

2018 Annual Report Instructions



How to Complete the 2018 Annual Report

There's plenty of assistance right at your fingertips when you follow the **2018 ANNUAL REPORT INSTRUCTIONS for Surgical Technology Programs**, which have been updated and streamlined.

Collect all Data & Information Before Logging into the Report

To best prepare your annual report submission, collect all data & information that will be used to develop the report before logging into the Report including enrollment dates and numbers, and Retention (RET), Outcome Assessment Examination (OAE), Graduate Placement (GP), Employer Survey (ES) and Graduate Survey (GS) data.

Verify Accuracy of all Pre-loaded Data*

For programs that filed a 2017 Annual Report (previous filers), the 2018 Annual Report may include pre-loaded, migrated data from your 2017 Annual Report. Please verify the accuracy of all pre-loaded data while completing the 2018 Annual Report. Preloaded data may not accurately reflect changes your program has submitted since you filed your last Report. If the pre-loaded information or outcomes data that is not accurate, please contact the ARC/STSA at ARQuestions@arcstsa.org for assistance.

***Data is not pre-loaded for programs filing an Annual Report for the first time in 2018.**

Download, Complete & Submit Required Forms from the ARC/STSA Website

Standardized ARC/STSA forms for use within the 2018 Annual Report, as applicable, are available online at www.arcstsa.org/index.php/educators/educators-surgical-technology/st-forms-and-facts/. PDF documents (preferred), Word, Excel, PowerPoint, and Publisher documents are acceptable to upload into the Annual Report.

NEW Reporting Timeframes for 2018

The Report specifies 3 Academic Years (AYs) for reporting data:

Current Program Information: August 1, 2017 - July 31, 2018

Program Outcomes (RET, OAE): August 1, 2016 - July 31, 2017

Graduate Outcomes (GP, ES, GS): NEW for 2018 - 2 Reporting Periods

- ✓ August 1, 2015 - July 31, 2016
- ✓ August 1, 2016 - July 31, 2017

Program Passwords

The program's ID and password are found in the 2018 Annual Report Letter included in your notification email. Passwords can also be obtained by contacting the ARC/STSA at ARQuestions@arcstsa.org or at 303-694-9262.



Need a Quick Review Before Beginning? Click here for the 2018 [Annual Report Presentation](#).

✦ Use Internet Explorer on a PC

The Macintosh system and some web browsers (Firefox, Chrome, Safari, etc.) do not function properly with the Report, and you will be unable to complete and submit the Report. To obtain a copy of Internet Explorer, you may download it free from: <https://support.microsoft.com/en-us/help/17621/internet-explorer-downloads>. We recommend that you do not use a public WiFi connection when accessing and completing your Annual Report.

✦ Disable All Pop-up Blockers

The best way to do this is to open Internet Explorer and go to the **Tools** menu. Scroll down to **Internet Options**. In the Internet Options dialog box, select the **Privacy** tab. In the section under **Pop-up Blocker**, click on the **Settings** button. In the **Pop-up Blocker Settings** dialog box, type in the following address: www.arcsts.org and then click on the **Add** button. Click on the **Close** button in the **Pop-up Blocker Settings** dialog box, then click on the **OK** button to close this window. If after doing this, you experience problems accessing pop-up windows; you may need to contact your IT department to see if other software may be blocking pop-ups.

✦ Automatic File Download

Ensure that “Automatic File Download” options are set on your Internet Explorer Internet browser.

1. Open the IE Internet browser
2. Select “Tools”
3. Select “Internet Options”
4. Select the “Security” tab
5. Select “Custom level...” button
6. Scroll to “downloads” and ensure that the “enable” radio button is selected for “Automatic prompting for file downloads”, “File download”, and “Font download”
7. Select “OK”
8. Select “OK” on the “Internet Options” page

Report Functionality & Navigation

- ✦ Applicable date ranges for data are specified at the top of each page. The Report will not accept dates outside of the specified range.
- ✦ The Report does not have spell check capability. You can choose to develop your response in a word processing document and “cut and paste” the text into the applicable Report text field.
- ✦ Documents can be attached in multiple applicable areas of the Report. If a specific document is required to be uploaded within the report, you will not be able to save the applicable page until the document is uploaded.
- ✦ The Report will time out after approximately 30 minutes of non-activity. You may re-log into the report, but note that any unsaved data will be lost.



You will see a blue box like this when there is important information to be shared.

Report Functionality & Navigation (cont.)

✦ Information Boxes

Helpful hints are provided within the instructions to assist you in completing the Report. Additionally, the Report includes a combination of the following buttons, links, and features to guide you through the Report.

Cancel Deletes data entered on the current page since the page was last saved.

Save Saves new data entered on the current page.

Save & Next Saves new data entered on the current page and progresses to the next applicable page in the Report.

Back Returns to the previous page in the Report.



Spinning Wheel This icon may appear on the top of the page during the page-saving process. The icon will disappear when the “**Successfully saved**” message appears, indicating the data has been saved.

Save Message A green message that appears just above the “Cancel”, “Save” and “Save and Next” buttons and confirms that the data entered on that page has been saved. The save message will automatically disappear when the cursor is moved on the page or after 15 seconds, and the “**Successfully saved**” message will appear.

Alert Message A red message that appears next to or below a data field when data in a required data field is absent, incomplete, or is the wrong type of data (i.e.. a number in an alpha field), or other message to guide completion of the report. For example: **Please enter a phone number.**

Scroll Bar Will appear in any text field where the text exceeds the pre-set diameter of the field. The scroll bar will permit you to see all text entered into the field. Each text field can accommodate the entry of 5000 characters (numbers, letters, spaces, unique characters).

Yes/No Button A filled-in radio button indicates the program’s selected response. The selection of certain radio button responses will result in appearance or disappearance of additional questions and/or text fields specific to the original question or the disappearance of questions or text fields that no longer require a response. For example:

Distance Education
Offers Core ST courses via Distance Education: ☐ Yes ☒ No

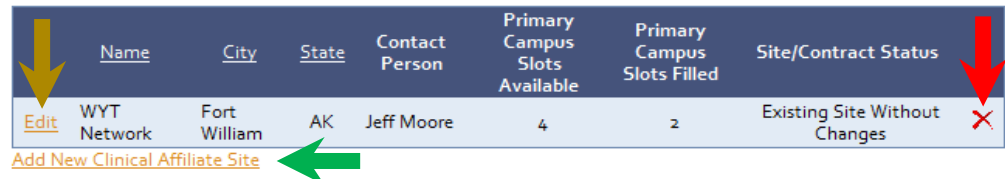


Distance Education
Offers Core ST courses via Distance Education: ☒ Yes ☐ No
Distance Education Vehicle:

Report Functionality & Navigation (cont.)

Edit This link will open a data subpage to permit access to and revision of data that has previously been loaded (whether pre-loaded or newly loaded). Use this link to access the subpage to complete the data requested or edit existing data. [See the [gold](#) arrow in the Example below.]

Add New This link will open a new data subpage that does not include any preloaded data. Use this link to create a new data set. [See the [green arrow](#) in the Example below.]



The screenshot shows a table with the following columns: Name, City, State, Contact Person, Primary Campus Slots Available, Primary Campus Slots Filled, and Site/Contract Status. The first data row contains: WYT Network, Fort William, AK, Jeff Moore, 4, 2, and Existing Site Without Changes. Annotations include: a yellow arrow pointing to an 'Edit' link in the first column; a green arrow pointing to a link labeled 'Add New Clinical Affiliate Site' below the first column; and a red arrow pointing to a red 'X' icon in the last column.

	Name	City	State	Contact Person	Primary Campus Slots Available	Primary Campus Slots Filled	Site/Contract Status
Edit	WYT Network	Fort William	AK	Jeff Moore	4	2	Existing Site Without Changes

[Add New Clinical Affiliate Site](#)

Red “X” Use this link to delete the applicable data subpage and entry on the blue summary table. [See the [red arrow](#) in the Example above.] Once deleted, the data cannot be restored—it must be re-entered using the “Add New . . .” link.

Helpful
Tips

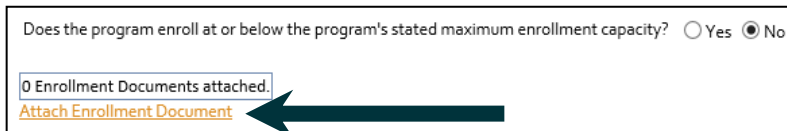
If the program notes that pre-loaded data is not accurate, please contact the ARC/STSA for assistance at ARQuestions@arcstsa.org . Data is NOT pre-loaded for programs completing an Annual Report for the first time in 2018.

Plans of Action

The **2018 Annual Report** includes areas to upload plans of action completed using the required ARC/STSA Plan of Action Form. The form, instructions for form completion, and a sample form are available online at www.arcstsa.org/index.php/educators/educators-surgical-technology/st-forms-and-facts/#stforms.

How to upload documents into the Annual Report:

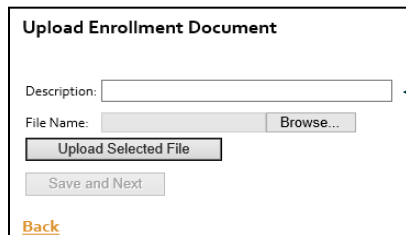
1. Select the applicable upload link.



Does the program enroll at or below the program's stated maximum enrollment capacity? ☐ Yes ☒ No

0 Enrollment Documents attached.
[Attach Enrollment Document](#)

2. Type the name of the form in the 'description' text field. This is the name that will appear in the report.



Upload Enrollment Document

Description:

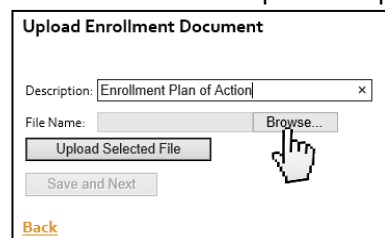
File Name: [Browse...](#)

[Upload Selected File](#)

[Save and Next](#)

[Back](#)

3. Using the "Browse" button, locate the applicable document on your computer and 'double click' on the file name to upload the document onto the 'upload subpage'.



Upload Enrollment Document

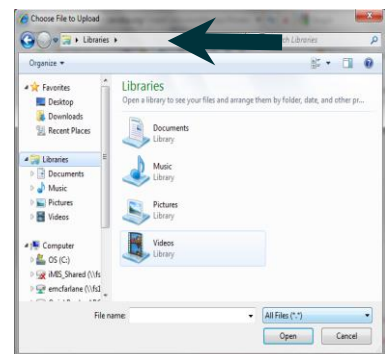
Description:

File Name: [Browse...](#)

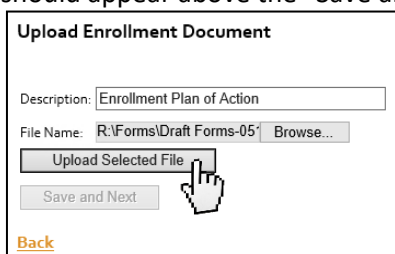
[Upload Selected File](#)

[Save and Next](#)

[Back](#)



4. Select the "Upload Selected File" button. The name of the file should appear above the "Save and Next" button.



Upload Enrollment Document

Description:

File Name: [Browse...](#)

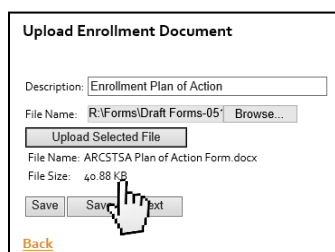
[Upload Selected File](#)

[Save and Next](#)

[Back](#)

PDF documents are preferred. Documents in Word, Excel, PowerPoint, and Publisher formats can be accepted.

5. Select "Save and Next". Verify that the correct document has been uploaded to the report by selecting the "View" link.



Upload Enrollment Document

Description:

File Name: [Browse...](#)

[Upload Selected File](#)

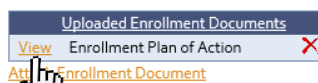
File Name: ARCSTSA Plan of Action Form.docx

File Size: 40.88 KB

[Save](#) [Save and Next](#)

[Back](#)

Does the program enroll at or below the program's stated maximum enrollment capacity? ☐ Yes ☒ No



Uploaded Enrollment Documents	
View	Enrollment Plan of Action
Attach Enrollment Document	

To Begin the Report

- ✦ Access the ARC/STSA website at www.arcstsa.org using Internet Explorer
- ✦ Click on “Educators”
- ✦ Click on “Reports”
- ✦ Click on “Report Login”.



- ✦ Enter your User Name and Password (provided in the 2018 Annual Report Letter sent to the program via email) to log in.

The image shows a login form with the following elements: a 'Log In' link above the input fields, a 'User Name:' label followed by a text box, a 'Password:' label followed by a text box, a checkbox labeled 'Remember me next time.', and a 'Log In' button. A yellow sticky note with a red pushpin is placed over the form, containing the text 'Helpful Tips'.

The current password for your program is found in the 2018 Annual Report Letter attached to the 2018 Annual Report notification email). Three incorrect log-in attempts will ‘lock’ the report. Please contact the ARC/STSA at **303-694-9262** to ‘unlock’ the report.

- ✦ This is the Menu located in the upper left-hand corner of the screen that will help you navigate through the report. You can use the menu to navigate to any page in the Report without having to access them in sequence.





Programs that filed a 2017 Annual Report will find that many data fields are auto-populated with the 2017 data. Please verify the data in each data field to ensure that it reflects current data for your program.

Create New Current Program Information

Regional Institutional Accreditor:

National Institutional Accreditor:

Other Institutional Accreditor: ☐ (please list full name)

Address 1:

Address 2:

Address 3:

City:

State:

Zip:

Primary Program Phone:

Primary Program Phone Extension:

Alternate Program Phone:

Alternate Program Phone Extension:

Program Director Email:

Verify Program Director Email:

Program Fax:

Program Website Address:

A Primary Program Phone Extension and an Alternative Program Phone Extension are not required. If you do not have a Primary Program Phone extension, leave the data field blank. If you do not have an Alternative Program Phone, enter 10 zeros (0000000000) in this data field.

Campus Information

AAD

Offers ARC/STSA approved Accelerated Alternate Delivery (AAD) program: ☒ Yes ☐ No

AADFormat:

Distance Education

Offers Core ST courses via Distance Education: ☐ Yes ☒ No

Satellite Campuses

Has ARC/STSA approved Satellite Campus(es): ☐ Yes ☒ No

Consortium Information

Has ARC/STSA approved Consortium: ☐ Yes ☒ No

[Back](#)



If "Yes" is selected, additional required information field(s) will appear for each question.

Delete pre-loaded Satellite or Consortium data before selecting the "No" radio button, if the data is no longer applicable.

Enrollment Information Page

- ✦ Verify the program's stated maximum enrollment capacity [the number of students per cohort multiplied by the number of cohorts per year].

Program Name:

Annual Report:

Current Program Information For: 8/1/2017 to 7/31/2018

Helpful
Tips

Enrollment Information

Enrollment

Max Number Of Students Per Cohort:

Max Number Of Cohorts Per Year:

Maximum Enrollment Capacity:

Current New Students Enrolled: (8/1/2017 to 7/31/2018)

Click on the orange link below labeled [Add New Program Enrollment Anticipated Completion Date](#) or the [Edit](#) link in the grid to change enrollment.

Has CAAHEP Approved Inactive Status or is program in teach-out under a CAAHEP-approved Voluntary Withdrawal status? ☐ Yes ☒ No

Current Students Enrolled From Previous Academic Year:

If the Maximum Enrollment Capacity preloaded in the locked gray boxes is incorrect, please contact the ARC/STSA. Data will not be pre-loaded for programs filing for the first-time.

Program Enrollment Anticipated Completion Dates

	Start Date	Anticipated Completion Date	# enrolled	Primary	AAD
Edit	10/3/2016	7/26/2017	17	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Add New Program Enrollment Anticipated Completion Date](#)

Data entered for all cohorts will automatically be displayed on the Enrollment page.

- ✦ Select the **"Add New Program Enrollment Anticipated Completion Date"** link to access the enrollment subpage.
- ✦ Enter the Program Enrollment Anticipated Completion Dates data for all new cohorts enrolled during the period of **8/1/2017-7/31/2018** using the calendar icon on the report page to ensure dates are formatted correctly—see below:

Create New Enrollment Anticipated Completion Date

Start Date:

Anticipated Completion Date:

Enrollment Date Type: ☒ Primary ☐ AAD

Students Admitted:

Re-entry/Transferred In:

[Back](#)

February, 2015						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7

Today: February 11, 2015

Programs should select the "Primary" radio button unless the program has an ARC/STSA-approved AAD Pathway enhancement.

2018 Enrollment Summary

Primary Students Admitted	Re-entry/ Transfer In	Total Students Enrolled
10	0	10

The program should include a detailed analysis of program enrollment in comparison to the currently stated maximum enrollment capacity in the enrollment analysis text box.

Enrollment Analysis (analysis of 8/1/2017 to 7/31/2018):

0 Enrollment Plan of Action Documents attached.

[Attach Enrollment Plan of Action Document](#)



If the number of “Total Students Enrolled” exceeds the “Maximum Enrollment Capacity,” the program should upload a detailed Plan of Action indicating how the program will enroll at or below its stated maximum enrollment capacity.

Submit the required ARC/[STSA Plan of Action Form](http://www.arcstsa.org/index.php/educators/educators-surgical-technology/st-forms-and-facts/#stforms), available online at www.arcstsa.org/index.php/educators/educators-surgical-technology/st-forms-and-facts/#stforms.

- * Indicate the program’s length(s) and degree(s) awarded. A second “Degree Awarded” field will appear when the “Program Length 2” data is entered.

Program Length and Degree Awarded

The program length and degree awarded for the AAD component of the program should not be indicated below.

Program Length 1 (in months): Degree Awarded 1:

Program Length 2 (in months):

[Back](#)

Reporting Enrollment for Programs with Approved AAD Pathway Enhancement

- ✦ Programs that have an ARC/STSA-approved AAD Pathway and have selected “Yes” to the AAD question on the Program Enhancement page should report separate data for each primary **and** AAD enrollment during the period of **8/1/2017-7/31/2018**.

Campus Information

AAD

Offers ARC/STSA approved Accelerated Alternate Delivery (AAD) program: ☒ Yes ☐ No

AADFormat: Traditional

Helpful
Tips

Selecting “Yes” for AAD on the program Enhancements page will permit the AAD Enrollment section of the Enrollment Information page to appear.

AAD Enrollment

Max Number Of AAD Students Per Cohort: 10

Max Number Of AAD Cohorts Per Year: 1

Maximum AAD Enrollment Capacity: 10

Current New AAD Students Enrolled: (8/1/2017 to 7/31/2018) 0

Total AAD Students Enrolled

0

If the AAD Maximum Enrollment Capacity pre-loaded in the Report is incorrect, please contact the ARC/STSA.

AAD Enrollment Analysis (analysis of 8/1/2017 to 7/31/2018):

Does the program enroll at or below the program's stated AAD maximum enrollment capacity? ☐ Yes ☒ No

0 AAD Enrollment Documents attached.

[Attach AAD Enrollment Document](#)

Program Enrollment Anticipated Completion Dates

0 Program Enrollment Anticipated Completion Dates found.

[Add New Program Enrollment Anticipated Completion Date](#)

Create New Enrollment Anticipated Completion Date

Start Date:

Anticipated Completion Date:

Enrollment Date Type: ☐ Primary ☒ AAD

Students Admitted: 0



[Back](#)

Helpful
Tips

AAD Enrollment data is entered by selecting the “Add New Enrollment Anticipated Completion Date” link and selecting “AAD” for Enrollment Date Type.

Administrative Program Information Page

List all academic breaks and time off for the period of 5/1/2017 to 4/30/2018:

Start:  End (Optional): 

06/09/2017-06/17/2017

May, 2015

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Today: February 11, 2015

✦ To upload a single date:

Choose a start date using the calendar icon, then select the “Add Date(s)” button to list only that date (i.e. **07/04/2018-07/04/2018**).



✦ To upload multiple, consecutive dates:

Choose a start date and an end date using the applicable calendar icon, then select the “Add Date(s)” button for a consecutive date (i.e. **05/13/2018—08/07/2018**).

✦ Some of the calendar items are restricted (gray) and not accessible.

✦ Dates may be added in any order. The Report will list them sequentially when dates are selected using the calendar(s).

List all academic breaks and time off for the period of 5/1/2017 to 4/30/2018:

Start:  End (Optional): 

06/09/2017-06/17/2017,
07/04/2017-07/04/2017,
07/29/2017-08/12/2017

2015

Jan	Feb	Mar	Apr
May	Jun	Jul	Aug
Sep	Oct	Nov	Dec

Today: February 11, 2015

✦ Clicking on the “month” or “year” in the calendar will bring up other options that permit you to more quickly navigate to the desired month and year.

February, 2015

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7

Today: February 11, 2015

2015

Jan	Feb	Mar	Apr
May	Jun	Jul	Aug
Sep	Oct	Nov	Dec

Today: February 11, 2015

2016

Jan	Feb	Mar	Apr
May	Jun	Jul	Aug
Sep	Oct	Nov	Dec

Today: February 11, 2015

✦ This is the fee section of the Administrative Program Information page

Total Annual Program Tuition And Fees (In State): \$

Total Annual Program Tuition And Fees (Out Of State): \$

Has or will the tuition changed during the current year? ☐ Yes ☒ No

Notes:



Do not enter any punctuation (\$, ., etc.) or “cents” in these Tuition boxes. Enter only whole numbers.

[Back](#)

Assessment and Admissions Information

Has the program changed the frequency of student evaluation? ☐ Yes ☒ No

Has the program changed the method(s) and/or tool(s) used for student evaluation? ☐ Yes ☒ No

Has the program changed the method(s) used to share evaluations with students? ☐ Yes ☒ No

Has the program changed its admissions policy or process? ☐ Yes ☒ No

[Cancel](#)

[Save](#)

[Save and Next](#)

[Back](#)

Helpful
Tips

If “Yes” is selected, additional required information field(s) will appear for each question.

Program Budget Page

Program Budget Information

Supplies And Equipment Budget: \$

Capital Expenditures Budget: \$

Professional Development Budget: \$

Program Budget Evaluation:

[Cancel](#)

[Save](#)

[Save and Next](#)

[Back](#)

Do not enter any punctuation (\$, ., etc.) or “cents” in these budget fields. Enter only whole numbers.

Communities of Interest Information

Describe how community needs are assessed and monitored:

Program Advisory Committee (PAC) Information

Current Required PAC Members:

0 PAC Members found.

[Add New PAC Member](#)



New Program Advisory Committee (PAC) Required Member

Representation:

Current Student ▼

☐ No Current Appointment

Last Name:

First Name:

City:

State:

AK ▼

Zip Code:

Phone:

() -

Phone Extension:

Cancel

Save

Save and Next

[Back](#)



You must enter information for a minimum of 1 unique representative for each of the 8 communities of interest (student, graduate, faculty, administrator, employer, physician, public member, and practicing CST).

Communities of Interest Sub-Page

- ✦ There are a different number of data fields for each type of representative.
- ✦ **All** data fields must be filled in. Note: The program will need the certification number and certification expiration date to complete the practicing CST member page.
- ✦ **If** you don't have all the information needed for an appointed member, you will not be able to save the Member page or the Communities of Interest page.

New Program Advisory Committee (PAC) Required Member

Representation: Public Member

☐ No Current Appointment

Last Name:

First Name:

Professional Title:

Place of Employment:

City:

State: AK

Zip Code:

Phone:

Phone Extension:



Remember to check the verification boxes before saving the Page.

☐ Checking this checkbox indicates that the practicing member is not a faculty member at this school.

The public member appointed to the surgical technology program's advisory committee holds a duty to represent the interests of the patient that may come under the care of the surgical technologist, and therefore has a vested interest in the proper education of the surgical technologist for quality patient care. The public member must not be:

- a current or former employee of the sponsoring institution
- a current or former employee of any clinical affiliate associated with the program
- a current or former student of the surgical technology program
- a current or former healthcare provider

☐ Checking this box indicates that the public member meets the above criteria

[Back](#)

- ✦ **If** the “No Current Appointment” checkbox is selected, a detailed Plan of Action and timeline for appointment of the applicable member should be uploaded, using the new, required ARC/STSA Plan of Action Form, available online at:
www.arcstsa.org/index.php/educators/educators-surgical-technology/st-forms-and-facts/#stforms.

New Program Advisory Committee (PAC) Required Member

Representation: Practicing CST

☒ No Current Appointment

0 PAC Supporting Documents for No Current Appointment attached.

[Attach No Current Appointment Document](#)

[Back](#)

Communities of Interest Page (cont.)

Have Community Needs Changed? ☒ Yes ☐ No

Description Of Changes In Community Needs:

Attach a copy of ARC/STSA Program Advisory Committee (PAC) minutes indicating review and assessment of community of needs change

0 PAC Minute Files attached.

[Attach PAC Meeting Minutes](#)

[Back](#)

Helpful
Tips

If the program selects the “No” radio button for the “Has Community Needs Changed” question, the “Description of Changes in Community Needs” textbox and the request to attach a copy of the PAC minutes will “disappear”. PAC minutes are **not** required to be submitted if there has been no change in Community Needs.

Program Personnel Summary Page

Add or edit information for the **Program Director** before adding and/or editing information for other personnel.

Helpful
Tips

Verify each person listed or added by selecting the “**Edit**” link to the left of each name to verify/add/revise the data, and checking the verification checkbox at the bottom of the page.

Program Personnel Summary

Please update/verify the data for the PROGRAM DIRECTOR before updating/verifying data for other personnel or adding new personnel.

	Last Name	First	Initial	Salutation	Type	Title	E-mail	Phone	Ext	Verified?
Edit	Brink	Dean		Mr.	President/CEO	President	DBrink@nowhere.edu	(546) 406-5465		Yes
Edit	Moore	Maggie		Mrs.	Dean	Director of Education	MMoore@nowhere.edu	(549) 070-9979		Yes
Edit	Alley	Donny		Mr.	Program Director	Program Director	DAlley@nowhere.edu	(554) 654-0654		Yes
Edit	Johnson	Sally		Ms.	Assistant Dean/Non-Dean Administrator	Assistant Dean of Health Care	SJohnson@nowhere.edu	(454) 646-4505	645	Yes
Edit	Jones	Shawn		Ms.	Non-Core Instructor	Instructor	SJones@nowhere.edu	(546) 464-6549	46	Yes
Edit	Smith	Mark		Mr.	Core Instructor	Core Instructor	MSmith@nowhere.edu	(847) 879-5464		Yes

Add New Program Personnel

☐ The program has verified the contact information (name, mailing address, email address, phone number, fax number) for President/CEO, Dean, and Program Director (or comparable appointments).

[Cancel](#) [Save](#) [Save and Next](#)

[Back](#)

You must check this box before you can save the page and continue in the Report.

Possible Program Personnel Contact Types

- ✦ **President/CEO** (or comparable appointment) - **Must be included.** For system-based schools, where the President/CEO is located at a corporate headquarters separate from the facility that houses the ST program, please list the highest administrator at the facility/campus as the President/CEO (i.e., Campus President, Campus Director, Executive Director, etc.). Only 1 President/CEO can be indicated for each program.
- ✦ **Dean** (or comparable appointment) - **Must be included.** Administrator directly responsible for administrative oversight of the surgical technology program. Only 1 Dean can be indicated for each program.
- ✦ **Program Director** - **Must be included.** Only 1 Program Director can be indicated for each program.
- ✦ **National Program Director** (if applicable).
- ✦ **Assistant Dean/Non-Dean Administrator** - All other institutional administrators the program chooses to list, including but not limited to the corporate President/CEO, who exercise authority over the ST program.
- ✦ **Clinical Coordinator** - Do not list separately if the Program Director is also the Clinical Coordinator.
- ✦ **Core Instructor** (didactic, lab and/or clinical) - Instructs ST-specific Core Curriculum content.
- ✦ **Non-Core Instructor** (MT, A&P, Pharmacology, Pathophysiology, Microbiology)—Only need to be listed if there is a limited number of Core Instructors indicated, based on the program’s maximum enrollment capacity.

How to Add Credentials

- ✦ Please add credentials using the “Associate with existing Credentials” link and the instructions below. Only use the “Other Credentials” text field if the credential is not included on the “Add Credentials for...” dropdown menu provided.

Program Personnel

Contact Type: Program Director

Salutation: Ms.

First Name: Ellie

Middle Initial:

Last Name: Alley

Program Personnel Credentials

0 Credentials found.
[Associate with existing Credentials...](#)

☐ Other Credentials:

Job Title: Program Director

Phone: (554) 854-0854

Phone Extension:

Fax: (845) 808-4648

Email: EAlley@nowhere.edu

Verify Email: EAlley@nowhere.edu

Program Website Address: www.nowhere.com

Address 1: xxx ☐ Same as Program Director

Address 2: ☐ Same as Program Director

Address 3: ☐ Same as Program Director

City: xxx ☐ Same as Program Director

State: TX ☐ Same as Program Director

Zip: 00000 ☐ Same as Program Director

☐ This is a new appointment (appointed after 8/4/2010).

☐ The program verifies that the above information is accurate

Cancel Save Save and Next

[Back](#)

Add Credentials for Ellie Alley

Add AAS

Click Add to add credentials for this person

Selected Credentials

No Credentials have been added for this person.

Cancel OK

Add Credentials for Ellie Alley

Add AAS

Click Add to add credentials for this person

Selected Credentials

No Credentials have been added for this person.

Cancel OK

Add Credentials for Ellie Alley

Add AAS

Click Add to add credentials for this person

Selected Credentials

No Credentials have been added for this person.

Cancel OK

Add Credentials for Ellie Alley

Add AAS

Click Add to add credentials for this person

Selected Credentials

No Credentials have been added for this person.

Cancel OK

☒ Other Credentials: MLS, FAST

Helpful
Tips

If a credential is not listed, you may enter it/them by selecting the “ Other Credentials” checkbox and adding each credential, separated by a comma and a space, in the “Other Credentials” field.

Clinical Affiliate Sites Page

Helpful
Tips

Clinical sites used or will be used at any time between **8/1/2017-7/31/2018** should be indicated on the Clinical Affiliate Site Summary. Complete/edit Clinical Affiliate Site information for **each** affiliate, in order, from top to bottom on the table, to prevent delays in the loading and saving new and/or revised data.

Clinical Affiliate Sites

	Name	City	State	Contact Person	Primary Campus Slots Available	Primary Campus Slots Filled	Satellite Campus Slots Avail	Satellite Campus Slots Filled	Site/Contract Status
Edit	Western Medical Center	Santa Ana	CA	Royce Lathrop	-1	-1	2		✗
Edit	ST Francis Medical Center	Lynnwood	CO	Donna LoCurto	-1	-1	2		✗

[Add New Clinical Affiliate Site](#)

Clinical Affiliate Site

Name:

City:

State:

Phone:

Phone Extension:

Contact Person:

Primary Campus Slots Available:

Primary Campus Currently Filled Slots:

New Site: ☒

Existing Site without Changes To Contract: ☐

Existing Site with Updated Contract: ☐

Dropped Site: ☐

0 attestation files attached.

[Attach Completed Clinical Affiliation Attestation Form](#)

[Back](#)

An **ARC/STSA Clinical Affiliate Attestation Form** is **only** required to be attached **if** the program is reporting a **new** clinical affiliate not previously reported to the ARC/STSA in other program responses. Clinical affiliation agreements are **no longer required** to be uploaded into the Annual Report.

Clinical Affiliate Sites

	Name	City	State	Contact Person	Primary Campus Slots Available	Primary Campus Slots Filled	Satellite Campus Slots Avail	Satellite Campus Slots Filled	Site/Contract Status
Edit	Huntsville Hospital	Huntsville	AL	Cheryl Neville	5	4	1	1	Existing Site Without Changes ✗
Edit	Huntsville Hospital Womens&Childrens	Huntsville	AL	Amy Garrison	2	2	1	1	Existing Site Without Changes ✗
Edit	Madison Hospital	Madison	AL	Shari Crowe	1	1	0	0	Existing Site With Changes ✗
Edit	Governors Medical Tower	Huntsville	AL	Gina Holcombe	0	0	0	0	Dropped Site ✗
Edit	Orloff Clinic	Gathersburg	AL	Keith Orloff	1	0	0	0	New Site ✗

[Add New Clinical Affiliate Site](#)

[Back](#)

Curriculum Page

The “Has Curriculum Changed?” question radio button is **pre-set** to “Yes”.

If the program selects the “No” radio button for the “Has Curriculum Changed?” question, the “Curriculum Change Explanation” textbox, the request to attach a copy of the curriculum documentation, and the “new curriculum verification” question will ‘disappear’.

Curriculum documentation is **not** required to be submitted if there has been no change in curriculum.

Curriculum

Has Curriculum Changed? ☒ Yes ☐ No

Curriculum Changes Explanation:



Please Attach the Following Files:

-Please see the Curriculum Change section of the ARC/STSA Forms and Facts webpage for a list of applicable files to attach in support of the curriculum change.

0 Curriculum Files attached.

[Attach Curriculum File](#)

Does the new curriculum meet or exceed the *Core Curriculum for Surgical Technology*, current edition? ☐ Yes ☒ No

Lab Ratio: Students To Teacher Ratio

Remember to enter data for the program’s laboratory ratios!

Curriculum Page (cont.)

Helpful
Tips

The curriculum compliance question is related only to the curriculum change being reported within the 2018 Annual Report. The curriculum compliance question is set to the “No” default. Be sure to indicate the applicable answer for your program.

Curriculum

Has Curriculum Changed? ☒ Yes ☐ No

Curriculum Changes Explanation:

Please Attach the Following Files:

-Please see the Curriculum Change section of the ARC/STSA Forms and Facts webpage for a list of applicable files to attach in support of the curriculum change.

0 Curriculum Files attached.

[Attach Curriculum File](#)

Does the new curriculum meet or exceed the *Core Curriculum for Surgical Technology*, current edition? ☐ Yes ☒ No

Lab Ratio: Students To Teacher Ratio

Program Outcomes

Program Outcomes Page: 8/1/2016-7/31/2017

Program Outcomes Completion Dates

0 Program Outcomes Completion Dates found.
[Add New Program Outcomes Completion Date](#)

Next

[Back](#)

Helpful
Tips

Programs with an approved AAD Pathway should report outcomes data for all graduates (primary and AAD) who complete the program on the same date by creating one completion date and combining the applicable outcomes data for both the primary and AAD graduates.

Create New Program Outcomes Completion Date

Date: 08/01/2016

Cancel

Save and Next

[Back](#)

Continue adding completion dates as needed. No more than **12** completion dates should be entered.

Program Outcomes Completion Dates

Date
Edit 8/22/2016 X

[Add New Program Outcomes Completion Date](#)

Next

[Back](#)

Please verify that accurate cohort completion dates are listed for each completion date before continuing to the Retention page.

Program Retention

Program Retention and Retention Sub-Page: 8/1/2016-7/31/2017

Program Retention Data

Completion Date	Original Students Admitted	Re-entry/Transfer-in Students Added to Cohort	Total Students Enrolled	Total Students Graduated	Total Student Graduated %
Edit 8/22/2016	10	0	10	5	50

2018 Retention Summary

# of Students Enrolled	# of Students Graduated	% of Students Graduated
10	5	50.0%

Select the “[Edit](#)” link to access the Program Retention subpage. Add the applicable data to each required data field and select “Save and Next” to return to the Program Retention page.

The **red guiding message** will “disappear” once you have entered and saved data on the retention subpage.

Edit Program Retention Data

Program Enrollment Anticipated Completion Date: 6/2/2017 ▼

Original Students Admitted to this cohort: 10

Re-entry/Transfer-In Students added to cohort: 0

Total Students Enrolled: 10

Total Students Graduated: 5

[Cancel](#) [Save](#) [Save and Next](#)

[Back](#)

Helpful
Tips

Programs may be eligible to report under the 60% Retention threshold on the 2018 Annual Report.

If your program is eligible, then the 60% threshold will be appear when you select ‘Save’ and then ‘Save and Next’.

Does the program meet or exceed the ARC/STSA threshold for retention for all three years (60%)?

☐ Yes ☒ No

Does the program meet or exceed the ARC/STSA threshold for the most recent year (8/1/2016-7/31/2017)?

☐ Yes ☒ No

Program Retention Page

Program Name:

Annual Report:

Program Outcomes For: 8/1/2016 to 7/31/2017

Helpful
Tips

The program can “Copy and Paste” applicable data previously entered into the textbox in the 2017 Annual Report: select “2017” from the Annual Report drop-down menu (down arrow), highlight the applicable data, ‘right-click’ on the mouse and select “Copy”, select the 2018 Annual Report from the Annual Report drop-down menu, right-click on the mouse and “Paste” the data into the applicable textbox. The data can then be edited.

When developing an analysis:

1. The program should summarize statistical data into overall annual data.

EXAMPLE: Annual Retention: 51/100 students completed the program on-time for a 51% retention rate for the 10 cohorts. 23 students withdrew for financial reasons, 3 withdrew for medical reasons, and 17 withdrew/were withdrawn for academic reasons, and 6 withdrew for other reasons not specified.

2. The program should include additional information that clarifies statistical data.

EXAMPLE: Analysis of each cohort’s retention indicates that cohorts with January, February and August completion dates are significantly lower than retention for the remaining seven completion date cohorts.

3. The program should state if it meets/does not meet ARC/STSA threshold. In this example, Retention does not meet ARC/STSA threshold for the period of **8/1/2016-7/31/2017**.

Retention Analysis (analysis of 8/1/2016 to 7/31/2017):

Does the program meet the ARC/STSA threshold for retention (60%)? ☐ Yes ☒ No

Uploaded Retention Plan of Action Documents

[View](#) POA [Attach Retention Plan Of Action Document](#)

An analysis of Retention rate must be entered to avoid a red ‘error alert’.

If the “No” radio button appears, a Plan of Action must be completed and uploaded to the applicable page of the Annual Report. If the “Yes” radio button appears, a plan of action is not required.

The Plan of Action should be developed on the **ARC/STSA Plan of Action Form**, available online at

www.arcstsa.org/index.php/educators/educators-surgical-technology/st-forms-and-facts/#stforms and submitted by uploading the completed form using the document upload link in the applicable outcomes page.

Plans of Action should be:

- detailed – who, what, when, how, etc.
- comprehensive – appears to address the area of non-compliance
- measureable – include timelines for implementation, program success indicator(s) or benchmark(s), timeline(s) for assessment of the plan’s effectiveness

Retention Trends Summary

Annual Reporting Year	Academic Year	# of Students Enrolled	# of Students Graduated	% of Students Graduated
2018	8/1/2016-7/31/2017	10	5	50.0%
2017	8/1/2015-7/31/2016	10	8	80.0%
2016	8/1/2014-7/31/2015	8	7	88.0%
2015	8/1/2013-7/31/2014	10	7	70.0%
2014	8/1/2012-7/31/2013	8	6	75.0%

Retention Trends Analysis (analysis of 8/1/2014 to 7/31/2017):

Does the program meet or exceed the ARC/STSA threshold for retention for all three years (60%)?

☐ Yes ☒ No

Does the program meet or exceed the ARC/STSA threshold for the most recent year (8/1/2016-7/31/2017)?

☐ Yes ☒ No

Uploaded Retention Trends Plan of Action Documents

[View](#) Ret Trends Failed PoA ✗

[Attach Retention Trends Plan Of Action Document](#)

# of Students Enrolled	# of Students Graduated	% of Students Graduated
10	8	80%



RETENTION ANALYSIS (analysis of 8/1/2015-7/31/2016): In the 2015 class, 10 students were admitted and two were released for academic reasons.

Does the program meet the ARC/STSA threshold for retention? YES

RET TRENDS DATA:

Annual Reporting Year	Academic Year	# of Students Enrolled	# of Students Graduated	% of Students Graduated
2017	8/1/2015 - 7/31/2016	10	8	80%
2016	8/1/2014 - 7/31/2015	8	7	88%
2015	8/1/2013 - 7/31/2014	10	7	70%
2014	8/1/2012 - 7/31/2013	8	6	75%
2013	8/1/2011 - 7/31/2012	8	6	75%

The program should analyze the outcomes trends for the past **3-5** years, including an analysis of the variables that impact the program's ability to meet the threshold(s), and include additional details that clarify the statistical data provided in the trends analysis that lead to a Plan of Action, if needed.

Outcome Assessment Exam Results

Outcomes Assessment Exam(s) administered for this reporting year: ☐ CST ☒ Newly Accredited Program

Completion Date	# of Students Graduated	# of Students Who Took CSCSTP Exam	# of Students Who Took CST Exam	# of Students Who Passed CST Exam	% of Students Who Passed CST Exam	Test Type
Edit 6/2/2017	5	0	5	5	100.0%	CST Exam

2018 AR Outcomes Assessment Exam Summary

# of Students Graduated	# of Students Who Took CSCSTP Exam	# of Students Who Took CST Exam	# of Students Who Passed CST Exam	% of Students Who Passed CST Exam
5	0	5	5	100.0%

Helpful
Tips

The Comprehensive (Secure) CST Practice Examination [CSCSTPE Examination] is **only** approved for reporting OAE outcomes for applicant programs seeking CAAHEP Initial Accreditation and that do not have eligibility to administer the CST Examination.

The OAE type radio button should be pre-set to “CST” for programs that previously filed an Annual Report. The “Newly Accredited Program” radio button is **only** used by programs filing their first Annual Report after the award of Initial Accreditation. If you change the OAE type radio button after entering data on this page, the data will be permanently deleted.

The CSCSTPE Examination is **ONLY** an approved outcomes assessment Examination for applicant programs **seeking Initial Accreditation**.

Outcome Assessment Exam Results - CSCSTPE Exam

☐ CST ☒ NBSTSA Comprehensive (Secure) CST Practice Exam*

Programs seeking CAAHEP Initial Accreditation are required to administer this exam to students in all completion cohorts until the award of CAAHEP Initial Accreditation unless the program has eligibility for its graduates to take the CST Exam.

Program Completion Date:

Number Of Students Graduated:

Number Of Students Who Took CSCSTPE Exam:

Number Of Students Who Passed CSCSTPE Exam:

Percentage Of Students Who Took Exam:

Percentage Of Students Who Passed Exam:

[Back](#)



The Yes/No radio buttons following the meeting ARC/STSA *participation* and *pass rate* threshold(s) questions automatically preselects based on the data entered in the prior OAE screen.

Approved Outcomes Assessment Examination Page: 8/1/2016-7/31/2017

Analysis Of OAE [CST Exam] Participation Rate and Pass Rate Results:

Does the program meet the ARC/STSA threshold for CST Exam participation (100%)? ☒ Yes ☐ No

Does the program meet the ARC/STSA threshold for CST Exam pass rate (70%)? ☒ Yes ☐ No

Does the program publish to the public its annual Outcomes Assessment Exam [CST™] pass rate results? ☒ Yes ☐ No

Where is the program's most recent annual OAE [CST™] pass rate published? (select all that apply)

- Program Webpage ☐
- Institutional website ☐
- Institutional Catalog ☐
- Program Brochure ☐
- Other ☐

All programs must enter an analysis of both the CST Examination participation and pass rate results.

All programs must publish their most recently reported OAE (CST™) pass rate results in a place that is accessible to the public (potential students).

Select where the program will publish the OAE pass rate that is readily accessible to the public.

If the program notes that pre-loaded outcomes data is not accurate, please contact the ARC/STSA for assistance.

Outcomes Assessment Exam Trends Summary

Annual Reporting Year	Academic Year	# of Students Graduated	# of Students Who Took CST Exam	# of Students Who Passed CST Exam	% of Students Who Passed CST Exam
2018	8/1/2016-7/31/2017	5	5	5	100.0%
2017	8/1/2015-7/31/2016	10	0	0	0.0%
2016	8/1/2014-7/31/2015	7	7	7	100.0%
2015	8/1/2013-7/31/2014	7	7	6	85.7%
2014	8/1/2012-7/31/2013	6	6	5	83.3%

Outcomes Assessment Exam [CST] Trends Analysis (analysis of participation rate and pass rate for 8/1/2014 to 7/31/2017):

Does the program meet or exceed the ARC/STSA threshold for Outcomes Assessment Exam [CST] participation rate (100%) for the most recent year (8/1/2016-7/31/2017)? ☒ Yes ☐ No

Does the program meet or exceed the ARC/STSA threshold for Outcomes Assessment Exam [CST] pass rate (70%) for the most recent year (8/1/2016-7/31/2017)? ☒ Yes ☐ No

The Yes/No radio buttons following the meeting ARC/STSA *participation* and *pass rate* threshold(s) questions automatically preselects based on the data entered in the prior OAE screens.

Graduate Outcomes

MENU	
Current Program Information	Current Program Information
Program Outcomes	Program Enhancements
Graduate Outcomes	Enrollment Information
Report	Administrative Program Information
Admin	Assessment and Admissions Information
Change Password	Budget Information
Send Email	Communities of Interest Information
	Program Personnel
	Clinical Affiliate Sites
	Curriculum

Date ranges for Graduate Outcomes Data

August 1, 2015 - July 31, 2016 & August 1, 2016 - July 31, 2017, including:

- ✦ Graduate Placement Outcomes
- ✦ Employer Survey Outcomes
- ✦ Graduate Survey Outcomes


Graduate Outcomes (cont.)

Please note – the screenshots provided are from the 2017 report.

Graduate Outcomes Page: 8/1/2015-7/31/2016 & 8/1/2016-7/31/2017

Graduate Outcomes Completion Dates

Completion Dates

[Edit](#) 6/3/2016 

[Add New Graduate Outcomes Completion Date](#)

If the program notes that pre-loaded [graduate outcomes dates](#) are not accurate, please contact the ARC/STSA for assistance.

☐ Confirm the dates listed on this page are accurate

Remember to **check** the confirmation box before saving the page.

Edit the data for each completion date.

Use the edit link to the left of each cohort completion date to enter outcomes data for each cohort on the graduate placement subpage

Graduate Placement Outcomes

Completion Date	# of Graduates	ST Employed	ST Employed & Cont Ed	Cont Ed	Grad Placement
Edit 6/3/2016	10	6	1	1	8


2018 AR Graduate Placement Summary

ST Employed %	ST Employed & Cont Ed %	Cont Ed %	Total Grads Placed %
60	10	10	80

All data fields must be filled in. **If** a program does not have data to report for the specified reporting period:

- ✦ Please place a "0" (zero) for numeric data fields in each applicable field and select "Save" or "Save and Next". See samples below:

Edit Graduate Placement Outcomes

Graduate Outcomes Completion Date: 6/3/2016 

Note: Each graduate should only be counted once.

Graduates employed within 1 year in ST or related field ONLY:

Graduates employed in ST or related field & continuing education:

Graduates continuing education ONLY:

Number of Graduates Placed:

Number of Graduates:

Graduate Placement %:

[Back](#)

Graduate Placement



The Yes/No radio button after the *placement threshold* questions automatically preselects based on the data entered in prior Placement screens.

Graduate Placement Outcomes Analysis (analysis of 8/1/2015 to 7/31/2016):

Empty text box for analysis input.

Does the program meet or exceed the ARC/STSA threshold for graduate placement (80%)? ☒ Yes ☐ No

Graduate Placement Trends Summary

Annual Reporting Year	Academic Year	# of Students Graduated	ST Employed	ST Employed & Cont Ed	Cont Ed	Total Grad Placement	Total Grad Placement %
2018	8/1/2015-7/31/2016	10	6	1	1	8	80.0%
2017	8/1/2014-7/31/2015	7	0	0	0	0	0.0%
2016	8/1/2013-7/31/2014	7	5	1	0	6	86.0%
2015	8/1/2012-7/31/2013	6	6	0	0	6	100.0%
2014	8/1/2011-7/31/2012	6	6	0	0	6	100.0%

Graduate Placement Outcomes Trend Analysis (analysis of 8/1/2013 to 7/31/2016):

Empty text box for trend analysis input.

Does the program meet or exceed the ARC/STSA threshold for graduate placement (80%) for all three years? ☐ Yes ☒ No

Does the program meet or exceed the ARC/STSA threshold for the most recent year (8/1/2015-7/31/2016)? ☒ Yes ☐ No

Buttons: Cancel, Save, Save and Next

After entering your analysis, be sure to select 'save' and if 'successfully saved', then hit 'save and next'.

The Annual Report online application does not require the Report to be submitted during the same session as Report completion or validation.

The program can access and edit the report multiple times until the Report has been submitted.



The Employer Survey Outcomes Page and the Graduate Survey Outcomes Page use the same formatting as the Graduate Placement Outcomes Page.

Steps to Submitting the Report

Validating, Saving, Printing, and Submitting the Completed Report

There are 2 ways to view, validate, and submit your Report.

One is by accessing the Final Submission Page by selecting the “**Save and Review Report**” button on the bottom of the Graduate Survey Outcomes page (see image above).

The other is accessing the Final Submission Page by selecting “**Submit Report**” and “**Validate All Report Data**” through the Menu:



You will not be able to submit your online Report until any missing information or errors in the data entered are corrected.

If you have any concerns about validation errors you might see, please contact the ARC/STSA for assistance at ARQuestions@arcstsa.org or at 303-694-9262.

Report Validation Errors:

Report Section	Error Category	Message	
PACMember	Incomplete	The following required PAC Representative type (s) are missing: Physician	Fix
MeetingMinutes	Incomplete	Since the Needs of Community have changed, at least 1 Meeting Minutes file is required	Fix
ClinicalAffiliateSite	Incomplete	Because this Clinical Affiliate Site is marked as new, an attestation file is required	Fix
CurriculumFiles	Incomplete	Because the curriculum has changed, at least 1 Curriculum File is required	Fix

[Back To Report Submission](#)

Clicking the links in either of these columns will take you to the applicable Report page that needs to be revised/completed.

If you have items missing in your Report, you will see a message similar to this.

Final Submission Page

Once the Report is validated and all the validation issues have been addressed, the program should view the report before final submission.

By clicking the Submit Report button below your report will be finalized and submitted to ARC/STSA. Once you have submitted your report, you will no longer be able to access this report.

View Report

Validate Report

Submit Report

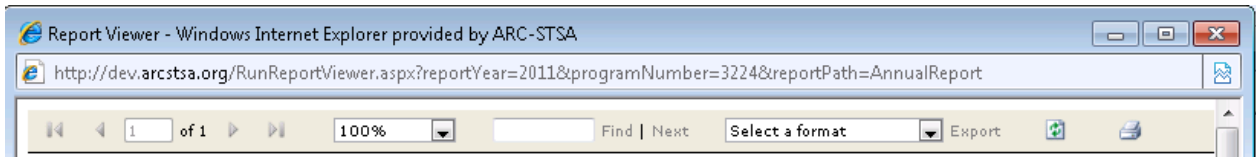
[Back](#)

The first time you click “View Report”, it may take *5 minutes or longer* to display the complete report. Now is a good time to take a short break!

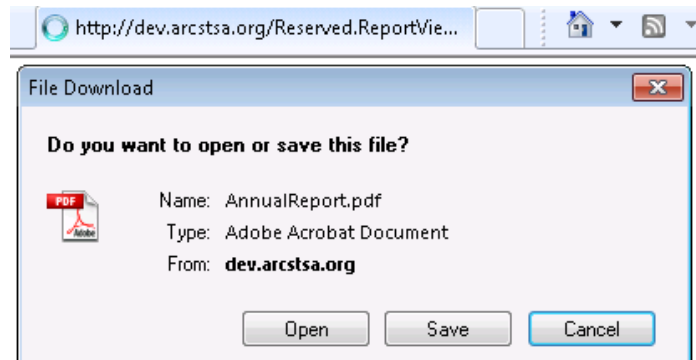
When you view the Report, it is going to appear as a ‘pop-up’. Make sure all your “pop-up” blockers are turned off.

Helpful
Tips

Even if the formatting on the Report appears to be out of alignment in the View Report window, don’t worry! The final PDF of the Report will be formatted correctly.



- ✦ Select a format from drop-down menu on upper tool bar of report
- ✦ Choose Acrobat (PDF) file
- ✦ Click "Export" to right of 'Select a format' field
- ✦ "Open" or "Save" PDF



Save/Print this PDF version of the Report for sharing with your Dean and for your records.

Final Submission of the 2018 Annual Report

Final Submission Page

By clicking the Submit Report button below your report will be finalized and submitted to ARC/STSA. Once you have submitted your report, you will no longer be able to access this report.

View/Print Report

Validate Report

Submit Report



Helpful
Tips

If the Report loops you back to the Final Submission page, look for an error message in red beneath the submission box. If the message below appears, you will need to select the “Validate Report” button to find out what is preventing the Report from being submitted.

By clicking the Submit Report button below your report will be finalized and submitted to ARC/STSA. Once you have submitted your report, you will no longer be able to access this report.

View Report

Validate Report

Submit Report

The report contains errors that must be corrected prior to submitting it. Click on the Validate Report button to see the errors.

[Back](#)

- ✦ When the “Message from webpage” window disappears, the report has been submitted.
- ✦ Confirmation/Verification of submission of the 2018 Annual Report will be indicated in several ways:
 1. The program will receive the ‘confirmation of submission and acceptance’ message [see the first image below].
 2. The program will receive a confirmation email confirming submission of the 2018 Annual Report, sent to the program director’s email indicated in the 2018 Report.
 3. When you return to any of the Report pages, all data fields will have “gray” text and will no longer be able to be changed.

New “Submission
confirmation” message.

The 2018 Annual Report has been submitted and accepted. No further information is required at this time. The ARC/STSA will contact you if there are questions or additional information is needed regarding your 2018 Annual Report. Thank you.

By clicking the Submit Report button below your report will be finalized and submitted to ARC/STSA. Once you have submitted your report, you will no longer be able to access this report.

View Report

Validate Report

Submit Report

Confirmation email sent to PD email address indicated on the 'Program Personnel' page submitted in the Report. If the 2018 Annual Report is complete and there are no outcomes below the established threshold the confirmation email may be the only communication the program receives.

Current Program Information

Regional Institutional Accreditor: North Central Association (NCA-CASI), Commission on Accreditation and School Improvement

National Institutional Accreditor: None

Other Institutional Accreditor: ☐ (please list full name)

Address 1: 8 West Dry Creek Circle

Address 2:

Address 3:

City: Litchton

State: CO

Zip: 80120

Primary Program Phone: (303) 694-5052

Primary Program Phone Extension:

Alternate Program Phone: (303) 694-5054

Alternate Program Phone Extension:

Program Director Email: jeter.krumm@denvercitycollege.edu

Verify Program Director Email: jeter.krumm@denvercitycollege.edu

Program Fax: (303) 741-5855

Program Website Address: www.denvercitycollege.edu

"Grayed" out data/text.

- ✦ If you are unsure whether the report has been submitted, please use the Main Menu to select any data page. If the report has been submitted, the program-specific data on the page will be "gray" and **you** will no longer be able to change any of the data in the report. **If the program finds an error in the report after the report has been submitted, please contact the ARC/STSA at ARQuestions@arcstsa.org for assistance in revising the report.]**



ARC/STSA

Scholarships

Contact Us

EDUCATORS

SURGICAL TECHNOLOGY

SURGICAL ASSISTING

Surgical Technology – Reports

E-Report Login

Report access is also available at any time by accessing the 'Report Login' on the ARC/STSA website.

Then, select 'Report' on the main 'MENU'.

MENU

[Current Program Information](#)

[Program Outcomes](#)

[Graduate Outcomes](#)

[Report](#)

[Validate All Report Data](#)

[Print Report](#)

[Submit Report](#)

Log Out—Use the link in the upper right-hand corner of the Report.

Close the Internet browser and the process will be completed.

You have now completed the



2018 Annual Report!

Please retain a copy of the report for your records.

If you encounter any problems with this report please contact the ARC/STSA office at

ARQuestions@arcstsa.org.