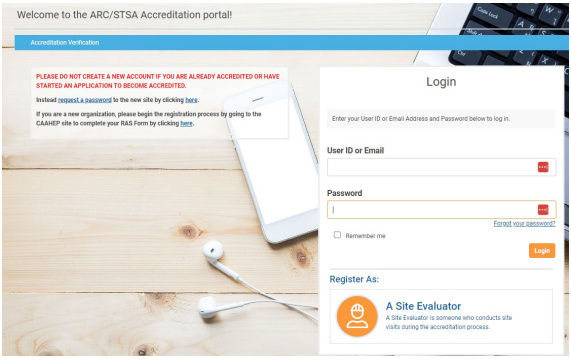
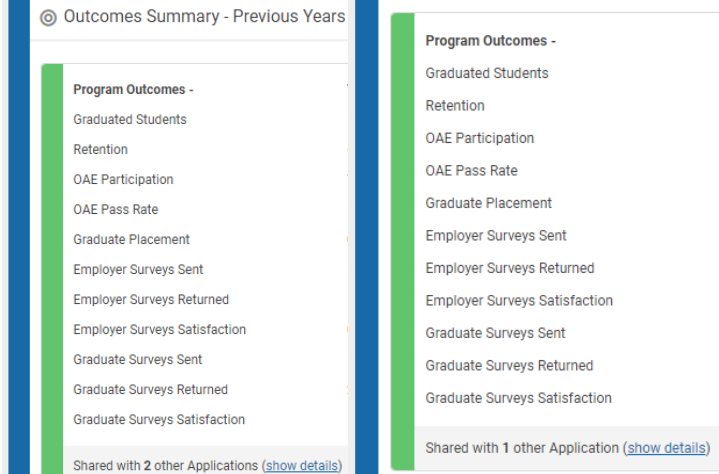


****To Edit or Print the Annual Report, please see instructions at the end of this document.**

<p>As a program, you can log in to the Annual Report using the user ID received via email and the password set in previous years. If you need to reset your program password, you can do so by selecting “forgot password”, and follow prompts to set your password.</p> <p>**Please email ARQuestions@arcstsa.org if you need your User ID resent.</p>	
<p>As a program, when your Annual Report is started, it reflects the correct dates at the top for the reporting year.</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>Example:</p> <p>Surgical Technology Annual Report (08/01/2022 to 07/31/2023)</p> <hr/>
<p>As a program, you can see the outcomes for the past two years.</p> <p>**Please note, reporting years outcomes are shown in order of oldest to newest.</p>	

As a program, you 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 you indicate program course content is delivered by distance education, you can provide an explanation. **Please refer to the [Distance Education Policy](#).**

You can report on any satellite campuses, if applicable, by selecting Add a Satellite Campus. You can report your campus name, city, state, and whether it is approved by ARC/STSA.

As a program, you can report any changes to assessment and admissions information. You can either indicate No Changes or select Yes and report the changes in your program for review.

As a program, you can report your most recent PAC meeting and PAC members for the reporting period. You can either indicate No Changes or select Yes and report the changes in your 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.**

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.

As a program, you can report the details of your President/CEO, Dean, Program Director; identify if they are a new appointment and if they are ARC/STSA approved.

Please note: programs should report only current program personnel in this section of the report.

The screenshot shows a form titled "Program Personnel Summary" with a dropdown arrow on the left and a refresh icon on the right. Below the title, there are instructions: "Please complete the program personnel below. You may indicate if a Program Director is also the Clinical Coordinator when completing their details. You may also add as many additional faculty as needed by selecting Add Faculty. These include instructors and adjunct faculty." An "Add Faculty" button is in the top right. Below this is a table with columns: "Title", "First Name", "Last Name", and "New Appointment". There are three rows, each starting with a "Required" label in a blue box. The first row is for "President / CEO", the second for "Dean", and the third for "Program Director". Each row has a "Submit" button and a three-dot menu icon on the right.

ST ONLY

As a program, you can report the details of your Clinical Coordinator and Didactic & Laboratory Instructors and identify if they are a new appointment since the last Annual Report.

The screenshot shows a form titled "Program Personnel Summary" with a dropdown arrow on the left and a refresh icon on the right. Below the title, there are instructions: "Please complete the program personnel below. You may indicate if a Program Director is also the Clinical Coordinator when completing their details. You may also add as many additional faculty as needed by selecting Add Faculty. These include instructors and adjunct faculty." An "Add Faculty" button is in the top right. Below this is a table with columns: "Title", "First Name", "Last Name", and "New Appointment". There are three rows, each starting with a "Required" label in a blue box. The first row is for "President / CEO", the second for "Dean", and the third for "Program Director". Each row has a "Submit" button and a three-dot menu icon on the right.

SA ONLY

As a program, you can report the details of your Medical Director and Didactic & Laboratory Instructors and identify if they are a new appointment since the last Annual Report.

The screenshot shows a form titled "Program Personnel Summary" with a dropdown arrow on the left and a refresh icon on the right. Below the title, there are instructions: "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." An "Add Faculty" button is in the top right. Below this is a table with columns: "Title", "First Name", "Last Name", and "New Appointment". There are four rows, each starting with a "Required" label in a blue box. The first row is for "President / CEO", the second for "Dean", the third for "Program Director", and the fourth for "Medical Director". Each row has a "Submit" button and a three-dot menu icon on the right.

As a program, you can report all of your 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.

The screenshot shows a form titled "CURRENT Clinical Details" with a dropdown arrow on the left and a refresh icon on the right. Below the title, there are instructions: "Please add each CURRENT clinical affiliate site by selecting Add Affiliate Site." An "Add Affiliate Site" button is in the top right.

SA ONLY
 As a program, you can report any changes to your Preceptors and Preceptor delegates, and complete a standard attestation. You can either indicate No Changes or select Yes and report the changes in your program for review.

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

As a program, you can report your 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.**

Please note: Programs that 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 – must 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 must be counted as a re-entry with the applicable cohort.

As a program, once you have met your requirements, you can report on Program Information by selecting Continue to Program Information in the top or bottom right and confirm your current program information.

As a program, once you have met my requirements, you can input the Current Year Program Information and report your enrollment information, Consortium information (if applicable), and Program Budget. Once you complete the above sections you can select Continue to calculate your outcomes information.

Enrollment Information

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

- The program must indicate the total number of students enrolled 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 must enter the start date of the cohort(s) enrolled in the program within the current reporting period corresponding with the information provided above and their anticipated graduation date (Start Date mm/dd/yyyy – Anticipated Completion Date mm/dd/yyyy)

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*:

As a program, you 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.**

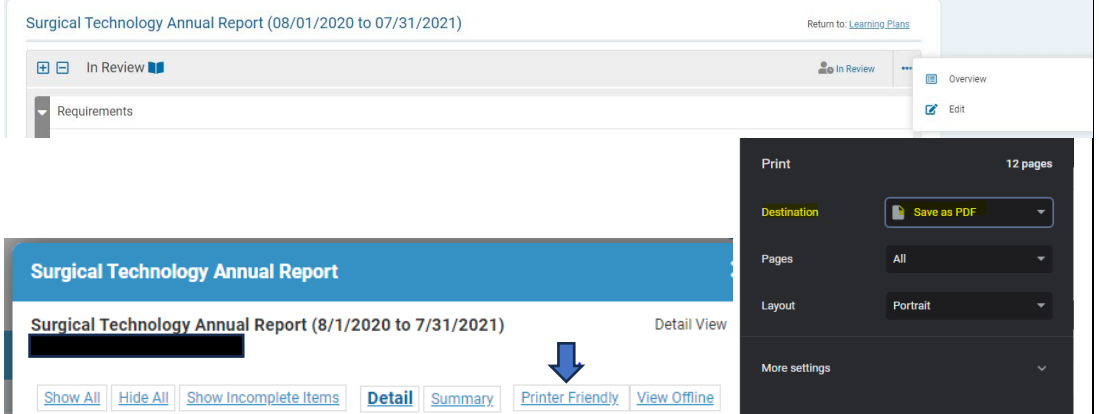
Standards		Submitted
Program Outcomes -		
Graduated Students	7	
Retention	70	
OAE Participation	100	
OAE Pass Rate	100	
Graduate Placement	100	
Employer Surveys Sent	100	
Employer Surveys Returned	66.67	
Employer Surveys Satisfaction	100	
Graduate Surveys Sent	100	
Graduate Surveys Returned	100	
Graduate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

As a program, once you complete any Plans of Action, you can select Submit Annual Report to complete your attestation and send your report for review.



As a program, you can print your Annual Report as a hard copy or PDF. You can select the three dots, choose Overview, Printer Friendly, and finally Print.

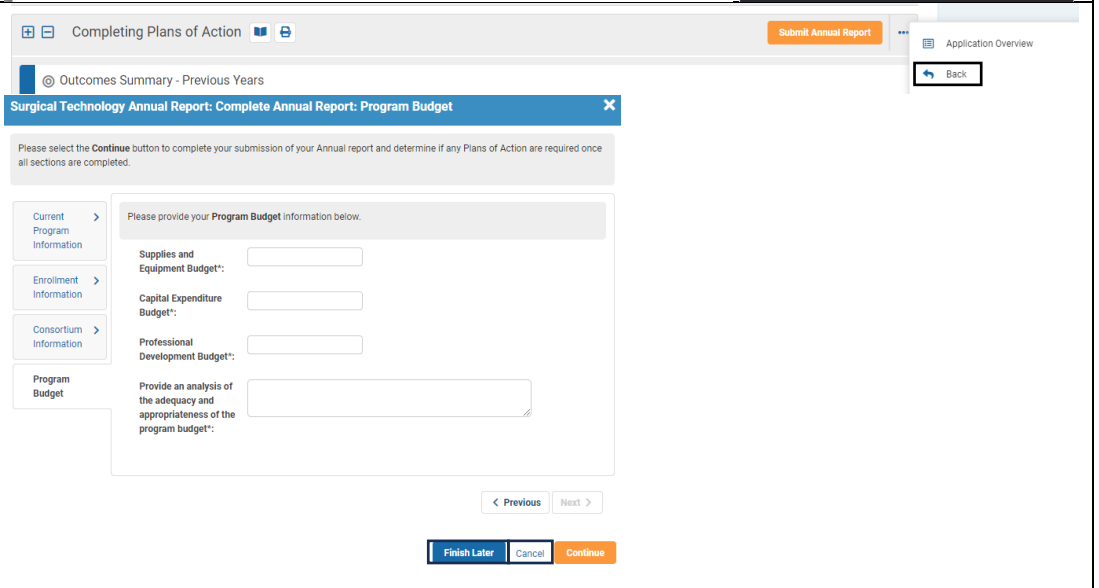
Programs can change the destination to PDF or a local printer. When printed as a PDF, programs will be able to designate a save location for the report.



As a program, if you need to edit information in section 1 or section 2 of the report prior to submission, follow these steps.

- The status of the report in the upper right orange box indicates “Completing Plans of Action”
- Select the three dots next to the status and select ‘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.

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



***Please note, programs may request to re-open their Annual Report for edits at no charge 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 changes to any Annual Reports after January 1, of the following year, will incur a \$500 Revision Fee per reporting year.