



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

### **Note to Programs, Summer 2018**

See also the **ARC-PA Summer Newsletter** at [www.arc-pa.org/wp-content/uploads/2018/07/Newsletter-Summer-2018.pdf](http://www.arc-pa.org/wp-content/uploads/2018/07/Newsletter-Summer-2018.pdf)

#### **SUBMISSION OF MANUALS AND SYLLABI WITH THE APPLICATION OF RECORD**

**NOTICE to programs with applications due including copies of program policy manuals and all course syllabi:** Inclusion of these documents with the application **does not** negate the need to append evidence of compliance in the appendices as required throughout the application.

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, programs may be in the process of updating their syllabi, manuals and other program documents. Programs should not disrupt their process of updating and getting appropriate approvals 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 documents. Site visitors will document what was seen on site but the will use the materials from the application of record to judge compliance with the Standards.

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.

#### **PROGRAM WEBSITE COMPLIANCE AUDIT**

The ARC-PA randomly audits all accredited program websites, checking for the *Standards* required content related to all components of standards A3.14 and A3.15.

The ARC-PA staff reviews program web sites for the presence of the required information, verifying that it is readily available and accurate. If the process finds a program not in compliance, an inquiry is sent to the program director requesting an explanation or that corrective action be taken within a specified period of time.

Programs not demonstrating compliance with standards A3.14 and A3.15 may be placed on Administrative Probation by the ARC-PA until such time as corrections are made and validated by the ARC-PA. This accreditation status is posted on the ARC-PA accredited programs web page.



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## COMMISSION ACCREDITATION ACTIVITIES 2018 JUNE

Action Taken On:

- 1** Continuing program application
- 2** Provisional program applications
- 5** Provisional monitoring applications
- 2** Final Provisional application - Moving from provisional to continuing
- 3** Program reports due

Expedited Reviews – Total **42** reviews: **32** (report due), **10** (program change)

- 3** Referred to full commission
- 22** Program Informational Items

([Accreditation actions](#) are posted on the ARC-PA website after each meeting, after all programs have been notified of commission decisions and after the deadline for any appeals which may change a program's status.)

The total number of accredited PA programs as of June 23, 2018 is **236**.

The total number of accredited **clinical postgraduate** programs at present is **8**.

There are **29** programs with an accreditation status of Accreditation-Probation

There are **67** programs with an accreditation status of Accreditation-Provisional

## 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/>