

**ACCREDITATION REVIEW COUNCIL ON EDUCATION IN SURGICAL TECHNOLOGY AND SURGICAL ASSISTING [ARC/STSA]**  
 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 – Didactic Faculty**

A change in Didactic Faculty should be reported to the ARC/STSA on the program’s subsequent Annual Report.

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:			
Phone:		Email:	

*If **all required qualification and 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. – Didactic Faculty responsibilities.*

**Attestations of Qualifications** (select all that apply):

- Qualified by education
- Qualified by experience
- Is effective in teaching the subjects assigned
- Holds current CSA or CSFA
- Has instructional responsibilities and holds a license as a physician certified in a surgical specialty recognized by the American Board of medical Specialists

License State:  License Number:

**Attestation of Responsibilities** (select all that apply):

- Is responsible for directing, evaluating, and reporting student progress toward course objectives and for the periodic review and updating of course material
  
- 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 be maintained by the program to demonstrate compliance.**