

ACCREDITATION REVIEW COUNCIL ON EDUCATION IN SURGICAL TECHNOLOGY AND SURGICAL ASSISTING
[ARC/STSA] *sponsored by the*

American College of Surgeons [ACS] and Association of Surgical Technologists [AST]

in collaboration with the

COMMISSION ON ACCREDITATION OF ALLIED HEALTH EDUCATION PROGRAMS [CAAHEP]

ARC/STSA One-Time Over Enrollment (OTOE) Request

Reporting Period August 1 – July 31

A change in MEC must be reported to the ARC/STSA at info@arcstsa.org within 30-days of the change.

Sponsoring Institution			
Program ID#		Program State	

The program is requesting:

- ☐ An increase of students per cohort (to an already existing cohort)
☐ An additional cohort per year

Start Date (MM/DD/YYYY):
(affected cohort start date)

End Date (MM/DD/YYYY):

(anticipated completion date of affected cohort)

Current Approved MEC

Requested Temporary Change

Max # of Students admitted per Cohort:		Max # of Students admitted per Cohort:	
Number of Cohorts admitted within the reporting period:		Number of Cohorts admitted within the reporting period:	
Number of cohorts in clinical rotation at one time:		Number of cohorts in clinical rotation at one time:	

If more than one cohort is in clinical rotation at one time, the program must have sufficient clinical slots to accommodate the maximum number of students that could be in clinical rotation based on the program's approved MEC, regardless of current enrollment.

Max # of students in clinicals at any point in the year:		Max # of students in clinicals at any point in the year:	
Total minimum # of OR scrub slots available to the program:			

The Program attests to the following: (If all the above attestations are not checked, the program must submit a Plan of Action to demonstrate compliance with the Standards using the [ARC/STSA Plan of Action](#) form.)

- ☐ Documentation to verify sufficiency of program resources to meet Standard III.A., – Types and Amount, Standard III.B. – Faculty Resources, III.C. – Curriculum/Clinical, and Standard III.D. – Resource Assessment.

Select one of the following regarding clinical slot availability.

- ☐ Clinical Sites reported on the most recent Annual Report is current.
☐ Changes have occurred since the most recent Annual Report; **Clinical Affiliation Site Reporting** form included.

Submission of Documentation*:

- ☐ One-Time Over Enrollment (OTOE) Request form
☐ Clinical Affiliate Reporting form, if applicable
☐ Plan of Action form, if applicable

*Follow bookmarking guidelines for all submissions

The Sponsoring Institution acknowledges that the information above is accurate.

Program Director Signature

Date

Dean or Administrative Designee Signature

Date