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

Log in to the Annual Report at https://arc-stsa.learningbuilder.com/account/login 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. **Please email ARQuestions@arcstsa.org if you need your User ID resent.	
Ensure your Annual Report reflects the correct dates at the top for the reporting year. **Please note, there is no ‘Save’ button; the report will automatically save any data entered prior to logging out or leaving the report.**	**Example:** Surgical Assisting Annual Report (08/01/2024 to 07/31/2025) Surgical Technology Annual Report (08/01/2024 to 07/31/2025) **Refer to the reporting periods chart on the ARC/STSA website Maintaining Accreditation page for the current year reporting periods**
Program outcomes for the past three years of Annual Reports are displayed at the top of the Annual Report. **Please note, reporting years outcomes are shown in order of oldest to newest.	

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Report whether **<u>any</u>** learning objectives outlined in the current Core Curriculum (CCST or CCSA) are taught using distance education delivery by selecting Provide Response. If you indicate that any learning objective content is delivered by distance education, you must provide an explanation. **Please refer to the [Distance Education Policy](#)**. Also report on any satellite or separate instructional site (SIS) campuses, if applicable, by selecting Add a Satellite/SIS Campus. You can report your campus name, city, state, campus type, and whether it is approved by ARC/STSA. **<u>Please Note:</u>** If your Separate Instructional Site was in operation prior to January 1, 2024, and its approval was grandfathered in, submit a copy of the completed Distance Education Survey submitted in 2023.	
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.	
Report on your most recent PAC meeting and absent PAC members for the reporting period. ****Please note, programs are only able to enter one PAC meeting; this meeting must have taken place within the August 1 – July 31 period of the prior year for the Annual Report being completed.**	

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.

Report the details of your President/CEO, Dean, Program Director; and Clinical Coordinator (if applicable) and identify if they are a new appointment and ARC/STSA approved. **Please note: programs should report <u>only</u> <u>current</u> program personnel in this section of the report.** **<u>ST ONLY:</u>** Please note, the program should **<u>only</u>** complete the Clinical Coordinator field if the role is **<u>not</u>** fulfilled by the Program Director.	CURRENT Program Personnel Summary Please enter all CURRENT program personnel. (show more) Title / First Name / Last Name / New Appointment Required — President / CEO — Completing Program Personnel Information Required — Dean — Completing Program Personnel Information Required — Program Director — Completing Program Personnel Information Clinical Coordinator — Completing Program Personnel Information
<u>SA ONLY</u> Report the details of your Medical Director and identify if they are a new appointment since the last Annual Report.	CURRENT Program Personnel Summary Please enter all CURRENT program personnel. (show more) Title / First Name / Last Name / New Appointment Required — President / CEO — Completing Program Personnel Information Required — Dean — Completing Program Personnel Information Required — Program Director — Completing Program Personnel Information Required — Medical Director — Completing Program Personnel Information Clinical Coordinator — Completing Program Personnel Information
Report all clinical affiliates utilizing the [Clinical Affiliate Site Reporting Form](). **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 Affiliate Site Standard: Complete Affiliate Site Details Please submit a current copy of the Clinical Affiliate Site Reporting form. Upload Current Clinical Affiliate Site Reporting Form*: Choose from library or Upload Finish Later / Cancel / Submit

SA ONLY

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.

Report if the program has made any changes to the required courses for program completion or coursework. If the program has made changes, provide a narrative of what has changed. If no changes were made, the question will be completed successfully.

Report whether there was a graduating cohort during the reporting period and provide a completed Outcomes Tracking Tool. Additionally, if the program did have a graduating cohort(s), the program will enter program outcomes for each graduated cohort by selecting "Add Cohort" above the Outcomes Standard – No Outcomes question.

If the program did not have a graduating cohort, then you will complete a narrative detailing the reason for not having a graduating 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.**

The OTT uploaded with your Annual Report submission should be fully complete and should match the outcomes entered. Staff will review the OTT against the outcomes submitted and will reach out to have the program correct any errors. Please ensure all areas of the OTT are complete, including all calculations. Incomplete OTTs will be returned for correction and resubmission.

Please note, the program may use student initials for the Annual Report Outcomes Tracking Tool submission, if preferred.

Once all areas of the first section are complete, you can report on Program Information by selecting Continue to Program Information in the top or bottom right.	Completing Annual Report Continue to Program Information
In the second section of the report, input the Current Year Program Information and report your enrollment information, Consortium information (if applicable), and Program Budget. Once you complete these sections, you can select Continue to calculate your outcomes information.	Surgical Technology Annual Report: Complete Annual Report: Program Budget 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 Program Information Enrollment Information Consortium Information Program Budget Please provide your **Program Budget** information below. Supplies and Equipment Budget*: Capital Expenditure Budget*: Professional Development Budget*: Provide an analysis of the adequacy and appropriateness of the program budget*: Previous Next Finish Later Cancel Continue
Enrollment Information Current New Students Enrolled and Current Re-Entry/Transfer Students Enrolled • Indicate the total number of students enrolled 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 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 Total: 1.00 Approved Clinical MEC Total: 1.00 Program Length (In Months)*: Please list all cohort start and anticipated completion dates for the current reporting period.*: Normal

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In the third section of the report, current reporting year outcomes as entered by the program will be displayed, as well as any Plans of Action that are required.

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

Once the program has completed all Plans of Action, the program will provide contact information **<u>for a member of administration (Dean or President)</u>** to complete their attestation of the accuracy of the data entered on the Annual Report.

Please note: if this attestation is completed by the Program Director, the report will not be accepted, and it will be returned to the program.

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Once the administration's attestation is complete, the Program Director will receive an email reminding you to login and formally Submit the Annual Report and send your report for ARC/STSA review.	
You can print your Annual Report as a hard copy or PDF. You can select the three dots at the top right of the report, 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.	
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 that 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.**

Annual Report Revision Fee Reminder: This fee applies to any changes to an Annual Report made after the Annual Report due date (or extension if requested prior to the due date).

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