**Virtual Site Visit Agreement**

Accreditation of PA programs is a process initiated by the sponsoring institution. It includes a comprehensive review of the program relative to the *Standards*. It is the responsibility of the PA program and the sponsoring institution to demonstrate its compliance with the *Standards*. Accreditation decisions are based on the ARC-PA’s evaluation of information contained in the accreditation application, the report of the site visit evaluation team, any additional requested reports or documents submitted to the ARC-PA by the program and the program accreditation history. All accreditation standards will be reviewed and are expected to be met, regardless of the format of the site visit.

This agreement identifies the responsibilities of the sponsoring institution, the PA program, and the ARC-PA.

 **The sponsoring institution** listed on the Application for Accreditation (the “institution”) and the PA program (the “program”) agree that:

* the only individual(s) present at virtual meetings occurring during the site visit will be the institution and program administrators, program faculty and staff, students, and program committee members as determined by the site visit team chair and as listed on the site visit agenda.
	+ All individuals participating in Zoom meetings must pre-register and be sure the name entered into their individual Zoom profile matches the name listed on the site visit agenda.
* the site visit chair has sole responsibility for the final decision regarding who should be interviewed and who may be present during the interviews.
* the program director is responsible for ensuring the confidentiality of all meetings by identifying all participants who are allowed to be present during the interviews and to the extent practical, limiting those present for interviews to only those listed on the site visit agenda.
* consultants used by the program are not to be included in any of the meetings during the visit.
* the use of any recording device by the institution or the program during any portion of the site visit is strictly prohibited.
* they will provide a virtual tour of program facilities as required by the Standards and the type of site visit or as otherwise requested of the site visit chair.
* they will provide all materials that the site visit team would ordinarily review on-site (faculty and student files, affiliation agreements etc.) in a secure document sharing application (such as Dropbox, Blackboard, etc.).
	+ The program will remove access to these materials at the conclusion of the virtual visit.
* they will participate in a scheduled pre-visit virtual meeting with ARC-PA staff to test technology and to assure any problems are identified and corrected prior to the date of the virtual site visit.
* they will ensure that contingency plans are in place should the primary technology fail at the time of or during the site visit.
* they will ensure that technology requirements are in place for all participants listed on the site visit agenda including:
* An internet connection – broadband wired or wireless (3G or 4G/LTE)
* Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
* A webcam or HD webcam - built-in or USB plug-in
* Or, a HD cam or HD camcorder with video capture card

Preceptors who may be interviewed need only be available by phone.

* the program director is responsible for informing all participants who may be present during the interviews of the *Virtual Site Visit Protocol* provided by the ARC-PA
* all other instructions (with the exception of making hotel reservations for each site visitor) described in the site visit notification letter to the program director will be followed including:
* On time submission of the program’s application
* On time submission of the program information sheet
* On time submission of the draft of the proposed schedule/agenda for the site visit

 **The ARC-PA** staff and site visitors will:

* host and control the platform for the virtual visit. Only the site visitors listed in the letter confirming the virtual site visit and ARC-PA tech support staff will have access to the virtual site visit meetings.
* schedule a pre-visit virtual meeting to test technology and identify and correct problems prior to the date of the virtual site visit.
* assist the institution with developing a contingency plan should the primary technology fail at the time of or during the site visit.
* provide the *Virtual Site Visit Protocol* to the program with the ARC-PA notice confirming the virtual site visit.
* monitor participants and ensure that only the individuals who log into the various interviews and meetings are those who have pre-registered for the site visit and whom the site visit chair has determined should be present during the interviews.
* provide instructions to the program for joining virtual meetings.
* assure that, to the extent necessary to protect confidentiality of interviewees, interviews with students, faculty, administrators etc. is accomplished with separate technology controlled by the ARC-PA, or individual telephone calls.
* assure that the password provided by the program and used to access the secure document sharing application is kept confidential
* provide the program with a list of materials to be shared via the secure document sharing application in a timely manner
* provide guidelines and training to the virtual site visit team.
* not record/archive or use audio/video recordings or chat messages sent during virtual site visit as part of the program’s comprehensive review.

**Privacy and confidentiality**:

The institution and program understand that any information or material received or generated by the **ARC-PA** in connection with the accreditation process will be kept confidential except to the extent necessary to enable the ARC-PA to make informed accreditation decisions and will not be released outside of the ARC-PA unless the institution has authorized such release or such release is required by law.

ARC-PA uses Zoom products which fall under the Zoom Privacy Policy. The institution and the program acknowledge that they are informed of and agree to the Zoom Privacy Policy. ARC-PA requires passwords for participation in all site visit meetings and will utilize the Zoom Waiting Room feature. Any Zoom URLs or passwords provided by ARC-PA will be confidential and will be given out by the institution and program only to the extent necessary to complete the site visit.

 **Chief Administrative Officer** of Program’s Sponsoring Institution:

*As listed in the Program Management Portal or on the program application (provisional only)*

 Enter name Enter date

*The name that appears here is deemed an electronic signature.*

**Program Director:** Enter name Enter date

*The name that appears here is deemed an electronic signature.*

**Executive Director ARC-PA:** Enter name Enter date

*The name that appears here is deemed an electronic signature.*