Additional Information for Use in Preparation for the Site Visit (5.2017)

The Program Director must consult with the site visit team chair before the final schedule is confirmed. This is best handled when the team chair has a copy of the proposed schedule and the site visit materials (about 6 weeks prior to the visit).

**Application of Record:**
The application submitted by the program to the ARC-PA office is considered the program’s application of record. It is one component of the official program record used by the commission throughout the accreditation review process. Site visitors have been instructed not to accept any new or revised application materials from the program at the time of the visit. If, during the process of the visit, the site visitors suggest additional information or materials be submitted to the ARC-PA office, these materials should be sent with the program’s response to observations.

**The program must have on site:**

1. A paper copy of complete application submitted by the program electronically 12 weeks prior to the site visit. The hard copy must be IDENTICAL to the electronic copy, with no changes or edits.

2. Paper copies of each document and the specific web address for each document available on the web that support the program’s compliance with the Standards must be readily available for site visitors at the time of the site visit and as requested by the commission.

3. Complete web addresses for web pages designed in support of compliance with the Standards must be readily available for site visitors at the time of the site visit and as requested by the commission.

4. Paper copies of each course syllabus supporting compliance must be readily available for site visitors at the time of the site visit and as requested by the commission.

5. Paper copies of ALL signed agreements with other entities providing didactic or supervised clinical practice experiences must be readily available for site visitors at the time of the site visit and as requested by the commission.

6. Source documents for data summaries and analysis within application and appendices must be readily available for site visitors at the time of the site visit and as requested by the commission.

7. Data and activities presented in ARC-PA TEMPLATES and program-designed graphic presentations must be verifiable. Documents and materials in support of entries must be available for review during the site visit and as requested by the commission.