

sponsored by the

American College of Surgeons [ACS] and Association of Surgical Technologists [AST]

in collaboration with the

COMMISSION ON ACCREDITATION OF ALLIED HEALTH EDUCATION PROGRAMS [CAAHEP]

ARC/STSA Program Personnel Data Form – SA – Program Director

A change in Program Director (PD) must be reported to the ARC/STSA at info@arcstsa.org within 30 days of the change.

Please Note: This form **does not** require the submission of additional supporting documentation unless specifically requested by the ARC/STSA.

Sponsoring Institution			State	
Name:				
Credentials:			NBSTSA Certification #	
Employment Status:	<input type="checkbox"/> Full-Time		<input type="checkbox"/> Part-Time	
Date of Appointment:			Previous PD Departure Date:	
Phone:		Email:		

Attestations of Qualifications (if **all required qualifications** are **not met**, the program should appoint as an interim Program Director):

- Has experience/training as an educator
- Possesses proficiency in instructional methodology, curriculum design, and program planning
- Holds current CSA or CSFA
- Possess a working knowledge of the program's clinical activities

Attestation of Responsibilities (if **all required responsibilities** are **not met**, please submit a Plan of Action to demonstrate how the program plans to achieve compliance with Standard III.B.1.b. – Program Director responsibilities):

- Is appointed as full-time employee of sponsoring institution [school]
- Is responsible for organization, continuous review, planning, development, and general effectiveness of the program
- Is sufficiently free from teaching and non-educational responsibilities to administer the program
- Has a method for providing adequate communication of student progress toward course objectives between the clinical affiliate sites, clinical preceptors, and the school

Program Administrator Appointment Confirmation

Dean (or comparable appointment) Name:	
Dean Institutional Title:	
Program Director Name:	
Program Director Institutional Title:	

- The program attests that the program has sufficient faculty resources to ensure achievement of the program’s goals and objectives for the program’s stated maximum enrollment capacity

The Sponsoring Institution President/CEO or their administrative designee acknowledges that the information above is accurate***.

President/CEO or Administrative Designee Signature

Date

***Please note that failure to provide accurate information, verified upon ARC/STSA request or during program review [Site Evaluation] will result in a Recommendation for Probationary Accreditation, which can lead to Withdrawal of Accreditation.)

Please reference Standard III.B. in the CAAHEP Standards and Guidelines for documentation that must maintained by the program to demonstrate compliance.