculty regarding the curriculum. Program director regarding curriculum mapping on analysis grid and revision.	See also V.I.1.a-f / V.I.2.
RT.A.2.	Competency lists and evidence of check offs in student files. ARRT Didactic and Clinical Competency Requirements.		Students / Instructors / Program Director	
RT.A.3.	All current signed clinical affiliation agreements, Documentation of hour completion (should be with student files). Review competency list and completions.	Visit to clinical site	Students at clinical site, site managers, clinical coordinators, preceptors, clinical staff, etc.	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.b. / V.E.1.c
RT.B.2.a.	Faculty files and records for clinical coordinators, clinical preceptors, faculty, clinical staff - current certification		Applicable faculty	See also V.E.2.a. / V.E.2.b. 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.6.a. / V.A.6.b.
RT.C.1.	Supplies and equipment lists. Lab schedules.	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.1.
RT.D.1.b.	Published policies on radiation safety. Documentation of process of review of dosimetry 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 / clinical staff/instructors	See also V.F.1.
RT.D.1.c.	Published policies on pregnancy that are provided to students at enrollment. Student files, if applicable.		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. Student survey question #12.
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 courses and curriculum	Student survey question #18
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.a.
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, faculty evaluations	Observe engagement in LMS -- discussion boards, grading feedback, interactive webinars, etc.	Interview individual responsible for evaluating faculty in DE environment	Student survey question #18
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 education provider agreements and non-instructional service provider contracts (for LMS, software, hardware, library resources, etc.)			
IX.G.1.	Review orientation, student survey results			Student survey question #17
IX.G.2.	Student survey results		Interview with administrator of distance programs, faculty,	Enter a help desk ticket to gauge response; student survey question #19
IX.G.3.	Student files,	Feedback in LMS gradebook. Links to student services	ABHES student surveys, student services staff	Maybe student survey question #18

CHAPTER IX

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
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.	All enrollment documentation which outlines such material circumstances, student files, Catalog			Check on states in which the school has distance education students