

**ARC/STSA Program Personnel Data Form – ST – Program Director**

A change in Program Director (PD) must be reported to the ARC/STSA at [info@arcstsa.org](mailto: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:					
<input type="checkbox"/> Check <b>If</b> Program Director also serves as Clinical Coordinator and meets <b>all</b> responsibilities of the clinical coordinator position.					
All Credentials held Abbreviations (to include AD or higher & CST):				NBSTSA Certification #	
Employment Status:	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time	Personal Pronouns:	<input type="checkbox"/> She/Her	<input type="checkbox"/> He/Him <input type="checkbox"/> They/Them
Date of Appointment:			Previous <u>Formal</u> PD Departure Date:		
Address:				City & Zip Code	
Phone:			Institutional Email:		

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

- ☐ Possesses and associate degree or greater.
- ☐ Has documented education or experience in instructional methodology, curriculum design and program planning.
- ☐ Is a graduate of an education program in surgical technology accredited by a nationally recognized programmatic accreditation agency.
- ☐ Possesses a credential in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA)
- ☐ Has a minimum total of five years of experience, either in the operating room scrub role or as an instructor in surgical technology, or a combination of both, within the past ten years.

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

- ☐ Is appointed as a full-time employee of sponsoring institution [school].
- ☐ Is responsible for administration, organization, supervision, continuous review, curriculum planning and development, and general effectiveness of the program.
- ☐ Is sufficiently free from teaching and non-educational responsibilities to administer the program.
- ☐ The institution has completed and attached a POA Form indicating which Accreditation Fundamentals for Educators (AFE) Workshop the Program Director will attend within a year of their appointment, in accordance with the [Accreditation Fundamentals for Educators \(AFE\) Workshop Attendance Policy](#).

**Program Administrator Appointment Confirmation**

Dean (or comparable appointment) Name:	
President (or comparable appointment) Name:	

☐ The program attests that the program employs Faculty/Instructional Staff, aside from the Program Director, as required in Standard III.B. Personnel, 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\*.

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President/CEO or Administrative Designee Signature	Date
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(\*Please note that failure to provide accurate information, verified upon ARC/STSA request or during program review may 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.**