

CHAPTER IV

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
IV.A.1.	Mission Statement - in catalog and on website, if applicable			
IV.B.1.	N/A - reviewed by FRC	N/A	N/A	N/A
IV.C.1.	On-site Administrator employee file, including professional development documentation. Accreditation workshop certificate		On-site administrator	Failure of certain other standards relating to management effectiveness may in turn bring into question whether this standard is met
IV.C.2.	Organizational Chart, Administrator employee files, including professional development documentation.		Interviews with various administration staff	Faculty, staff, and student comments throughout the visit should give evaluators some ability to assess whether this standard is met regarding responsiveness
IV.C.3.			Interviews with various administration staff	In effect, this standard would be violated in conjunction with a number of other violations of the standards. Team discussion required to assess whether this standard should be violated.
IV.C.4.	Organizational Chart	General observation during visit		Faculty, staff, and student comments throughout the visit should give evaluators some ability to assess whether this standard is met regarding support (i.e., admissions, financial aid, student support services, front desk, administrative assistants, etc.)
IV.D.1.	State approvals, regulatory documents and correspondence, correspondence with ABHES		On-site administrator	These often relate to recruitment, complaints, licensure, safety, etc. State education department websites are often helpful if in doubt.
IV.D.2.	Correspondence between school and ABHES regarding any DoE letters		Interview on-site administrator and Financial Aid representative/director. Make sure each item i-iv is confirmed	
IV.E.1.	Catalog, Enrollment Agreement, Institute's website, any other admissions leaflets or packets given to students		Interview with Admissions department staff/director. Student surveys.	Often a role play of an admissions interview works well
IV.E.2.a.	Review advertising, including website, social media, printed and video advertising. Ensure these all meet with items i.-iii. and i. - xiv. listed in standard			
IV.E.2.b.	Review advertising, including website, social media, printed and video advertising along with catalog. Training material for admissions representatives.			Be sure to check whether all programs offered are accredited, if they are not, ensure suitable disclaimers are clear (for example, when institute offers CEUs that have been exempted by ABHES).
IV.E.3.a.	Any documentation the institute uses should be from a reliable source, referenced and accurate.		Interview with admissions department staff/director.	Often a role play of an admissions interview works well - Ask about state requirements for employment
IV.E.3.b.	Admissions/Recruitment staff training materials and scripts		Interview with admissions rep and director or on-site administrator responsible for admissions hiring and training.	
IV.E.3.c.	Applicable documentation of training/compliance with state requirements, if necessary		Interview with admissions director or on-site administrator responsible for admissions hiring and training.	
IV.E.3.d.			Interview with admissions director or on-site administrator responsible for admissions hiring and training.	This question needs to be explicitly asked as it is the only real method of assessment possible.
IV.E.4.	Enrollment Agreement, verify against Appendix D, catalog, student handbook, cancellation, withdrawal, termination, refund policies			
IV.E.5.a.	Catalog and any addenda, verify against Appendix C			
IV.E.5.b.	Catalog		Admissions staff, student surveys	

CHAPTER IV

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
IV.E.6.	Published disclosures, catalog. Student files (EA, signed disclosures, etc.)		Admissions staff	
IV.F.1.a.	Tuition and fees information which should be listed in enrollment agreement and catalog. Market study, if		On-site administrator	Research similar offerings in area
IV.F.1.b.	Tuition and fees information which should be listed in enrollment agreement and catalog.			Make sure enrollment agreement and catalog match.
IV.F.1.c.	Tuition and fees information which should be listed in enrollment agreement and catalog. Student ledgers in student files.			Note - compare students enrolled at same time as charges may change with different start dates
IV.F.1.d.	Student ledgers in student files and correspondence with students regarding financial status/payment obligations		Business manager or staff responsible for student payments.	
IV.F.2.	Student ledgers in student files. Tuition and fees information which should be listed in enrollment agreement and catalog. Written collections policy.		Business manager or staff responsible for student payments.	
IV.F.3.a.	Review cancellation and refund policies in catalog/enrollment agreement and verify for requirements i. -vi. Review student refunds processed.		Financial aid staff, if applicable	
IV.F.3.b.	Student financial files/ledgers for withdrawn students. Return of Title IV Funds forms, if applicable.		Financial aid staff, if applicable	Note if institute/state has published policy with a lower number of days (i.e. 30 days) refunds must meet the schools published policy regardless of whether the 45 day timeline is met.
IV.G.1.	Program Profile Grids, ABHES approvals, catalog for definitions and to match program information. Syllabi for outside hour information along with supporting justification			Check whether outside hours are being included and that approval has been given by ABHES
IV.G.2.	Program Profile Grids, ABHES approvals. Eligibility and Certification Approval Report (ECAR), Program Participation Agreement (PPA), and Title IV Financial Aid Compliance Audit. Student files with student aid information.			Check whether outside hours are being included and that approval has been given by ABHES
IV.H.1	SAP policy as described in catalog. Student files (particularly withdrawn students) and Appendix B		Staff responsible for SAP monitoring (often Dean of Education).	
IV.H.2.	Student files (particularly withdrawn students) for compliance with written SAP policy, including correspondence and documentation of SAP evaluation and		Staff responsible for SAP monitoring (often Dean of Education).	
IV.H.3	Catalog list of student services. Student files for documentation of advising.		Staff responsible for SAP monitoring (often Dean of Education). ABHES student survey results and interviews with students and Program Director/Faculty.	
IV.I.1.	The institution's own surveys administered to students. This should be included with PEP, too.		On-site administrator	Note - look for documentation that deficient areas have been addressed for improvement
IV.I.2.	Catalog, or other documentation provided to students including complaint procedure			
IV.I.3.	Complaints file/records		On-site administrator	
IV.J.1.	Floor plan	Facility tour, general observation		
IV.J.2.	Emergency preparedness plan for i.-vi.		Faculty and students	Find out how the plan is made available to students and staff and how they are provided training.
IV.J.3.		Visit where the records are kept and ensure cabinets are fire proof/locked safe etc. If files are stored electronically ask how back up is kept and where servers are located.	On-site administrator	

CHAPTER V

Possible Methods of Verification

Standard	Document Review	Observation	Interview	Other
V.A.1.	Advisory Board Minutes, Placement Rates, Market Survey (if available)			Does not refer to externship availability
V.A.2.	Syllabi Review, Curriculum Review, Program Goals in Catalog			
V.A.3.	PEP, advisory board minutes, program budget		Program Director(s)	
V.A.4.	Faculty Files for date of hire and longevity, calculate average length of service for program faculty, remediation for struggling faculty, plan for turnover/unexpected absence to cover courses		Program Director(s), student surveys	
V.A.5.a.	Advisory Board Minutes from past twelve months and a list of board members noting their role on the Advisory Board and qualifications for that role			ensure a minimum of three members in attendance at most recent meeting
V.A.5.b.	Advisory Board Minutes for i.-vii., evidence of distribution (i.e., email)			
V.A.6.	Organizational chart	Facility Tour and general observation during visit	Faculty and program director interview regarding support	
V.B.1.	Curriculum, Catalog, list of pre-requisites from syllabi.			
V.B.2.	Syllabi that show competencies, transcripts for sequencing			
V.B.3.	Syllabi with competencies listed, competency checkoffs, lesson plans		Students, Program Director(s)	
V.B.4.a.	Clinical Experience Information Form, current signed clinical affiliation agreements, site viability evaluation documentation, faculty file for individual signing those evaluations (ABHES faculty data sheet, resume, educational transcripts, and applicable credential/license).		Program director/clinical coordinator	
V.B.4.b.	Clinical Experience Information Form, signed clinical affiliation agreements, documentation of externship hour completion (should be with student files).	Visit to Externship Site, simulated clinical experiences	Students, Program Director(s)/ Externship Coordinator, site supervisor at affiliated site	Assess total number of externship slots available. Ensure items i.-vii. are accomplished when interviewing students, site supervisor, and program director/clinical coordinator.
V.B.4.c.	Faculty file for individual supervising and evaluating students' clinical experience (job description, ABHES faculty data sheet, resume, educational transcripts, and applicable credential/license). Training in simulation, if applicable. Student files for clinical documentation.		Extern Student, Extern Coordinator/ Program Director(s), externship site supervisor (visit), simulation instructor/supervisor, if applicable	
V.C.1.a.	Syllabi & Appendix F		Program Director(s) regarding review and revision process	
V.C.1.b.			Student surveys	
V.C.2.a.	Syllabi	Class Observation	faculty. Program Director(s)	
V.C.2.b.	library resource listing, online learning resource system review, documentation for requirements i.-vii., curriculum, evidence of experience or training for staff, orientation material, evidence of usage tracking of resources	Library/ Learning Resource Center, Virtual Library / Electronic resources (if applicable)	Students, faculty, learning resource center/library personnel	For e-libraries, get member of school staff to demonstrate e-library of school computer - See also related Chapter VI standards for degree level requirements if needed.
V.C.2.c.	Materials presented by institution such as textbooks and other instructional material		faculty, Program Director(s), student surveys	
V.C.2.d.	Equipment and supply list	Lab and Classroom inspection	faculty	
V.D.1.	Catalog or other documentation (such as website) detailing admission process and criteria. Student files for evidence of all admissions requirements, including high school graduation or its equivalent at minimum. Policy for verifying high school information. ATB policies, if applicable.		Admissions Staff	

CHAPTER V

Possible Methods of Verification

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
V.D.2.a.	Evaluation documentation (may have to ask specifically for this from Program Director(s) or faculty). Competency documentation		faculty, Program Director(s)	
V.D.2.b.	Student files, student portal		Program Director(s), faculty, students	
V.D.3.a.	Syllabi Review, Curriculum Review	Classroom, Lab, Externship sites	Program Director(s), faculty	
V.D.3.b.			Student surveys	
V.D.4.	Catalog. Student files for progress reports and advising. Documentation of tutoring		Students, Student Service personnel, faculty	
V.D.5.	Catalog or other documentation detailing graduation process and criteria. Student files and transcripts		Students, Program Director(s), Dean, Registrar	
V.E.1.a.	Program Director(s) Employee file (resume, educational transcripts [including bachelors])		Program Director(s)	Remember that supervision can be met by one OR MORE individuals providing full-time, on-site oversight
V.E.1.b.	Program Director(s) Job Description including items i.-iv., Faculty Meeting Minutes, Advisory Board Minutes. Documentation of curriculum review.		Program Director(s)	Can be met by one or more of the people in V.E.1.a. if multiple were identified
V.E.1.c.	Evidence of professional development within the past 12 months		Program Director(s)	If individual employed less than 12 months and does not have required training note may be put in report but cannot be a violation; Can be met by one or more of the people in V.E.1.a. if multiple were identified
V.E.1.d.	Documentation of training and evidence of attendance of management focused topic within the last 12 months		Program Director(s)	If individual employed less than 12 months and does not have required training note may be put in report but cannot be a violation; Can be met by one or more of the people in V.E.1.a. if multiple were identified
V.E.1.e.	Program Director(s) ABHES Faculty Data sheet for hours, Teaching Schedule.		Program Director(s), who should state enough time is provided for all duties	All identified in V.E.1.a. must demonstrate appropriate time for their duties.
V.E.2.a.	Faculty Files for ABHES Faculty Data Sheet, resume, educational transcripts, and applicable license/credential to qualify with education and/or work experience and possess credential, if required by state/federal laws			
V.E.2.b.	Faculty Files for eval within 30 days of beginning instruction or annually (based on length of service)			
V.E.2.c.	Faculty Files for compliance with Appendix E, Section B			
V.E.2.d.	Faculty Meeting Minutes for i.-iv., evidence of distribution (i.e., email)		Faculty, Program Director(s)	
V.E.3.a.	Class Rosters, Program Schedule			
V.E.3.b.	Class rosters	Lab class	Students, faculty	use judgment related to deviations with i-vi as a guide
V.E.3.c.	ABHES Faculty Data Sheets, Teaching Schedule.		Students, faculty	
V.E.4.	Documentation of participation in at least TWO (2) in-service trainings in last 12 months (note instructional development, not professional development in the field); simulation training, if applicable			In service training relates to the art and science of being a teacher, therefore topics such as dealing with students, developing lesson plans, incorporating new learning systems, etc. If individual employed less than 12 months and does not have required training note may be put in report but cannot be a violation.

CHAPTER V

Possible Methods of Verification

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
V.E.5.	Documentation of participation in at least TWO (2) professional development activities in last 12 months.			Professional development relates to the field in which the faculty member teaches, therefore an English teacher, for example, may attend a workshop on poetry If individual employed less than 12 months and does not have required training note may be put in report but cannot be a violation.
V.F.1.	SDS sheets in labs, published policies on security, safety, and infection control which MAY include firearms, hazardous materials, exposure to radiation, blood-borne pathogens, personal protective equipment, and infectious diseases (typically in catalog or student handbook). Documentation on how policies are made available.	Review all laboratories, observe availability of policies	Program director regarding local requirements	
V.G.1.	Catalog, orientation materials, referral information, employment assistance, financial assistance, etc. Hours these services are available		Program Director / Student Services	
V.G.2.	Student files, documentation of assistance provided such as resume writing, interview practice, job postings, etc.		Student Services	
V.H.1.	Review ABHES program approval letters and verify against catalog, institution website, Enrollment Agreement and application/SER. Program Profile Grid.			Make sure to check website as well as catalog. Institutions are not allowed to advertise programs before approval from ABHES has been granted.
V.H.2.	Catalog, Website, Advertising		Admissions Staff	
V.H.3.	Advertising, Website, State and Federal Disclosures. State compliance information		Admissions Staff	Determination must be made for all 50 states if program leads to specific professional licensure or certification required for employment in the field
V.I.1.a.	Annual Report, PEP, retention documentation and backup.			
V.I.1.b.	Annual Report, PEP, credentialing documentation and			
V.I.1.c.	Annual Report, PEP, credentialing documentation and			
V.I.1.d.	Annual Report, PEP, placement documentation and backup. Meet with career/placement services to verify records are kept to support placement classifications, particularly if job title is other than program name and for unavailable graduates.		Student services personnel (career/placement services), including calling employers to validate placement for a sample of graduates.	Ensure that placement verification occurs 15 days after employment and that 15 days of employment was complete.
V.I.1.e.	PEP, completed surveys of all required constituencies			Ensure each constituency surveys contains the required questions/areas and that the PEP contains participation information
V.I.1.f.	PEP, completed surveys of all required constituencies			Ensure the PEP contains satisfaction information
V.I.2.	PEP & all items required in V.I.1.a-f; faculty meeting minutes, advisory board meeting minutes		Program Director(s), Administrative Staff	Refer to PEP Guidebook
V.J.1.	Student files for compliance with Appendix E, Section A and transcripts for requirements i.-v.			
V.J.2.	Student externship files		Program Director and/or Clinical Coordinator/Faculty	

CHAPTER VI.A				
Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
VI.A.1.	Curriculum, syllabi, Program Profile Grid, catalog			
VI.A.2.a.	Program Profile Grid, ABHES approval, catalog			
VI.A.2.b.	Syllabi/curriculum. Descriptions of courses. Articulation agreements, if applicable. Student transcripts			Note - 25% or more of program credits are completed at the institution awarding the degree
VI.A.3.	Library resource list, library budget	Learning resource center/library	Librarian/learning resource staff	
VI.A.4.	Faculty files for ABHES Faculty Data Sheet, resume, educational transcripts [minimum associates - core, bachelors - gen ed], applicable licensure. Ensure additional requirements on top of Chapter V requirements are met			
VI.A.5.	Review advertising, including website, social media, printed and video advertising. Ensure these all state nature of degree.			

CHAPTER VI.B

Possible Methods of Verification

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
VI.B.1.	Curriculum, syllabi, Program Profile Grid, catalog			
VI.B.2.a.	Program Profile Grid, ABHES approval, catalog			
VI.B.2.b.	Syllabi/curriculum. Descriptions of courses. Articulation agreements, if applicable. Student transcripts			Note - 25% or more of program credits are completed at the institution awarding the degree
VI.B.3.a	Library resource list, library budget	Learning resource center/library	Librarian/learning resource staff	
VI.B.3.b.	Librarian's employee file for educational transcripts [minimum bachelors], resume, and professional development		Librarian	
VI.B.4.	Faculty files for ABHES Faculty Data Sheet, resume, educational transcripts [minimum bachelors], applicable licensure. Ensure additional requirements on top of Chapter V requirements are met			Note - At least 50% of gen ed courses must be taught by faculty possessing masters degree or higher
VI.B.5.	Review advertising, including website, social media, printed and video advertising. Ensure these all state nature of			
VI.B.6.	Catalog (admissions policies) and student files for high school graduation or equivalent documentation.		Admissions staff	

CHAPTER VI.C

Possible Methods of Verification

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
VI.C.1.	Curriculum, syllabi, Program Profile Grid, catalog		Faculty	
VI.C.2.a.	Program Profile Grid, ABHES approval, catalog. Articulation agreements, if applicable. Student transcripts. PLA documentation.			Note - 25% or more of program credits are completed at the institution awarding the degree
VI.C.2.b.	Syllabi, Curriculum, pre-requisites, course sequencing on transcripts		On-site Administrator	
VI.C.3.a.	Library resource list, library budget	Learning resource center/library	Librarian/learning resource staff	
VI.C.3.b.	Librarian's employee file for educational transcripts [minimum bachelors], resume, and professional development		Librarian	
VI.C.3.c.	Syllabi, Curriculum	Library/learning resource center	ABHES student survey results and interviews with students, librarian, and faculty.	
VI.C.4.a.	Program Director employee file for resume, educational transcripts [minimum masters], applicable licensure		Program Director	Note - a single individual must meet these requirements (unlike the combination allowed in Chapter V)
VI.C.4.b.	Faculty files for ABHES Faculty Data Sheet, educational transcripts [minimum masters unless MD or JD justified] with at least 15 credits in content area. Ensure additional requirements on top of Chapter V requirements are met			
VI.C.4.c.	Faculty Files and ABHES Faculty Data Sheets. Teaching schedule.		Faculty, Program Director	
VI.C.5.	Review advertising, including website, social media, printed and video advertising. Ensure these all state academic nature of degree.			
VI.C.6.	Catalog (admissions policies) and student files for high school graduation or equivalent documentation.		Admissions staff	
VI.C.7.	Catalog, relevant documentation of student support services	General observation through visit	Individual(s) responsible for student services as described in standard.	

CHAPTER VI.D

Possible Methods of Verification

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
VI.D.1.	Curriculum, syllabi, Program Profile Grid, catalog		Faculty	
VI.D.2.a.	Curriculum, syllabi, Program Profile Grid, catalog, culminating assessment. Review any disclaimer or waiver provided to students regarding the 3.0 G.P.A. requirement		Interview students for knowledge of 3.0 cumulative G.P.A.	
VI.D.2.b.	Syllabi, Curriculum, Outside Class Assignments, Projects		Program Director/Director of Education	
VI.D.3.a.	Library resource list, library budget	Learning resource center/library	Librarian/learning resource staff	
VI.D.3.b.	Librarian's employee file for educational transcripts [minimum masters], resume, and professional development		Librarian	
VI.D.3.c.	Syllabi, Curriculum, Outside Class Assignments	Library/informational resource center	ABHES student survey results and interviews with students, librarian, and faculty.	
VI.D.4.a.	Program Director employee file for resume, educational transcripts [minimum doctorate], applicable licensure		Program Director	Note - a single individual must meet these requirements (unlike the combination allowed in Chapter V)
VI.D.4.b.	Faculty files for ABHES Faculty Data Sheet, resume, educational transcripts [minimum masters unless MD or JD justified] with related academic preparation. Ensure additional requirements on top of Chapter V requirements are met		Program Director/Director of Education	Note - at least 50% of faculty must have an earned doctorate
VI.D.4.c.	Faculty Files and ABHES Faculty Data Sheets. Teaching schedule.		Faculty, Program Director	
VI.D.5.	Review advertising, including website, social media, printed and video advertising. Ensure these all state academic nature of degree.			
VI.D.6.	Catalog (admissions policies) and student files for baccalaureate documentation.		Admissions staff	
VI.D.7.	Catalog, relevant documentation of student support services	General observation through visit	Individual(s) responsible for student services as described in standard.	

CHAPTER MA				
Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
MA.A.1.	Curriculum, syllabi, textbooks, Program Profile Grid, course listings and hours, student transcripts for sequencing check			When assessing program hours refer to IV.G.1.
MA.A.2.	Clinical Hours timesheets, Program Profile Grid, Catalog Externship affiliation agreements, site viability evaluations, and clinical skills evaluations, student files for CPR	Visit to extern/clinical site	Students at clinical site, site supervisor on visit, externship/clinical coordinators, program director, faculty	See also V.B.4.a. / V.B.4.b. / V.B.4.c.
MA.B.1.	Faculty file for program supervisor - including resume, evidence of education [at minimum an associate degree] (official or unofficial educational transcripts), and current certification			See also V.E.1.a.
MA.B.2.a.				(no additional requirements beyond Chapter V)
MA.B.2.b.				(no additional requirements beyond Chapter V)
MA.B.2.c.	Advisory board meeting minutes, advisory board member list		Institution's advisory board liaison, advisory board	See also V.A.5.a. and V.A.5.b.
MA.C.1.a.				(no additional requirements beyond Chapter V)
MA.C.1.b.	Supplies and equipment lists	All institution laboratories used by MA students	Program director, faculty, students regarding supplies & equipment	See also V.C.2.d.

CHAPTER MLT				
Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
MLT.A.1.	Syllabi, curriculum, textbooks, Program Profile Grid, course listings and hours, student transcripts for sequencing check			When assessing program hours refer to IV.G.1
MLT.A.2.	Externship affiliation agreements, site viability evaluations, and clinical skills evaluations	Visit to extern/clinical site	Students at clinical site, site supervisor on visit, externship/clinical coordinator, program director, faculty	If a school uses simulated experiences, there must be justification and it cannot exceed 20% of total required clinical hours in immunohematology and/or microbiology, with justification. See also V.B.4.a. / V.B.4.b. / V.B.4.c.
MLT.B.1.	Faculty file for program supervisor - including resume, evidence of education [at minimum a bachelor degree] (official or unofficial educational transcripts), and current certification			See also V.E.1.a.
MLT.B.2.a.	Faculty file for instructors- including resume, evidence of education [at minimum an associate degree] (official or unofficial educational transcripts), and current certification		Program director, faculty	See also V.E.2.a. / V.E.2.c.
MLT.B.2.b.	Class rosters, class schedule	Lab class	Students, faculty	See also V.E.3.b.
MLT.B.2.c.	Advisory board meeting minutes, advisory board member list		Institution's advisory board liaison, advisory board	See also V.A.5.a. and V.A.5.b.
MLT.C.1.a.	Supplies and equipment lists, clinical site viability evaluations	All institution laboratories used by MLT students, clinical site if supplementing campus equipment	Program director, faculty, students regarding supplies & equipment	
MLT.C.1.b.	Supplies and equipment lists, clinical site viability evaluations, lab maintenance logs (quality assurance and controls)	All institution laboratories used by MLT students, clinical site if supplementing campus equipment	Program director, faculty, students regarding supplies & equipment	

CHAPTER ST				
Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
ST.A.1.	Competency list and comparison with Core Curriculum for Surgical Technology, program goals and curriculum. Course Map document. Syllabi, curriculum, textbooks, Program Profile Grid, course listings and hours, student transcripts for sequencing check			
ST.A.2.	All current signed clinical affiliation agreements. Documentation of externship hour completion (should be with student files). Faculty files to review qualifications of clinical supervisor. Clinical log sheets that include: date, specialty of the case, student role: observation or 1st/2nd scrub, and signature of preceptor. Student clinical time sheets. Faculty assessment of student. Site viability evaluations. Clinical site license/regulatory compliance if not evident through affiliation agreement and/or site viability evaluation.	Visit to extern/clinical site	Students at clinical site, site supervisor on visit, externship/clinical coordinator, program director, faculty	Simulations may not be substituted for surgical cases required by the Core Curriculum but may be used for up to 20% of total hours in exceptional circumstances, with justification. See also V.B.4.a. / V.B.4.b. / V.B.4.c.
ST.A.3.	n/a - evaluated by PAC-ST through Annual Report process, not evaluated by the team.			
ST.B.1.	Faculty file for program supervisor - including resume, current certification, and continuing education (e.g., pursuit of advanced academic degrees and active participation in related state and national membership organizations)		Program Supervisor	See also V.E.1.a. / V.E.1.c
ST.B.2.a.	Faculty file for core instructors- including resume and current certification		Faculty	See also V.E.2.a. / V.E.2.c.
ST.B.2.b.	Class rosters, class schedule	Lab class	Students, faculty	See also V.E.3.b.
ST.B.2.c.	Faculty file for clinical coordinator - including resume, evidence of education (official or unofficial educational transcripts), and current certification		Clinical coordinator, clinical site managers, students at clinical site	
ST.B.2.d.	Advisory Board Meeting Minutes, Advisory Board Member		Institution's advisory board liaison, advisory board	See also V.A.5.a. and V.A.5.b.
ST.C.1.a.		All Institution laboratories used by ST students	Interview instructors, Program Directors, and students.	See also V.D.3.a
ST.C.1.b.	Supplies and equipment lists by specialty in the Core Curriculum	All Institution laboratories used by ST students	Program director, faculty, students regarding supplies & equipment	See also V.D.3.a

CHAPTER DAI				
Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
DAI.A.1.	Curriculum, Text Books, Program Profile Grid, course listings and hours	Classroom/lab/clinical site	Faculty and program supervisor regarding curriculum revisions	
DAI.A.2.	All current signed clinical affiliation agreements, site viability evaluations. Documentation of externship hour and competency completion (should be with student files). Clinical rosters.	Visit to extern/clinical site	Students at clinical site, site managers, extern/clinical coordinators	Note - clinical experience must be a minimum 160 hours, 60% of the time must be spent assisting in general dentistry. If a school uses simulated experiences, there must be justification and it cannot exceed 20% of total required clinical hours. See also V.B.4.a. / V.B.4.b. / V.B.4.c.
DAI.B.1.	Program Supervisor faculty file, resume, credentials and evidence of qualifications		Program Supervisor	See also V.E.1.a. / V.E.1.c
DAI.B.2.a	Faculty file for faculty - including resume		Faculty	See also V.E.2.a. / V.E.2.c.
DAI.B.2.b.	Class Rosters for 12:1 ratio for lab, Program Schedule.	Tour lab	Student surveys	See also V.E.3.a
DAI.B.2.c.	Advisory Board Meeting Minutes, Advisory Board Member list for i.-vi.		Institution's Advisory Board liaison	See also V.A.5.a. /V.A.5.b.
DAI.C.1.a.	Supplies and equipment lists for i.-xix.	All Institution laboratories used by DA students	Program Director/ faculty/ students regarding supplies & equipment	See also V.D.3.a
DAI.C.1.b.	Supplies and equipment lists for types of instruments for i.-viii.	All Institution laboratories used by DA students	Program Director/ faculty/ students regarding supplies & equipment	See also V.D.3.a
DAI.C.1.c.	Class Rosters, Program Schedule.	All Institution laboratories used by DA students	faculty/ students regarding student to machine ratio.	Note - ratio for radiography machines does not exceed 5:1
DAI.C.1.d.		All Institution laboratories used by DA students	Students and faculty, clinical faculty and dentist	
DAI.C.1.e.	Published policies on hazardous materials and blood borne and infectious diseases. Additionally, policies on blood borne and infectious diseases are made available to applicants for admission and patients.	Review all laboratories. Radiation protection and monitoring devices that are available for each student.	Program director	See also V.F.1.
DAI.D.1.a.	Published policies on radiation safety to include i.-iii.	Review all laboratories.	Program director	See also V.F.1.
DAI.D.1.b.	Published policies on radiation safety. Documentation of process of review of dosimetry reports. Dosimetry reports and exposure data distribution, as applicable.	Review all laboratories. Radiation protection and monitoring devices that are available for each student.	Program director / clinical staff/faculty, students	See also V.F.1.
DAI.D.1.c.	Published policies on pregnancy that are provided to students at enrollment. Student files, if applicable.	Dosimetry devices	Program director, students	

CHAPTER DAII				
Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
DAII.A.1.	Curriculum, Text Books, Program Profile Grid, course listings and hours	Classroom/lab/clinical site	Faculty and program supervisor regarding curriculum revisions	
DAII.A.2	All current signed clinical affiliation agreements, site viability evaluations. Documentation of externship hour and competency completion (should be with student files). Clinical rosters.	Visit to extern/clinical site	Students at clinical site, site managers, extern/clinical coordinators	Note - clinical experience must be a minimum 300 hours, 60% of the time must be spent assisting in general dentistry. If a school uses simulated experiences, there must be justification and it cannot exceed 20% of total required clinical hours. See also V.B.4.a. / V.B.4.b. / V.B.4.c.
DAII.B.1.	Program Supervisor faculty file, resume, credentials and evidence of qualifications. Needs bachelors.		Program Supervisor	See also V.E.1.a. / V.E.1.c
DAII.B.2.a.	Faculty file for faculty - including resume and current certification/registration (unless licensed as a dentist)		Faculty	See also V.E.2.a. / V.E.2.c.
DAII.B.2.b.	Class Rosters for 12:1 ratio for lab, Program Schedule.	Tour lab	Student surveys	See also V.E.3.a
DAII.B.2.c.	Advisory Board Meeting Minutes, Advisory Board Member list for i.-vi.		Institution's Advisory Board liaison	See also V.A.5.a. / V.A.5.b.
DAII.C.1.a.	Supplies and equipment lists for i.-xix.	All Institution laboratories used by DA students	Program Director/ Instructors/ students regarding supplies & equipment	See also V.D.3.a
DAII.C.1.b.	Supplies and equipment lists for types of instruments for i.-viii.	All Institution laboratories used by DA students	Program Director/ Instructors/ students regarding supplies & equipment	See also V.D.3.a
DAII.C.1.c.	Class Rosters, Program Schedule.	All Institution laboratories used by DA students	Instructors/ students regarding student to machine ratio.	Note - ratio for radiography does not exceed 5:1
DAII.C.1.d .		All Institution laboratories used by DA students	Students and faculty, clinical faculty and dentist	
DAII.C.1.e.	Published policies on hazardous materials and blood borne and infectious diseases. Additionally, policies on blood borne and infectious diseases are made available to applicants for admission and patients.	Review all laboratories. Radiation protection and monitoring devices that are available for each student.	Program director	See also V.F.1.
DAII.D.1.a.	Published policies on radiation safety to include i.-iii.	Review all laboratories.	Program director	See also V.F.1.
DAII.D.1.b .	Published policies on radiation safety. Documentation of proc	Review all laboratories. Radiation protection and monitoring devices that are available for each student.	Program director / clinical staff/faculty, students	See also V.F.1.
DAII.D.1.c.	Published policies on pregnancy that are provided to students at enrollment. Student files, if applicable.	Dosimetry devices	Program director, students	

CHAPTER DMS				
Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
DMS.A.1.	Curriculum, Text Books, Program Profile Grid, course listings and hours		Program director and faculty regarding curriculum review and mapping	
DMS.A.2. (a.)	All current signed clinical affiliation agreements and site viability evaluations. Documentation of externship hour completion (should be with student files). Review competency list and completions. Exam or case logs.	Visit to extern/clinical site, including well-roundedness of site	Students at clinical site, site managers, extern/clinical coordinators	Note - clinical staff to student ratio must be 1:1. Simulations may be substituted for up to 20% of total required clinical hours in exceptional circumstances, with justification. See also V.B.4.a. / V.B.4.b. / V.B.4.c.
DMS.A.2. (c.)	Communication documentation between site and program. Faculty file for supervising sonographer. Evidence of regular program staff visits to sites. Student clinical files. Preceptor qualifications.	Visit to extern/clinical site and review its lab facilities	Students at clinical site, site managers, preceptors, extern/clinical coordinators, program director	See also V.B.4.a. / V.B.4.b. / V.B.4.c.
DMS.A.2. (d.)	Student clinical files showing documentation of proficiency in competencies.		Program director or clinical coordinators / students who have completed different rotations	
DMS.B.1.	Faculty file for program supervisor - including resume, evidence of degrees (minimum bachelors), professional development activity, and current sonography credential. Evidence all applicable concentration certifications are covered.		Program director	See also V.E.1.a. / V.E.1.c
DMS.B.2.a	Faculty file for instructors - current certification		Faculty	See also V.E.2.a. / V.E.2.c.
DMS.B.2.b.	Class rosters and schedules for 10:1 student to faculty ratio.	Laboratory classes	Students and faculty	See also V.E.3.a. / V.E.3.b.
DMS.B.2.c.	Advisory Board Meeting Minutes, Advisory Board Member list for i.-v.; Documentation evidencing medical advisor's credentials and qualifications.		Institution's Advisory Board liaison, participating program staff and faculty	See also V.A.5.a. / V.A.5.b.
DMS.C.1.a.	Curriculum and laboratory inventory for i.-iii.	All Institution laboratories used by DMS students	Students and faculty	
DMS.C.1.b.	Supplies and equipment lists.	All Institution laboratories used by DMS students	Program Director/ Instructors/ students regarding supplies & equipment	See also V.D.3.a
DMS.C.1.c.	Laboratory schedule and supervision (class rosters), sign-in sheets, etc.	All Institution laboratories used by DMS students	Students and faculty	See also V.D.3.a

CHAPTER MTB				
Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
MTB.A.1.	Curriculum, Text Books, Program Profile Grid, course listings and hours		Faculty and program supervisor regarding curriculum revisions	
MTB.A.2.	All current signed clinical affiliation agreements, Documentation of externship hour completion (should be with student files). Review competency list and completions. Internal clinic information.	Visit to clinical site	Students doing clinical, clinical managers, extern/clinical coordinators	Simulated clinical experiences are not allowed. See also V.B.4.a. / V.B.4.b. / V.B.4.c.
MTB.A.3.	Program Profile Grid; lab syllabi. Lab course rosters/schedules.			
MTB.B.1.	Faculty file for program supervisor - including resume, evidence of degrees (minimum associates), professional development activity, and current licensure		Program Supervisor	See also V.E.1.a. / V.E.1.c
MTB.B.2.a.	Faculty file for faculty - current licensure/certification for techniques teaching			See also V.E.2.a. / V.E.2.c.
MTB.B.2.b.				See also V.E.3.a. / V.E.3.b. (no additional requirements beyond Chapter V)
MTB.B.2.c.	Advisory Board Meeting Minutes, Advisory Board Member list. Documentation evidencing credentials and qualifications.		Institution's Advisory Board liaison	See also V.A.5. (no additional requirements beyond Chapter V)
MTB.C.1.a.	Supplies and equipment lists for i.-iv.	Laboratory/classroom space		
MTB.C.1.b.	Supplies and equipment lists for i.-viii.	All Institution laboratories used by MTB students	Program Director/ faculty/ students regarding supplies & equipment	See also V.D.3.a
MTB.C.1.c.	Supplies and equipment lists	All Institution laboratories used by MTB students	Program Director/ faculty/ students regarding supplies & equipment	See also V.D.3.a (no additional requirements beyond Chapter V)

CHAPTER PHT				
Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
PHT.A.1.	Curriculum, Text Books, Program Profile Grid, course listings and hours		Faculty and program supervisor regarding curriculum revisions	
PHT.A.2. (a.)	All current signed clinical affiliation agreements, Documentation of externship hour completion (should be with student files). Review competency list and completions. Background disclosure prior to enrollment.	Visit to extern/clinical site	Students at clinical site, site managers, extern/clinical coordinators	Note - clinical experience must be a minimum 160 hours. Simulated clinical experiences may comprise up to 30% of total clinical hours with justification. See also V.B.4.a. / V.B.4.b. / V.B.4.c.
PHT.A.2. (b.)		Visit to extern/clinical site	Students at clinical site, site managers, extern/clinical coordinators	See also V.B.4.a. / V.B.4.b. / V.B.4.c.
PHT.A.2. (c.)	Communication documentation between site and program. Faculty file for clinical supervisor.	Visit to extern/clinical site	Students at clinical site, site managers, extern/clinical coordinators	See also V.B.4.a. / V.B.4.b. / V.B.4.c.
PHT.A.2. (d.)	Student clinical files showing documentation of proficiency and completion of clinicals.			
PHT.B.1.	Check on state requirements. Faculty file for program supervisor - current certification (licensed pharmacist or certified pharmacy technician), educational transcripts (minimum associates)			See also V.E.1.a. / V.E.1.c
PHT.B.2.a.	Check on state requirements. Faculty file for instructors - current certification			See also V.E.2.a. / V.E.2.c.
PHT.B.2.b.	Check on state requirements.			Note - student to faculty ratio does not exceed 12:1 in lab and cannot exceed 8:1 when performing sterile compounding. See also V.E.3.a. / V.E.3.b.
PHT.B.2.c.	Advisory Board Meeting Minutes, Advisory Board Member list for i.-iv.		Institution's Advisory Board liaison	See also V.A.5.a. and V.A.5.b.
PHT.C.1.a.	Items i.-iii.	All Institution laboratories used by PHT students		
PHT.C.1.b.	Supplies and equipment lists for i.-xxxviii.	All Institution laboratories used by PHT students	Program Director/ Instructors/ students regarding supplies & equipment	See also V.D.3.a.
PHT.D.1.	Admissions policies in catalog and documentation of passing background check in student files		Admissions staff	

CHAPTER RT				
Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
RT.A.1.	Curriculum, Text Books, program profile grid, course listings and hours (Catalog, etc.). Compare with the current version of the American Society of Radiologic Technologists (ASRT) Radiography Curriculum. JRCERT Radiography Curriculum Analysis Grid. Outcomes and curriculum review process.		Faculty regarding the curriculum. Program director regarding curriculum mapping on analysis grid and revision.	See also V.I.1.a-f / V.I.2.
RT.A.2.	All current signed clinical affiliation agreements, Documentation of externship hour completion (should be with student files). Review competency list and completions.	Visit to extern/clinical site	Students at clinical site, site managers, extern/clinical coordinators, preceptors, clinical staff, etc.	Note - clinical staff to student ratio must be 1:1. See also V.B.4.a. / V.B.4.b. / V.B.4.c.
RT.A.3.	Competency lists and evidence of check offs in student files. ARRT Didactic and Clinical Competency Requirements.		Students / faculty / Program Director	
RT.B.1.	Faculty file for program supervisor - including resume (including 3 years of FT imaging experience), evidence of degrees (minimum masters), and current certification		Program Supervisor	See also V.E.1.a. / V.E.1.b. / V.E.1.c.
RT.B.2.a.	Files and records for clinical coordinators, clinical preceptors, faculty, clinical staff - current certification		Applicable faculty	See also V.E.2.a. / V.E.2.c. and chapter VI requirements if applicable.
RT.B.2.b.	Class Rosters, Program Schedule.	Classrooms and laboratories used by RT students	faculty/ students regarding student to faculty ratio during lab.	See also V.E.3.a. / V.E.3.b. (no additional requirements beyond Chapter V)
RT.B.2.c.	Advisory Board Meeting Minutes, Advisory Board Member list		Institution's Advisory Board liaison	See also V.A.5.a. and V.A.5.b. (no additional requirements beyond Chapter V)
RT.C.1.	Supplies and equipment lists for i.-v. Lab schedules.	All Institution laboratories used by RT students	Program Director/ faculty/ students regarding supplies & equipment, supervision and safety	
RT.D.1.a.	Published policies on radiation safety including i.-v.	Review all laboratories.	Program director	See also V.F.1.
RT.D.1.b.	Published policies on radiation safety. Documentation of process of review of dosimetry reports. File for qualified individual to review radiation safety (RSO).	Review all laboratories. Radiation protection and monitoring devices that are available for each student.	Program director / clinical staff/faculty	See also V.F.1.
RT.D.1.c.	Published policies on pregnancy that are provided to students at enrollment. Student files, if applicable.		Program director	

CHAPTER IX

Possible Methods of Verification

Standard	Possible Methods of Verification			
	Document Review	Observation	Interview	Other
IX.A.1.	SAP policy as described in catalog. Student files (particularly withdrawn students).	Review Gradebook in LMS for feedback	Staff responsible for SAP monitoring (often Dean of Education). ABHES student survey results and interviews with students. Program Director/ Faculty	Check whether individuals responsible for process for distance students are the same as that for residential. If different do both follow policy for academic progress as set out by school.
IX.B.1.	Syllabi, lesson plans, curriculum, assignments. Is engagement built into the curriculum?	LMS design includes engagement, syllabi linked to LMS and contain interactive activities	Individual responsible for design of DE curriculum	Note - this is the structure not to be confused with is there substantive interaction which is IX.E.2.b.
IX.B.2.	Syllabi requirements	Review completed assignments in LMS	Program Director, Instructors	Collaborate with subject matter program specialist regarding content and rigor
IX.C.1.	Means to verify needed software and hardware.	If hardware & software is automatically checked by LMS, observe function	Individual who administers DE. Individual responsible for LMS	
IX.C.2.	Policy to authenticate student identity. Verify use of private logins/passwords. Review writing samples, if used	Observe exam proctoring software or hardware such as fingerprint analysis, if used	Individual who administers DE. Individual responsible for LMS	
IX.C.3.	Policy to protect student privacy. Verify use of private logins/passwords.		Individual who administers DE. Individual responsible for LMS	
IX.C.4.	Documentation of any 3rd party providers. Contracts for software and hardware use that allow for i.-iii.	Navigate through the LMS on- and off-site. Open class materials to check for major disruptions or unusually slow service	Individual who administers DE. Individual responsible for LMS	
IX.C.5.	Documentation of any 3rd party providers. Contracts for software and hardware use. Org. chart and enrollment. Budget.		Individual who administers DE. Individual responsible for LMS	
IX.D.1.	Review catalog, readiness review assessment and policy regarding assessment. If low score, is assistance provided?		Individual who administers DE	See also V.D.1.
IX.E.1.a.	Review individual's file for background and job description.		Individual who assesses faculty specific to the distance ed. environment. Program director	Note - this individual is separate from instructional staff
IX.E.1.b.	Evidence of coordination, facilitation, assistance to students		Interview with administrator of distance programs, faculty, student comments	Note - this individual is separate from instructional staff
IX.E.1.c.	Review individual's file for background and job description. Review faculty performance appraisals signed by this individual		Interview individual responsible for evaluating faculty in DE environment	See also IX.E.2.a.
IX.E.2.a.	Review faculty appraisals in faculty files for DE evaluation		Interview individual responsible for evaluating faculty in DE environment	Note - if faculty also teach residentially, we are looking for evaluation specific to their role in DE. See also IX.E.1.c.
IX.E.2.b.	Review syllabi and curriculum for requirements. School interaction policies.	Observe engagement in LMS -- discussion boards, grading feedback, interactive webinars, etc.	Interview individual responsible for evaluating faculty in DE environment	
IX.E.2.c.	Faculty file of individual responsible, signed competency checklists		Interview individual who evaluates student lab performance	
IX.E.3.	Review class rosters in LMS for student to faculty ratios below 25:1			
IX.E.4.a.	Review documentation of training on DE pedagogy in faculty files		Interview faculty	
IX.E.4.b.	Review documentation of training on LMS in faculty files		Interview faculty	
IX.E.4.c.	Review documentation of DE in-service training or prof. development		Interview faculty	
IX.F.1.	Review state and ABHES approvals (institutional accreditor and NC-SARA approvals, as applicable).			
IX.F.2.	Review 3rd party contracts for LMS, software, hardware, and library resources			
IX.G.1.	Review orientation provided prior to first day of class		Students	

CHAPTER IX

Possible Methods of Verification

Standard	Document Review	Observation	Interview	Other
IX.G.2.	Evidence of technical support, including how availability is made known to students	Observed in LMS	Interview with administrator of distance programs, faculty, students	Enter a help desk ticket to gauge response
IX.G.3.	Student files, catalog	Feedback in LMS gradebook. Links to student services	ABHES student surveys, student services staff	
IX.H.1.	Catalog			
IX.H.2.	Catalog, enrollment agreement, or other publication where this information is provided		Student interviews and ABHES student survey results	
IX.H.3.	Catalog, enrollment agreement, or other publication provided by the school with information on required resources.			
IX.H.4.	Catalog			
IX.H.5.	All enrollment documentation which outlines such material circumstances, student files, policy including i.-iv. regarding student location			Check on states in which the school has distance education students
IX.H.6.	All enrollment documentation which outlines such material circumstances, student files, disclosures in catalog			Check on states in which the school has distance education students