



*Accreditation Review Commission on Education
for the Physician Assistant, Inc.*

Notes to Programs, Fall 2018

See also the **ARC-PA Fall Newsletter** at <http://www.arc-pa.org/accreditation/resources/notes-and-portal-updates/>

Commission Accreditation Activities 2018 September

Acknowledge program personnel changes: **14 PD, 9 IPD, 9 MD, 1 IMD**

Action Taken On:

- 3** Provisional program applications
- 2** Provisional monitoring applications
- 2** Final Provisional application - Moving from provisional accreditation to continuing
- 7** Focused probation visit – **1** is part of accreditation review
- 7** Program reports due – **1** is part of probation review

Expedited Reviews – Total **44** reviews: **42** (report due), **2** (program change)

6 Referred to full commission

5 Program Informational Items

SUBMISSION OF MANUALS AND SYLLABI WITH THE APPLICATION OF RECORD

Applications now include copies of program policy manuals and all course syllabi.

Inclusion of these documents in the application **does not negate the need to append evidence of compliance in appendices as required throughout the application.** The syllabi and manuals appended to the program's application will be used by the commission, as needed, as evidence of compliance with the Standards.

The application submitted by the program to the ARC- PA office continues to be 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 are not to accept any new or revised application materials from the program at the time of the visit.

However, the commission understands that between the time an application is submitted and the date of a site visit, syllabi, manuals and other documents may be in the process of their regular updates. Programs should not disrupt their process of updating and getting approval for course syllabi and other documents.

Programs are advised to discuss this potential situation with the site visit chair, explaining why the documents seen on site may be different from those in the application. Programs are to have both versions of the documents (those revised and those appended to the application) available for the site

visit, highlighting changes made in the revised document. Site visitors will document what was seen on site but use the materials from the application of record to determine compliance with the Standards.

QUESTIONS OR COMMENTS?

Programs that have questions or comments about these **Notes** or any issue related to the accreditation process are encouraged to contact the ARC-PA. Contact information is posted on the ARC-PA website at <http://www.arc-pa.org/contact/staff/>