

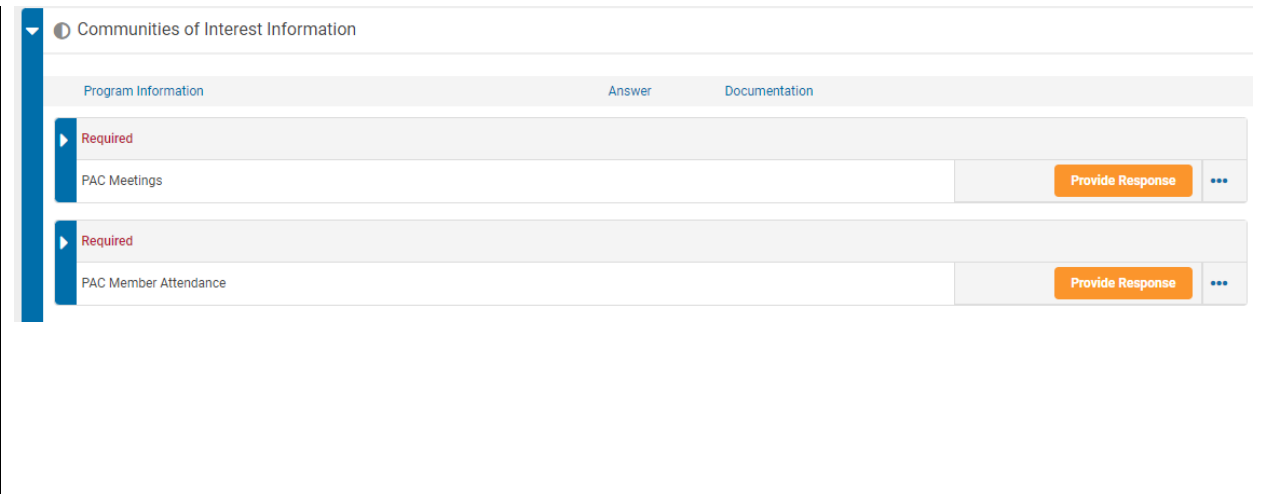
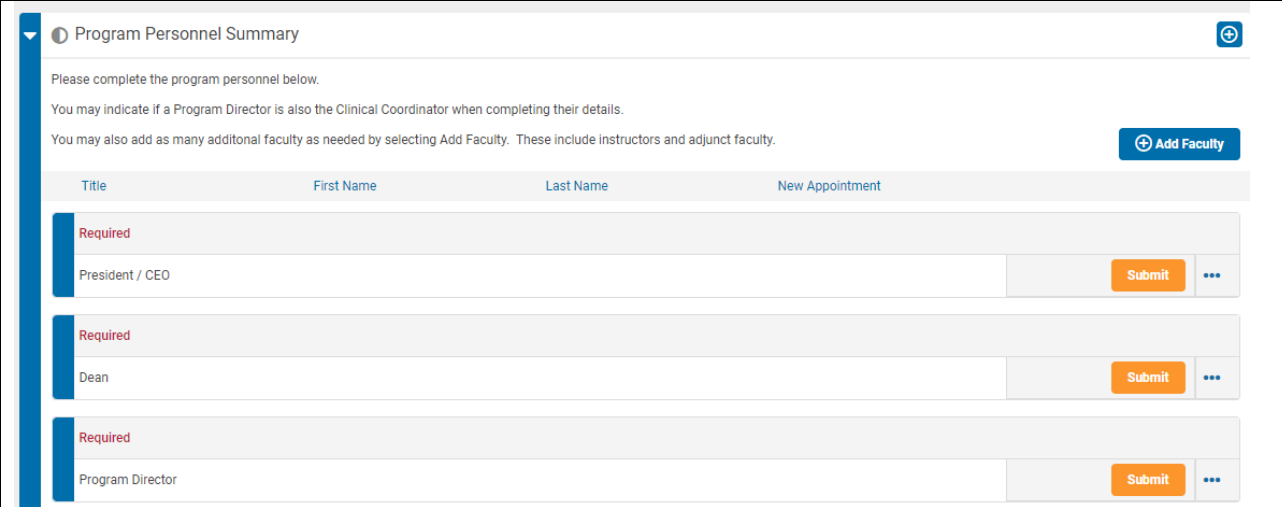
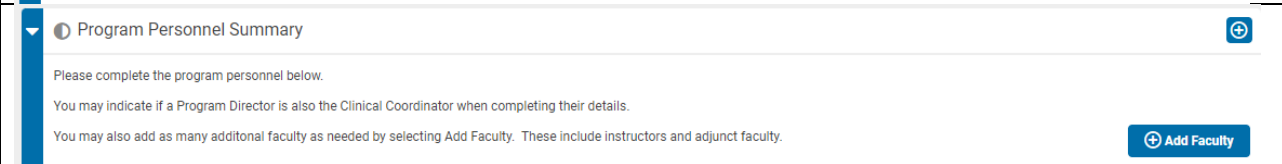
****To Edit or Print the Annual Report, please see instructions at the end of this document.**

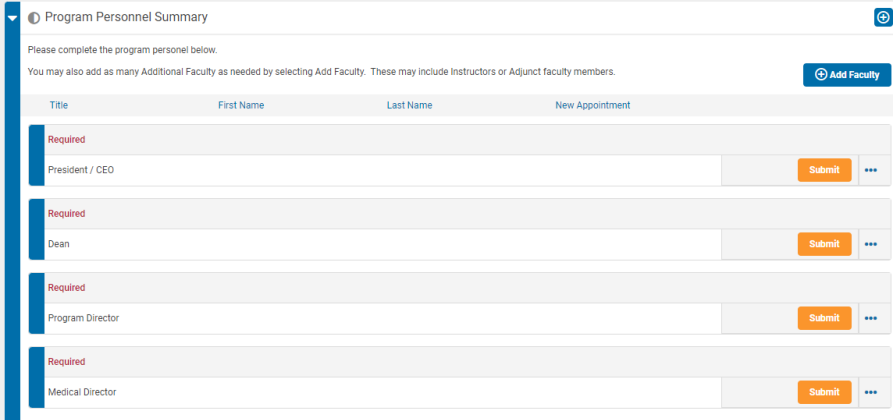
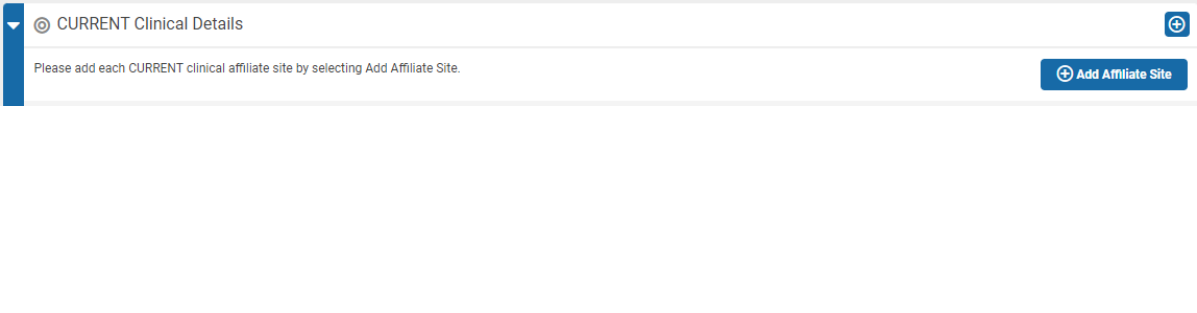
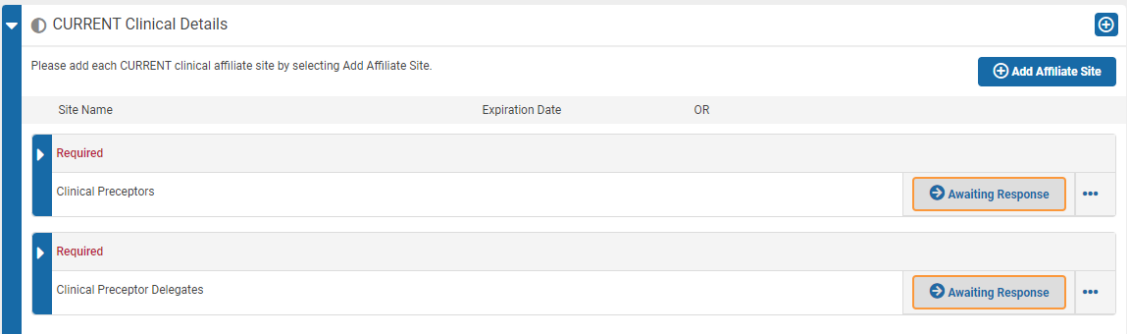
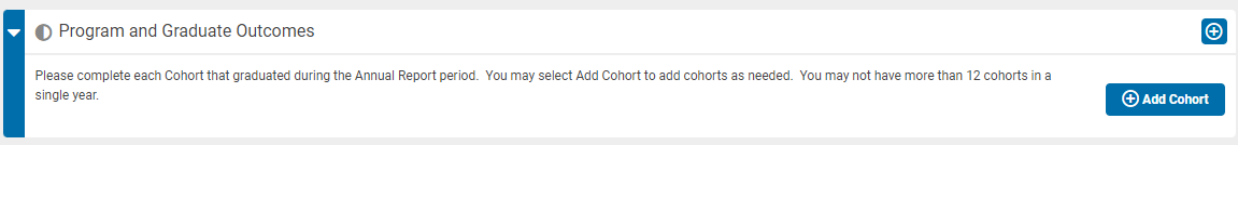
<p>1.0</p>	<p>As an Organization, I can log in and start my Annual Report by selecting the Begin button.</p> <p>**Please note, there is no 'Save' button, the report will automatically save any data entered prior to logging out or leaving the report.</p>	
<p>1.1</p>	<p>As an organization, when my Annual Report is started, it reflects the correct dates at the top for the year in reporting.</p>	<p>Example:</p> <p>Surgical Technology Annual Report (08/01/2022 to 07/31/2023)</p>
	<p>As an organization, I can see the outcomes for the past two years.</p> <p>**Please note, outcomes are in order of oldest to newest, i.e. on the 2024 AR, the 2022 AR outcomes are followed by 2023 AR outcomes.</p>	

2.0 As an Organization, I can report whether **any** content under the learning objectives outlined in the current Core Curriculum (CCST or CCSA) is or is not delivered via distance education by selecting Provide Response. If I indicate program course content is delivered by distance education, I can provide an explanation. **Please refer to the [Distance Education Policy](#).**

I can report on 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.


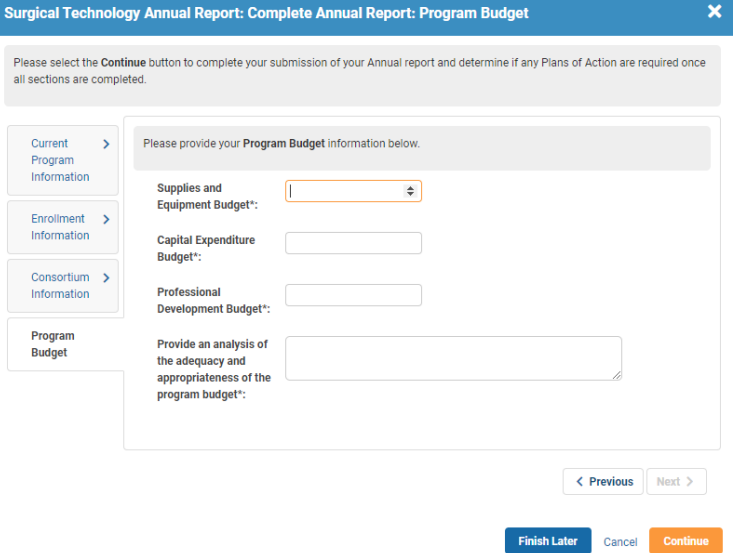
3.0 As an Organization, I can report any changes to assessment and admissions information. I can either indicate No Changes or select Yes and report the changes in my program for review.

<p>4.0</p>	<p>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.</p> <p>**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 current PAC member form.</p>	
<p>Please note, for 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.</p>		
<p>5.0</p>	<p>As an Organization, I can report the details of my President/CEO, Dean, Program Director; identify if they are a new appointment and if they are ARC/STSA approved. Upload a Program Personnel 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>	
<p>5.1 ST ONLY</p>	<p>As an Organization, I can report the details of my Clinical Coordinator and Didactic & Laboratory Instructors and identify if they are a new appointment since the last Annual Report.</p>	

<p>5.1 SA ONLY</p>	<p>As an Organization, I can report the details of my Medical Director and Didactic & Laboratory Instructors and identify if they are a new appointment since the last Annual Report.</p>	
<p>6.0</p>	<p>As an Organization, I can report all of my clinical affiliate sites, existing and new, that have changed since the last reporting period.</p> <p>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.</p>	
<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>	
<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>		
<p>7.0</p>	<p>As an Organization, I can report my program outcomes for each cohort.</p> <p>**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 same month for 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.

In addition, programs must count delayed or dropped students with their original cohort. If a student returns or completes in another reporting period the student should be counted as a re-entry with the applicable 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 Current Year Program Information and report my enrollment information, Consortium information (if applicable), and Program Budget. Once I complete the above sections I can select Continue to calculate my outcomes information.	

9.2 Enrollment Information

Current New Students Enrolled and Current Re-Entry/Transfer Students Enrolled

- The program should indicate the total number of students enrolled or anticipated to enroll into the program within the current reporting period (AR reporting chart available on our [website](#))
- For programs that enroll more than 1 cohort within the reporting period, the total number of students enrolled 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

Number of Cohorts per year

- Total number of cohorts enrolled for the current reporting period

Enrollment – Max Students per Cohort

- Of the current enrolled cohorts, the highest number of students enrolled in one (1) cohort (e.g. for a program with enrolled 2 cohorts; cohort 1, 8 students were enrolled and cohort 2, 12 students were enrolled - 12 would be entered here

List any future cohort start and anticipated completion dates

- Program should enter the start date of the cohort(s) enrolled or anticipated to enroll in the program within the current reporting period corresponding with the information provided above, and their anticipated graduation date (i.e. 5/2/2024 – 8/15/2026)

Current Program Information >

Enrollment Information

Consortium Information >

Program Budget >

2019-2020 Outcomes Data >

Current New Students Enrolled*:

Current Re-Entry/Transfer Students Enrolled*:

Total Number of Students Enrolled*:

Number of Cohorts per Year*:

Enrollment - Max Students per Cohort*:

Approved MEC - Max students per cohort: 25

Approved Number of Cohorts per Year: 1

Approved MEC Total: 25

Approved Clinical MEC Total: 25.0


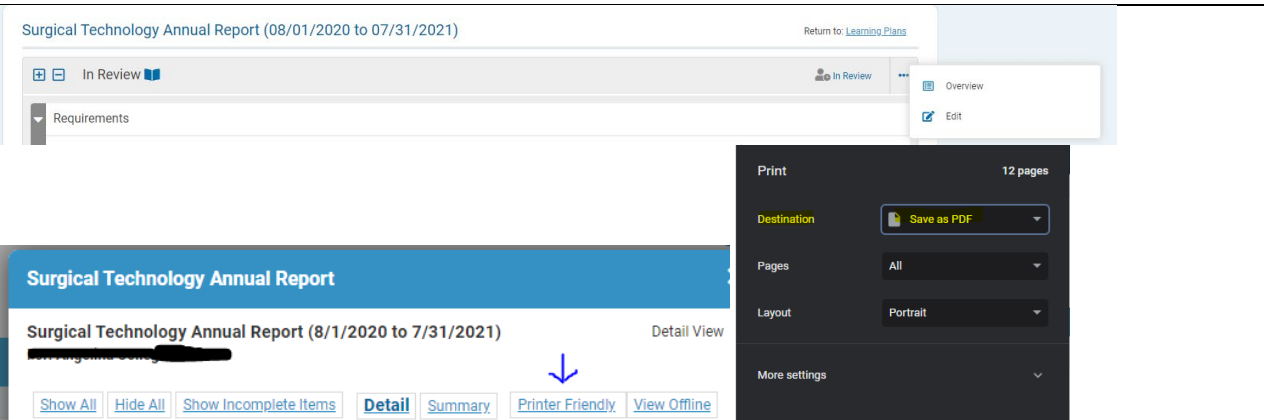
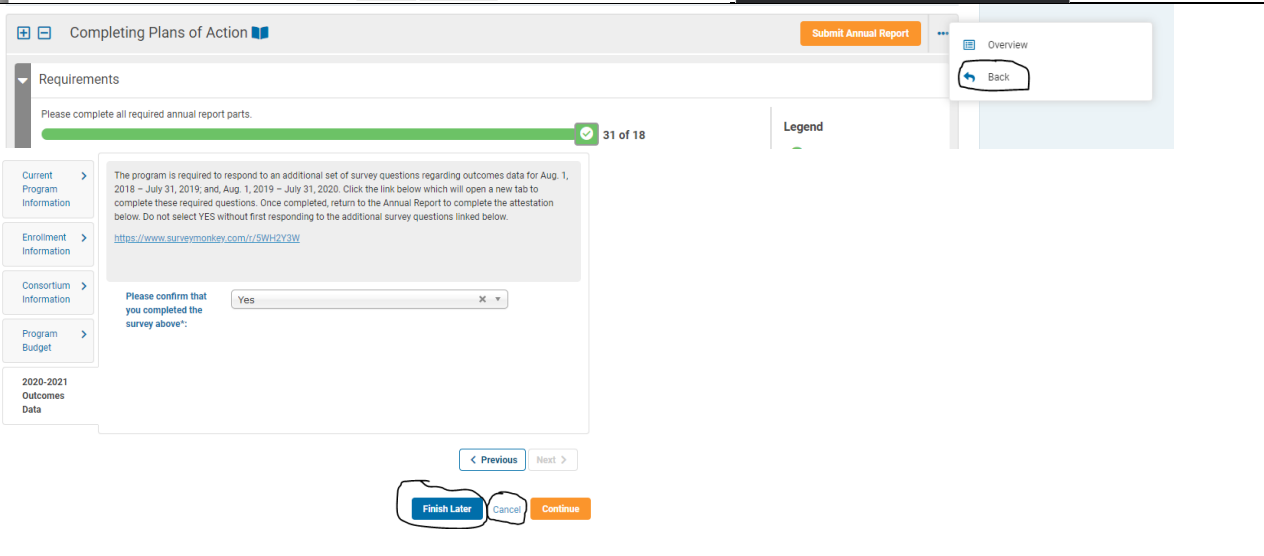
Program Length (in Months)*:

Please list any future cohort start and completion dates*:

10.0 As an Organization, I can see what Plans of Actions are needed.

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

Standards		Submitted
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
OAE Pass Rate Standard (ST)		Accepted
Enrollment Standard (ST)		Accepted
PAC Meetings Standard (ST)		Accepted

<p>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.</p>	
<p>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.</p> <p>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.</p>	
<p>As an Organization, I need to edit information in section 1 or section 2 of the report. If the program has not submitted the report and status in the upper right orange box 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. Please note, the program may need to refresh the browser for the report to show section 1 status “Completing Annual Report” before being able to make edits.</p> <p>Please note, all information previously entered will be retained when moving back to previous sections in the report.</p>	

***Please note, programs may request to re-open their Annual Report for edits, while the reporting period is still open, by contacting the ARC/STSA at arquestions@arcstsa.org. 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.