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

1.0	As an Organization, I can log in and start my Annual Report by selecting the Begin button.	Learning Plans					
	**Please note, there is no 'Save' button, the	[ST3147 / Continuing Accreditation]					
	report will automatically save any data	Learning Plan Status					
	entered prior to logging out or leaving the report.	⊖ Surgical Technology Annual Report Available	Begin				
		Substantive changes must still be reported to the ARC/STSA within 30 days of the change; documentation supporting non-substantive changes should be maintained on campus fo Report. More detail regarding substantive versus non-substantive changes will be added to the Maintaining Accreditation page soon!	r the 2022 Annual				
1.1	As an organization, when my Annual Report is started, it reflects the correct dates at the top for the year in reporting.	xample: Surgical Technology Annual Report (08/01/2022 to 07/31/2023)					
	As an organization, I can see the outcomes for the past two years.	Outcomes Summary - Previous Years     Program Outcomes -					
	**Please note, outcomes are in order of	Program Outcomes - Graduated Students Retention					
	oldest to newest, i.e. on the 2024 AR, the	Retention					
	2022 AR outcomes are followed by 2023 AR	OAE Participation OAE Pass Rate					
	outcomes.	OAE Pass Rate Graduate Placement					
		Graduate Placement Employer Surveys Sent					
		Employer Surveys Sent Employer Surveys Returned					
		Employer Surveys Returned Employer Surveys Satisfaction					
		Employer Surveys Satisfaction Graduate Surveys Sent					
		Graduate Surveys Sent Graduate Surveys Returned					
		Graduate Surveys Returned Graduate Surveys Satisfaction					
		Shared with 2 other Applications (show details)					

2.0	As an Organization, I can report whether <u>any</u> 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 <u>Distance</u> <u>Education Policy</u> . I can report on any satellite campuses, if applicable, by selecting Add a Satellite Campus, I can report my campus name, city.	<ul> <li>Program Enhancements</li> <li>Please add any Program Enhancements here. (show more)</li> <li>Program Information</li> <li>Required</li> <li>Distance Education</li> </ul>	Add a Satellite Campus  Provide Response
	state, and whether it is approved by		
3.0	ARC/STSA. 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.	<ul> <li>Assessment and Admissions Information</li> <li>Describe any changes in the program during this reporting period.</li> <li>Program Changes</li> <li>Answer</li> <li>Documentation</li> <li>Required</li> <li>Frequency of Student Evaluation</li> <li>Required</li> <li>Student Evaluation Methods and Tools</li> <li>Required</li> <li>Process of Reviewing Student Evaluations</li> <li>Required</li> <li>Required</li> </ul>	Provide Response       •••         Provide Response       •••         Provide Response       •••         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 current PAC member form.	•	<ul> <li>Communities of Interest In</li> <li>Program Information</li> <li>Required</li> <li>PAC Meetings</li> <li>Required</li> <li>PAC Member Attendance</li> </ul>	formation	Answer	Documentation	Provide Response Provide Response	
Plea	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.							
5.0	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. Please note: programs should report <u>only</u> <u>current</u> program personnel in this section of the report.	•	Program Personnel Summa Please complete the program personnel You may indicate if a Program Director is You may also add as many additonal fac Title Required President / CEO Required Dean Required Program Director	ary below. Is also the Clinical Coordinator when coordinator when coordinator when coordinator when coordinator with a seeded by selecting Add Facul First Name	completing their details. tty. These include instructors and Last Name	d adjunct faculty. New Appointment	Add Fa	Cutty
5.1 <u>ST</u> <u>ONLY</u>	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.		Program Personnel Summa Please complete the program personnel You may indicate if a Program Director i You may also add as many additonal fac	ary I below. s also the Clinical Coordinator when c culty as needed by selecting Add Facu	completing their details. lity. These include instructors ar	nd adjunct faculty.	() Add	(+) Faculty

5.1 <u>SA</u> ONLY	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.	Program Personnel Summary   Person complete the program personel 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   Bean   Required   Program Director   Required   Required
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.	CURRENT Clinical Details Please add each CURRENT clinical affiliate site by selecting Add Affiliate Site. Add Affiliate Site
6.1 <u>SA</u> <u>ONLY</u>	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.	CURRENT Clinical Details   Please add each CURRENT clinical affiliate site by selecting Add Affiliate Site.   Site Name   Expiration Date   OR   Required   Clinical Preceptors   Required   Clinical Preceptor Delegates
<b>For SA</b> 7.0	As an Organization, I can report my program outcomes for each cohort. **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.	an 20 clinical sites, please contact the ARC/STSA regarding how to report clinical sites.

Please note: Programs who have multiple graduation dates within the <u>same month</u> 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	Completing Annual Report				
	Information by selecting Continue to Program Information in the top or bottom right and confirm my current program information.					
9.1	<ul> <li>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.</li> </ul>	Surgical Technology Annual Report: Complete Annual Report: Program Budget       X         Please select the Continue button to complete your submission of your Annual report and determine if any Plans of Action are required once all sections are completed.				
		Current       Please provide your Program Budget information below.         Program       Supplies and         Information       Capital Expenditure         Consortium >       Information         Professional       Development Budget*:         Development Budget*:       Development Budget*:				
		< Previous Next > Finish Later Cancel Continue				

## **Enrollment Information** 9.2 Current New Students Current Enrolled\*: Program Information Current Re-Current New Students Enrolled and Current Re-Entry/Transfer Students Enrolled Entry/Transfer Enrollment Students Enrolled\* • The program should indicate the total number of students enrolled or Information Total Number of anticipated to enroll into the program within the current reporting period Students Enrolled\* Consortium > (AR reporting chart available on our website) Information Number of Cohorts For programs that enroll more than 1 cohort within the reporting period, per Year\*: ٠ Program > Budget the total number of students enrolled would be the total number of Enrollment - Max 10 Students per Cohort\* students enrolled within the multiple cohorts 2019-2020 Outcomes Approved MEC - Max 25 Total Number of students is the number of students enrolled plus number . Data students per cohort: of re-entry/transfer students Approved Number of Cohorts per Year: Number of Cohorts per year Approved MEC Total: 25 Total number of cohorts enrolled for the <u>current</u> reporting period Approved Clinical MEC 25.0 Enrollment – Max Students per Cohort Total • Of the current enrolled cohorts, the highest number of students enrolled in Program Length (In 16 Months)\*: 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 Please list any future X 🖻 🖻 🕻 🖬 与 🔿 ॐ cohort start and be entered here completion dates\*: B I U abe x, x' 🎛 兴 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) 10.0 As an Organization, I can see what Plans of Standards Actions are needed. Total Submitted .... raduated Students \*\*Please note, Required Plans of Action will etention DAE Participation show grey, indicating that the program needs OAE Pass Rate 100 to complete the Plan of Action for that area. mployer Surveys Sent 100 66.67 nployer Surveys Returned over Surveye Satisfacti 100 raduate Surveys Sent 100 uate Surveys Returner 100 uate Surveys Satisfactio 100 Standard (ST) Accepted F Pass Rate Standard (ST) Acc Standard (ST 🕗 Acci

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.	🛨 🖻 Completing Plans of Action 🔰 🚥
<ul> <li>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.</li> <li>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.</li> </ul>	Surgical Technology Annual Report (08/01/2020 to 07/31/2021)  Return to Learning Plant  Requirements  Print
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.	Completing Plans of Action     Completing Plans of Acting     Completing Plans of Acting     Completing Plans of Acting
be retained when moving back to previous sections in the report.	Finish Later Cancel Continue

\*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 <u>arquestions@arcstsa.org</u>. 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.