



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

**DIRECTIONS FOR USING PROGRAM PORTAL TO CREATE DATA SHEET FOR APPLICATION OR REPORT TO THE ARC-PA**

Log into the Portal. From the Home Page, click on Reports on the menu to the left. Select Program Data Sheet. A Report Filter will appear.

ARC-PA Accreditation Review Commission on Education for the Physician Assistant, Inc.

Home > Reports > Program Data Sheet

Program

Reports

- Program Data Sheet
- Program Personnel Excel Export
- Program SCPE Excel Export
- Program Budget Excel Export

Program Data Sheet

Report Filter

- ☒ Select All
- ☒ Institutional Sponsor Section
- ☒ Administrative Personnel Section
- ☒ Medical Director Section
- ☒ Faculty And Staff Section
- ☒ Program Detail Section
- ☒ Campus Section
- ☒ Budget Section

Choose the first option, *Select All*. When this is selected, all other boxes will automatically be selected as they are important components of the **Program Data Sheet** for the application.

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Home > Reports > Program Data Sheet

Program

Reports

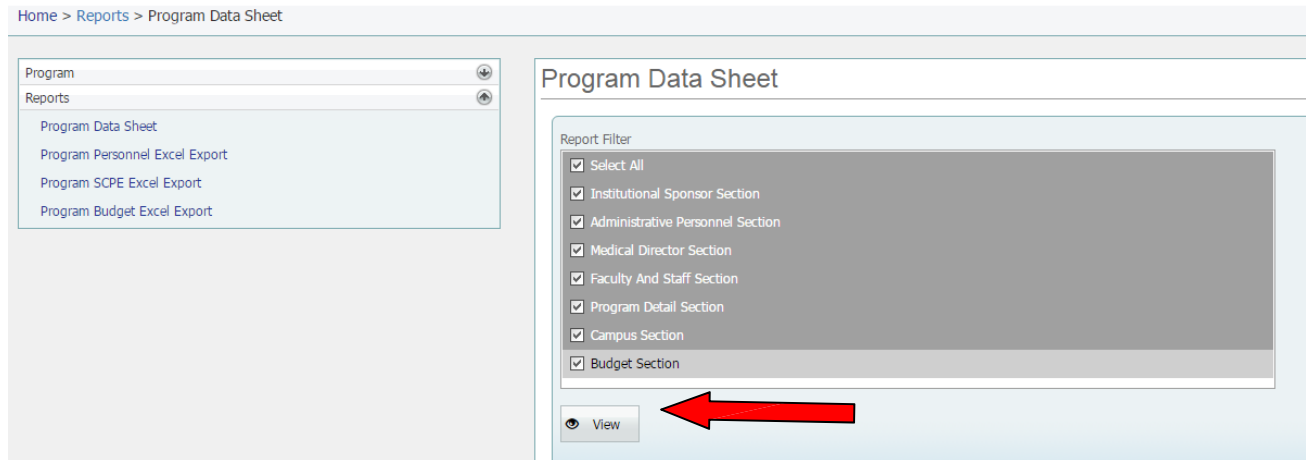
- Program Data Sheet
- Program Personnel Excel Export
- Program SCPE Excel Export
- Program Budget Excel Export

Program Data Sheet

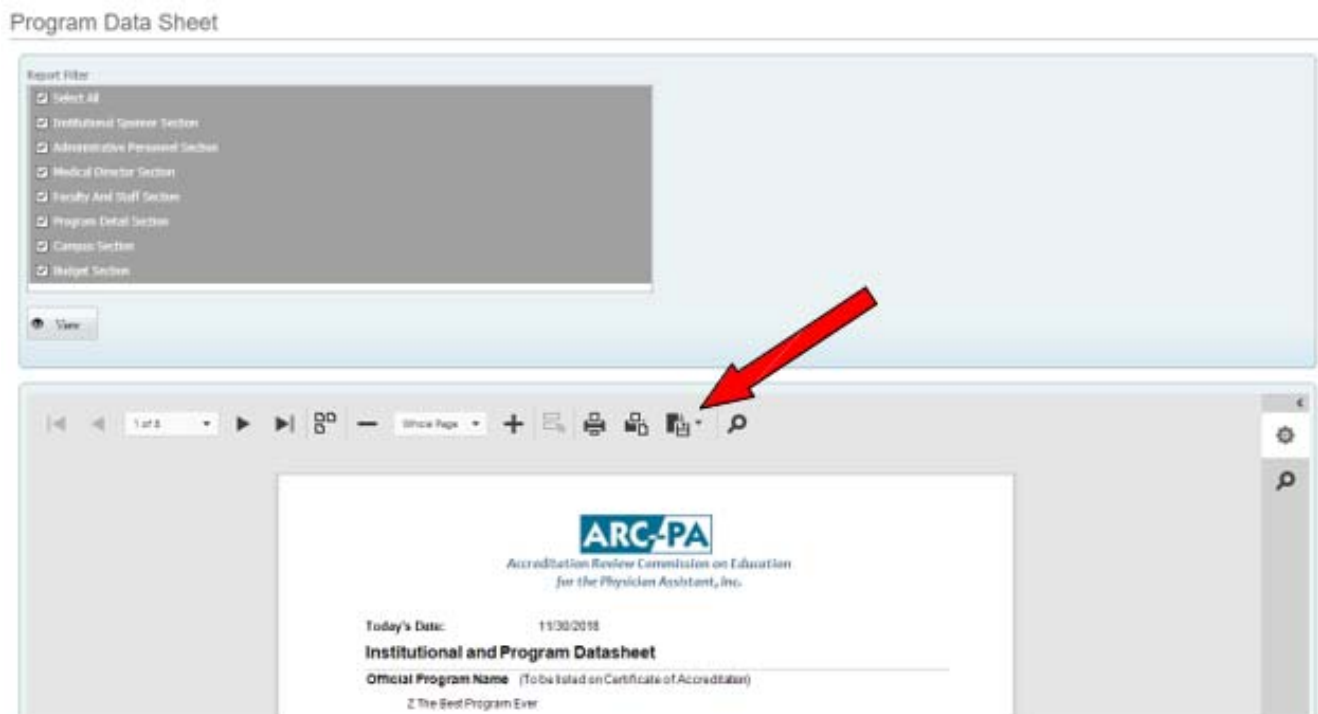
Report Filter

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Click on “View” to see the report.



Click on the icon to “Export to” This wording will appear when you hold the cursor over the disk icon.



Save the document as directed “Program Data Sheet *insert program name or abbreviation.*” **Important Note – Abbreviate as necessary; the title may not exceed 30 characters, including spaces. Do not include commas in the document name.**

Keep a copy of the document for your records. Be sure to include the e-copy in the appropriate appendix as directed in the application, form or letter from the ARC-PA.