**Exceeding Class Size Explanation Form**

(standard E1.08d)

August 2021

This form is to be used by programs to **report information about numbers of PA trainees exceeding the maximum entering class size**, as noted in the class enrollments entered by the program in the PA trainee Tab of the program portal (sample screen shots below).





Be sure the PA trainee enrollment numbers entered in the program portal are accurate. Please submit this completed form as described below only if the enrollment for any class exceeds the maximum entering class size as in the portal. Retain a copy at your program.

**Program Name:** Click here to enter program name

**Date of form completion**: Click here to enter date

**Name and title of person completing this form:** Click here to enter name and title

**Date form submitted to ARC-PA:** Click here to enter date

| **Current approved maximum entering class size on file with ARC-PA and documented in portal** | **Effective Date** |
| --- | --- |
| Enter current max class size | Enter effective date  |

Enter the number of PA trainees **currently enrolled** for each class enrolled as of the date of the form completion. These numbers should match the numbers in the program portal.

|  **Number of PA trainees *currently* enrolled in each year of the accredited program:** **Total #** |
| --- |
| Cohort 1 (Starting month/year) | Enter # |
| Cohort 2 (Starting month/year) | Enter # |
| Cohort 3 (Starting month/year) | Enter # |
| **TOTAL current enrollment** | Enter total |

**Provide a** **narrative description** in the boxes below that describes the reasons the class size entered exceeds the approved maximum. Do **not** provide PA trainee names.

The descriptions below may help you in describing the reasons the class sizes listed for any year exceed the approved maximum:

* Deceleration –a PA trainee left the class in which s/he entered for reasons including allowing for remediation of deficiencies in the trainee’s knowledge and skills or personal reasons. The PA trainee remains matriculated in the clinical postgraduate program but in the new cohort.
* Leave of absence –a PA trainee was given program/institution time away from the program, typically for nonacademic reasons and returned at a later date in another cohort.

* Deferral – a PA trainee’s admission was deferred to a cohort that entered after the PA trainee’s initial application cohort.
* More PA trainees were matriculated into the program than the approved ARC-PA approved maximum entering class size due to institutional admission policies not controlled by the PA program.

**NOTE:** Do not attempt to embed any tables into the boxes as the formatting does not allow for their integrity to be maintained.

Describe the reasons for exceeding maximum class size for each of the years listed below, as applicable:

Current first cohort (listed in portal as Year 1)

|  |
| --- |
| Click here to enter text |

Current second cohort (listed in portal as Year 2)

|  |
| --- |
| Click here to enter text |

Enter other comments to help explain the excess of class size for any cohort.

|  |
| --- |
| Click here to enter text |

Provide a narrative describing the program’s actions that were identified to ensure it does not exceed max class size in the future. If no actions were identified, please indicate “Not applicable”.

|  |
| --- |
| Click here to enter text |

**SUBMISSION INSTRUCTIONS**

\*\*This form must be submitted within one week of the program’s receipt of the portal alert.\*\*

The ARC-PA will review this form and any accompanying materials either by an expedited review process or at its next regularly scheduled meeting, as determined by the ARC-PA, in March, June or September. Forms submitted on or before **December 31** are considered for the March meeting. Forms submitted on or before **March 31** are considered for the June meeting. Forms submitted on or before **June 30** are considered for the September meeting. The program may be required to submit additional information, if requested by the ARC-PA.

The program should submit this form by uploading it as an *Exceeding Class Size* *Explanation* form in the program’s portal. From the portal Program Dashboard, click on Manage Program Documents in the Action Center or click the Documents icon, which looks like several sheets of paper, in the dashboard’s upper-right corner. Click on the link to the pdf Help document “How to Upload.”

Receipt of this *Exceeding Class Size* *Explanation* will be acknowledged by the ARC-PA via correspondence sent to the program.

**Statements and Signatures**

I understand and agree that the Program will be subject to an adverse accreditation action which could include denial of accreditation or withdrawal of accreditation, and that future eligibility for accreditation may be denied in the event that any of the statements or answers made in this submitted response are false or in the event that the Program violates any of the policies governing accredited programs.

**Response Submitted by:** Click here to enter name **Date:** Click here to enter date

**Program Director:** Click here to enter name **Date:** Click here to enter date

 The name that appears here is deemed an electronic signature.

**Institutional Official Program**

**Director Reports To:** Click here to enter name **Date:** Click here to enter date

 The name that appears here is deemed an electronic signature.

\*\***Completed Statement and Signature page must be submitted with this report, otherwise the report will not be accepted**.\*\*