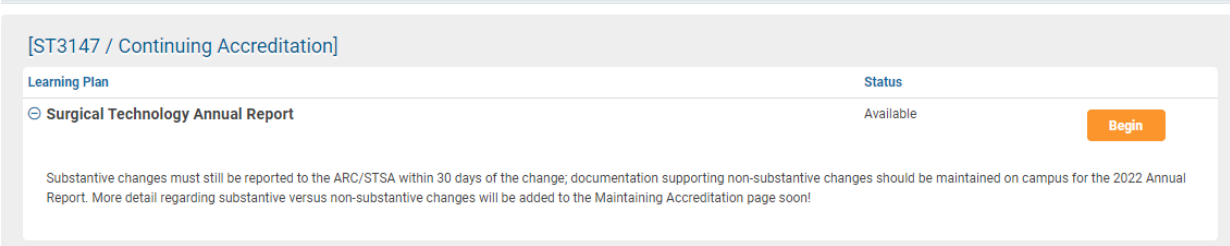

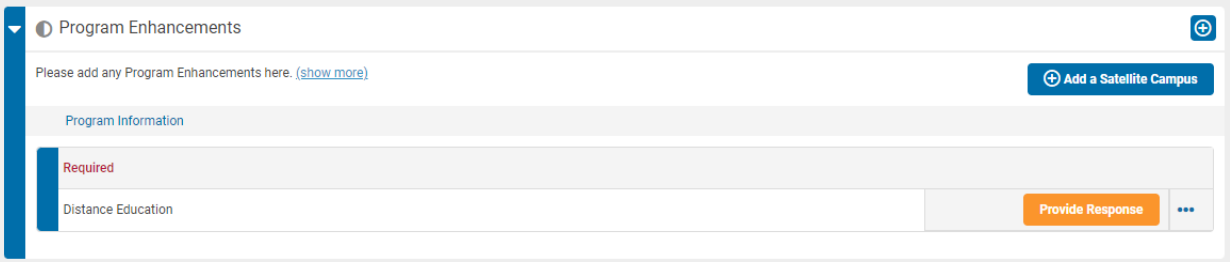


**To Edit or Print the Annual Report, please see instructions at the end of this document.

| | | |
|------------|--|--|
| <p>1.0</p> | <p>As an Organization, I can log in and start my Annual Report by selecting the Begin button.</p> <p>**Please note, there is no 'Save' button, the report will automatically save any data entered prior to logging out or leaving the report.</p> |  |
| <p>1.1</p> | <p>As an organization, when my Annual Report is started it reflects the correct dates at the top for the year in reporting.</p> |  |
| <p>2.0</p> | <p>As an Organization, I can report any distance learning programs and/or indicate I have no distance learning programs by selecting Provide Response. If I indicate a distance education program, I can indicate the type and provide an explanation if type is Other. I can report any satellite campuses if applicable by selecting Add a Satellite Campus. I can report my campus name, city, state, and whether it is approved by ARC/STSA.</p> |  |

3.0 As an Organization, I can report any changes to frequency of student evaluation, Student Evaluation and Tools, Methods to share student evaluations, and Admin policy or process. I can either indicate No Changes or select Yes and report the changes in my program for review.

Assessment and Admissions Information

Describe any changes in the program during this reporting period.

Program Changes Answer Documentation

Required
Frequency of Student Evaluation Provide Response

Required
Student Evaluation Methods and Tools Provide Response

Required
Process of Reviewing Student Evaluations Provide Response

Required
Admissions Policy or Process Provide Response

4.0 As an Organization, I can report my most recent PAC meeting and PAC members for the reporting period. I can either indicate No Changes or select Yes and report the changes in my program for review.

****Please note programs are only able to enter 1 PAC meeting, this meeting should have taken place within the reporting period for the Annual Report being completed. Additionally, the program does not list out the PAC members and communities of interest, if a PAC member did not attend the meeting, the program will upload a completed PAC member form.**

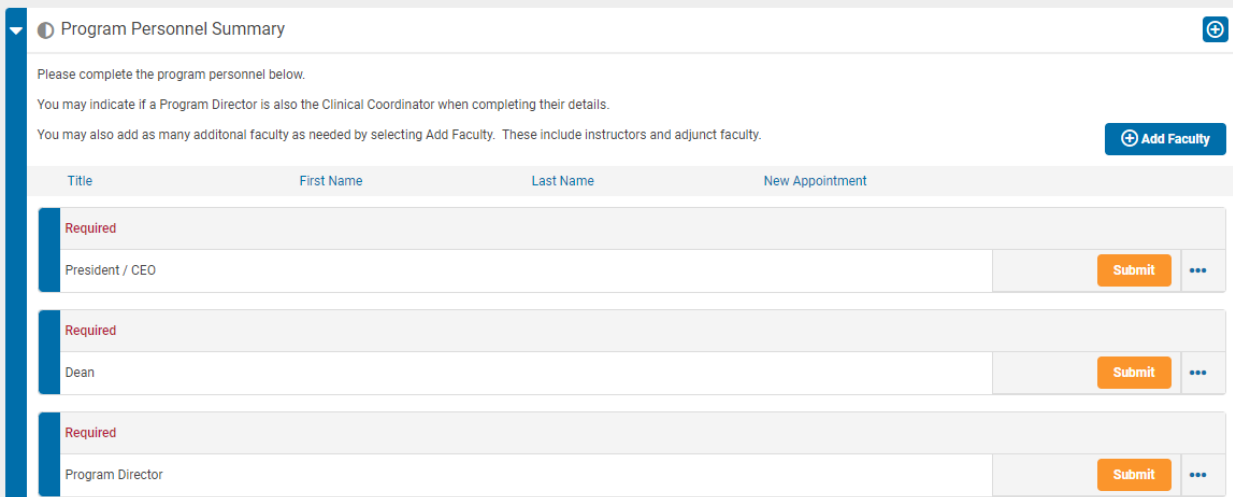
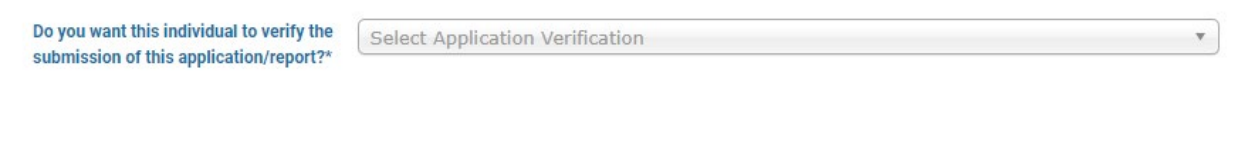
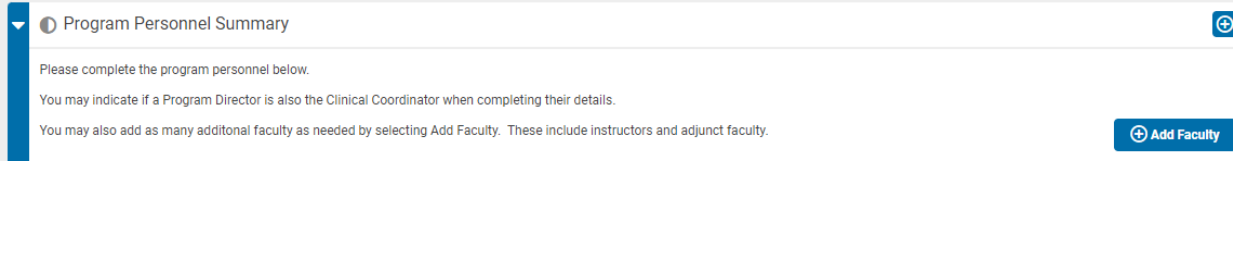
Communities of Interest Information

Program Information Answer Documentation

Required
PAC Meetings Provide Response

Required
PAC Member Attendance Provide Response

Please note, sections in which the program needs to enter a date, if the calendar does not go back far enough in a year, the program can manually enter a date following the format of MM/DD/YYYY.

| | | |
|---------------------------|---|---|
| 5.0 | <p>As an Organization, I can report the details of my President/CEO, Dean, Program Director, identify if they are a new appointment, if they are ARC/STSA approved. Submit a data form if they are not approved and indicate if I want this specific individual to review the Annual Report upon submission.</p> <p>Please note: programs should report <u>only current</u> program personnel in this section of the report.</p> |  |
| 5.0 Cont. | <p>**Programs <u>must</u> indicate at least 1 individual to verify report, in addition to the Program Director, (i.e. Dean or President)</p> |  |
| 5.1 <u>ST ONLY</u> | <p>As an Organization, I can report the details of my Clinical Coordinator and Didactic & Laboratory Instructors, identify if they are a new appointment, if they are ARC/STSA approved. Submit a data form if they are not approved and indicate if I want this specific individual to review the Annual Report upon submission.</p> |  |

5.1
SA ONLY
As an Organization, I can report the details of my Medical Director and Didactic & Laboratory Instructors, identify if they are a new appointment, if they are ARC/STSA approved. Submit a data form if they are not approved and indicate if I want this specific individual to review the Annual Report upon submission.

Program Personnel Summary

Please complete the program personnel below.

You may also add as many Additional Faculty as needed by selecting Add Faculty. These may include Instructors or Adjunct faculty members.

| Title | First Name | Last Name | New Appointment |
|------------------------------|------------|-----------|-----------------|
| Required President / CEO | | | Submit ... |
| Required Dean | | | Submit ... |
| Required Program Director | | | Submit ... |
| Required Medical Director | | | Submit ... |

6.0
As an Organization, I can report all of my clinical affiliate sites, existing and new, that have changed since the last reporting period.

As a best practice, for auto-renew or contracts with no expiration date, clinical affiliation agreements should be reviewed each term for sufficiency and updated every three-five (3-5) years.

Clinical Details

Please add each current clinical affiliate site by selecting Add Affiliate Site.

| Site Name | Expiration Date | OR |
|--|-----------------|----|
| Required Clinical Affiliate Site Standard | | |

Complete Affiliate Site Details ...

Please note: For 2022, programs will need to enter all clinical sites, existing and new. The ARC/STSA was unable to import this data from the old Annual Report platform; therefore, all clinical sites need to be entered. In subsequent Annual Reports, previously entered clinical sites will prepopulate as they have done in the past.

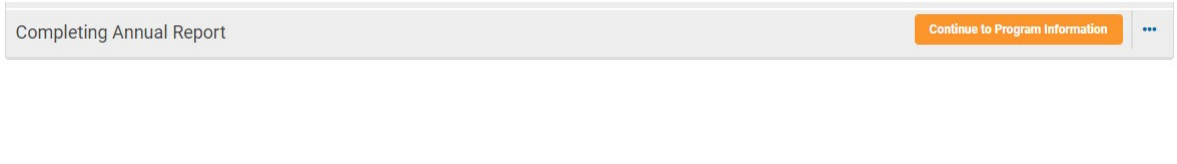
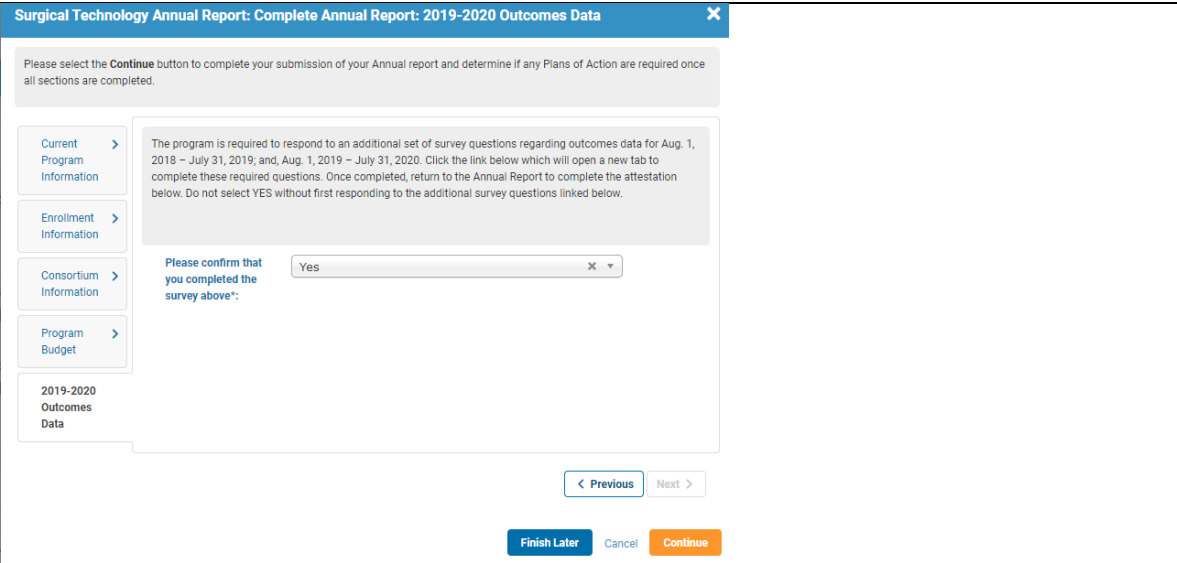
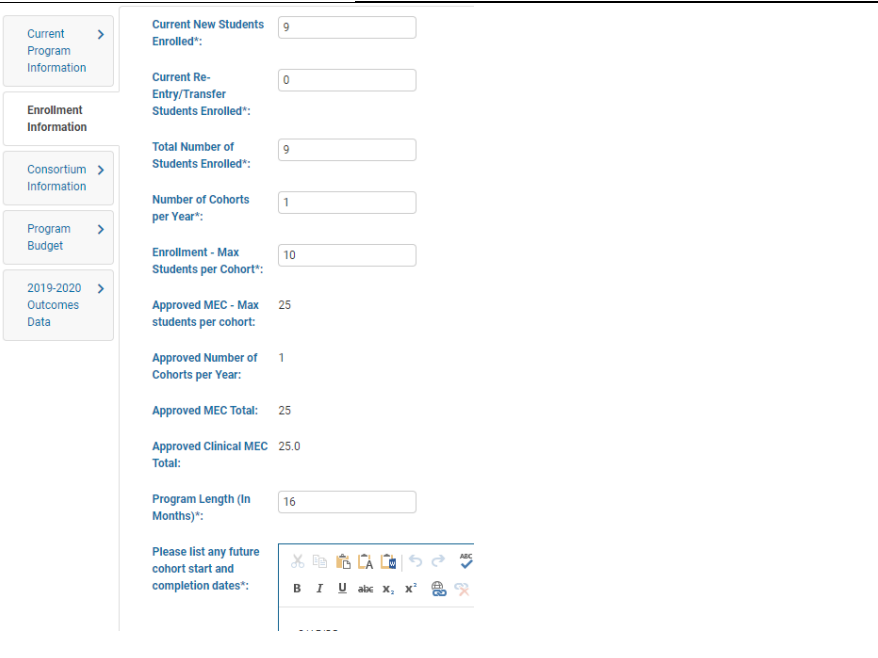
| | | |
|-------------------------------|---|--|
| <p>6.1 SA ONLY</p> | <p>As an Organization, I can report any changes to my Preceptors, and Preceptor delegates, and complete a standard attestation. I can either indicate No Changes or select Yes and report the changes in my program for review.</p> | |
|-------------------------------|---|--|

For SA programs Only: If the program has more than 20 clinical sites, please contact the ARC/STSA regarding how to report clinical sites.

| | | |
|------------|--|--|
| <p>7.0</p> | <p>As an Organization, I can report any changes to my Core Curriculum and Non-Core Curriculum. I can either indicate No Changes or select Yes and report the changes in my program for review.</p> | |
|------------|--|--|

| | | |
|------------|--|--|
| <p>8.0</p> | <p>As an Organization, I can report my program outcomes for each cohort. I can indicate Graduate placement, Graduate Survey, and Employer Survey, so that I can determine if I met my thresholds and if I need any plans of action. I can review the summary data for each outcome area and review my percentages. **If a program accidentally adds an extra cohort, select delete and close the pop-up, once the program refreshes the report the deleted cohort will disappear.</p> | |
|------------|--|--|

Please note: Programs who have multiple graduation dates within the Annual Reporting Period (8/1/20XX-7/31/20XX), due to delayed graduation or open ended enrollment –Group students by graduation month and indicate cohort completion date as the last day of the month (i.e. March 31 would capture all students who graduated in March). To capture withdrawn or delayed students include them in the first graduating cohort.

| | | |
|-----|---|--|
| 9.0 | As an Organization, once I have met my requirements, I can report on Program Information by selecting Continue to Program Information in the top or bottom right and confirm my current program information. |  |
| 9.1 | As an Organization, once I have met my requirements, I can input the Program Information and report my enrollment information, Consortium information (if applicable), Program Budget, and complete the 2019-2020 survey questions. Once I complete the above sections I can select Continue to calculate my outcome information. |  |
| 9.2 | <p>Enrollment Information</p> <p>Current New Students Enrolled and Current Re-Entry/Transfer Students Enrolled</p> <ul style="list-style-type: none"> The program should indicate the total number of students enrolled or anticipated to enroll into the program for the current reporting period (i.e. for 2022 Annual Report 8/1/2021-7/31/2022) For a program that enrolls more than 1 cohort, this number would be the total number of students enrolled within the multiple cohorts Total Number of students is the number of students enrolled plus number of re-entry/transfer students <p>Number of Cohorts per year</p> <ul style="list-style-type: none"> Total number of cohorts enrolled for the current reporting period <p>Enrollment – Max Students per Cohort</p> <ul style="list-style-type: none"> Highest number of students enrolled in One (1) cohort (i.e. for a program with 2 cohorts, cohort 1 the program enrolled 8 students, cohort 2 program enrolled 12 students. 12 would be entered here <p>List any future cohort start and completion dates</p> <ul style="list-style-type: none"> Program should enter the start date of the cohort(s) corresponding with the MEC information provided above and their anticipated graduation date (i.e. 5/2/2022 – 8/15/2024) |  |

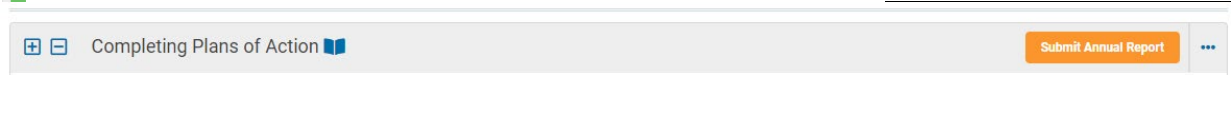
10.0 As an Organization, I can see what Plans of Actions are needed or if I need any Plans of Action.

****Please note, Required Plans of Action will show grey, indicating that the program needs to complete the Plan of Action for that area.**

| Standards | | |
|-------------------------------|--|--------------|
| Program Outcomes - | | Total |
| Graduated Students | | 7 |
| Retention | | 70 |
| OAE Participation | | 100 |
| OAE Pass Rate | | 100 |
| Graduate Placement | | 100 |
| Employer Surveys Sent | | 100 |
| Employer Surveys Returned | | 66.67 |
| Employer Surveys Satisfaction | | 100 |
| Graduate Surveys Sent | | 100 |
| Graduate Surveys Returned | | 100 |
| Graduate Surveys Satisfaction | | 100 |

| Required | | |
|-----------------------------|--|----------|
| Retention Standard (ST) | | Accepted |
| Required | | |
| OAE Pass Rate Standard (ST) | | Accepted |
| Required | | |
| Enrollment Standard (ST) | | Accepted |
| Required | | |
| PAC Meetings Standard (ST) | | Accepted |

11.0 As an Organization, once I complete any plans of action, I can select Submit Annual Report to complete my attestation and send my report for review.



12.0 As an Organization, I can print my Annual Report as a hard copy or PDF. I can select the three dots, choose Overview, Printer Friendly, and finally Print.

Programs can change the destination to PDF or a local printer. When printed as a PDF, programs will be able to designate a save location for the report.

The screenshot shows the 'Surgical Technology Annual Report (08/01/2020 to 07/31/2021)' interface. At the top, there is a 'Return to Learning Plans' link. Below the title bar, there is a navigation bar with 'In Review' and a three-dot menu. The menu is open, showing 'Overview' and 'Edit' options. A 'Requirements' dropdown is also visible. In the foreground, a print menu is open, showing 'Print 12 pages' with options for 'Destination' (Save as PDF), 'Pages' (All), and 'Layout' (Portrait). At the bottom of the report preview, there are buttons for 'Show All', 'Hide All', 'Show Incomplete Items', 'Detail', 'Summary', 'Printer Friendly', and 'View Offline'. A blue arrow points to the 'Printer Friendly' button.

As an Organization, I need to edit information in section 1 or section 2 of the report. If in the program has not submitted the report and status indicates “Completing Plans of Action”, select the three dots next to the status and hit ‘Back’, this will pop up the Current Program Information window, select ‘Cancel’ or ‘Finish Later’ to return to the first section.

If the program has submitted the report and the status indicates “In Review by ARC/STSA Staff”, I can select the three dots and select ‘Edit’ to reopen the report. ****Please follow above directions to move between sections of the report.**

Please note, all information previously entered will be retained when moving back to previous sections in the report.

The image displays two screenshots of a web-based reporting interface. The top screenshot is titled "Completing Plans of Action" and shows a progress bar for "Requirements" at 31 of 18. A message box contains instructions to respond to survey questions for specific periods (Aug. 1, 2018 – July 31, 2019; and Aug. 1, 2019 – July 31, 2020) and provides a link to a survey. Below the message is a confirmation dropdown menu with "Yes" selected. Navigation buttons include "Previous", "Next", "Finish Later", "Cancel", and "Continue". A "Back" button is circled in the top right corner. The bottom screenshot is titled "In Review by ARC/STSA Staff" and shows the same progress bar. An "Edit" button is circled in the top right corner.

***Please note, programs, may recall their Annual Report to make edits. However, once the ARC/STSA has approved the annual report or the reporting period closes, programs will no longer be able to make edits to the report.**

Please be aware that an Annual Report Revision Fee will be assessed for any changes to a previously submitted and approved Annual Report. Changes to the Annual Report after January 1, of the following year, will incur a \$500 Revision Fee.