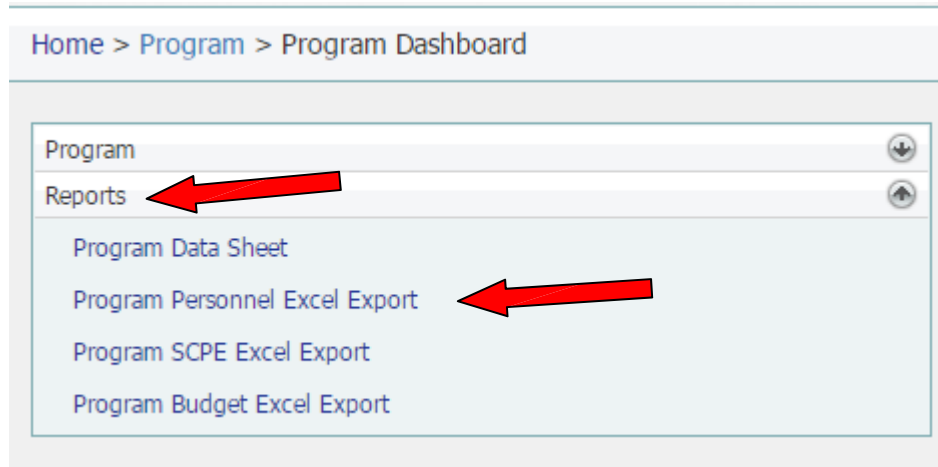




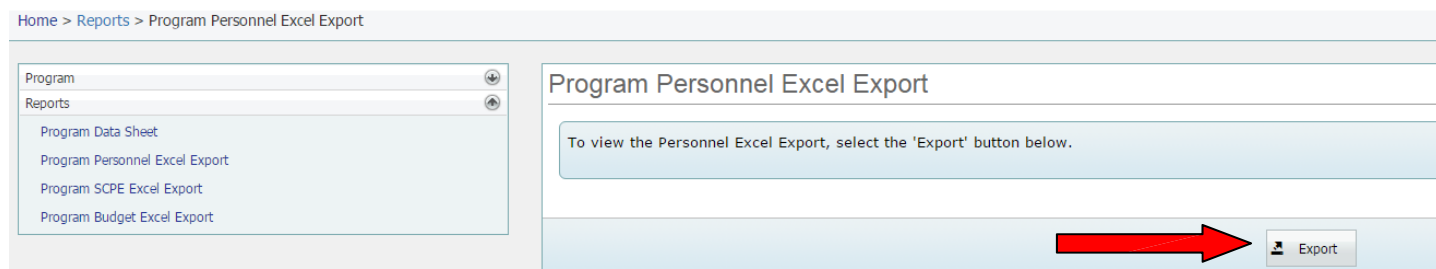
Accreditation Review Commission on Education
for the Physician Assistant, Inc.

**DIRECTIONS FOR USING PROGRAM PORTAL TO CREATE PROGRAM PERSONNEL EXCEL EXPORT
FOR APPLICATION OR REPORT TO ARC-PA**

Log into the Portal. Be sure the personnel tab is up to date. From the Home Page, click on Reports on the menu to the left. Select Program Personnel Excel Export.



Next, click on "Export."



Open the report. (Note that you may have to select "Enable Editing" in order to save the spreadsheet.)

Edit the Excel sheet by clicking on "Data" and then "Sort."

User Name	Full Name	Credentials	Standards Required Role	Program FTE %	Interim	Program Title	Email Address	Primary Phone	Primary Campus Assignment	FTE % for (Main)	FTE % for Best Prog
Bestdirector	Ms Best Director	MS, PA-C	Program Director	100.00%	Yes		juliekeenapac@gmail.com	(111) 111-3333 x303	The Best Program Ever Main Campus	100.00 %	-
bentest	Mr Ben Test Silverberg	MS, PA-C, MD	PA-C principal faculty	100.00%	No	Clinical Director	ben.silverberg@gmail.com	(111) 111-4444 x404	The Best Program Ever Main Campus	25.00 %	75.00 %
Pending	Dr Rudolph Reindeer	MD	Medical Director	50.00%	Yes	medical director	rreindeer@yahoo.com	(444) 444-5555	The Best Program Ever Main Campus	30.00 %	10.00 %
Pending	Ms Cathy Noel	MS	non PA principal faculty	50.00%	Yes	data analyst	cathy@bestprogram.edu	(111) 111-6666 x606	Best Program Distant Campus 1	-	25.00 %
Pending	Mr Paul Director	MCFDEGZ		0.00%	No	Program director	pd@best.com			-	-
Sally Lannerton	Ms Sally Lannerton	MBA	administrative support staff	50.00%	No	data analyst	susanl@ncpa.net	(770) 777-7777 x77	The Best Program Ever Main Campus	50.00 %	-
Pending	Mr William Tammaton	MBA	non PA principal faculty	0.00%	No	data analyst	lunnse@hotmail.com	(777) 777-0000		-	-
Pending	Mr Isaac Hurricane	none	administrative support staff	86.00%	No		isaac@NO.edu	(111) 321-4444	The Best Program Ever Main Campus	66.00 %	-
Pending	Ms Laura Walker	PA		65.00%	No	research coordinator	webmaster@arc-pa.org	(314) 961-1283	The Best Program Ever Main Campus	50.00 %	10.00 %
11	Dr Tammy Smith	MD		75.00%	No		tammys@best.edu	(707) 666-6578	Best Program Distant Campus 1	50.00 %	25.00 %
Pending	None Marie Woods	MD	non PA principal faculty	50.00%	No		mwoods@bestprogram.org	(203) 333-3333	Campus 2	-	-
13 pilotkeena	Ms Pilot Julie	PA-C	administrative support staff	50.00%	No		pilotkeenapacpa@outlook.com	(987) 655-4332	Best Program Distant Campus 1	-	50.00 %

Directions for Application or Report Downloads from Portal

Then click on the drop down by “Sort by” and choose “Standards Required Role” and then click on the “Order” drop down to switch to “Z to A.”

A	B	C	D	E	F	G	H	I	J
User Name	Full Name	Credentials	Standards Required Role	Program FTE %	Interim	Program Title	Email Address	Primary Phone	Primary Car
Bestdirector	Ms Best Director	MS, PA-C	Program Director	100.00%	Yes		juliekeenapac@gmail.com	(111) 111-3333 x303	The Best Pro
bentest	Mr Ben Test Silverberg	MS, PA-C, MD	PA-C principal faculty	100.00%	No	Clinical Director	ben.silverberg@gmail.com	(111) 111-4444 x404	The Best Pro
Pending	Dr Rudolph Reindeer	MD	Medical Director	50.00%	Yes	medical director	rreindeer@yahoo.com	(444) 444-5555	The Best Pro
Pending	Ms Cathy Noel	MS	non PA principal faculty	50.00%	Yes	data analyst	cathy@bestprogram.edu	(111) 111-6666 x606	Best Program
Pending	Mr Paul Director	MCFDEGZ		0.00%	No	Program director	pd@best.com		
Sally Lannerton	Ms Sally Lannerton	MBA	administrative support staff	50.00%	No	data analyst	susanl@nccpa.net	(770) 777-7777 x77	The Best Pro
Pending	Mr William Tammaton	MBA	non PA principal faculty	0.00%	No	data analyst	lunnse@hotmail.com	(777) 777-0000	
Pending	Mr Isaac Hurricane	none	administrative support staff	86.00%	No		Isaac@NO.edu	(111) 321-4444	The Best Pro
Pending	Ms Laura Walker	PA		65.00%	No				
Pending	Dr Tammy Smith	MD		75.00%	No				
Pending	None Marie Woods	MD	non PA principal faculty	50.00%	No				
pilot/keena	Ms Pilot Julie	PA-C	administrative support staff	50.00%	No				

Sort

Column: Sort On: Order:

Sort by: Order:

OK Cancel

A principal faculty	50.00%	Yes	data analyst	cathy@bestprogram.edu	(111) 111-6666 x606	Best Program Distant
Administrative support staff	0.00%	No	Program director	pd@best.com		
A principal faculty	0.00%	No	data analyst	lunnse@hotmail.com	(777) 777-0000	
Administrative support staff	86.00%	No		Isaac@NO.edu	(111) 321-4444	The Best Program Ever
	65.00%	No				
	75.00%	No				
A principal faculty	50.00%	No				
Administrative support staff	50.00%	No				

Sort

Column: Sort On: Order:

Sort by: Standards Required Order: Z to A

OK Cancel

Then click on “Add level”

A principal faculty	50.00%	Yes	data analyst	cathy@bestprogram.edu	(111) 111-6666 x606	Best Program Distant
	0.00%	No	Program director	pd@best.com		
Administrative support staff	50.00%	No	data analyst	susanl@nccpa.net	(770) 777-7777 x77	The Best Program Ever
A principal faculty	0.00%	No	data analyst	lunnse@hotmail.com	(777) 777-0000	
Administrative support staff	86.00%	No		Isaac@NO.edu	(111) 321-4444	The Best Program Ever
	65.00%	No				
	75.00%	No				
A principal faculty	50.00%	No				
Administrative support staff	50.00%	No				

Sort

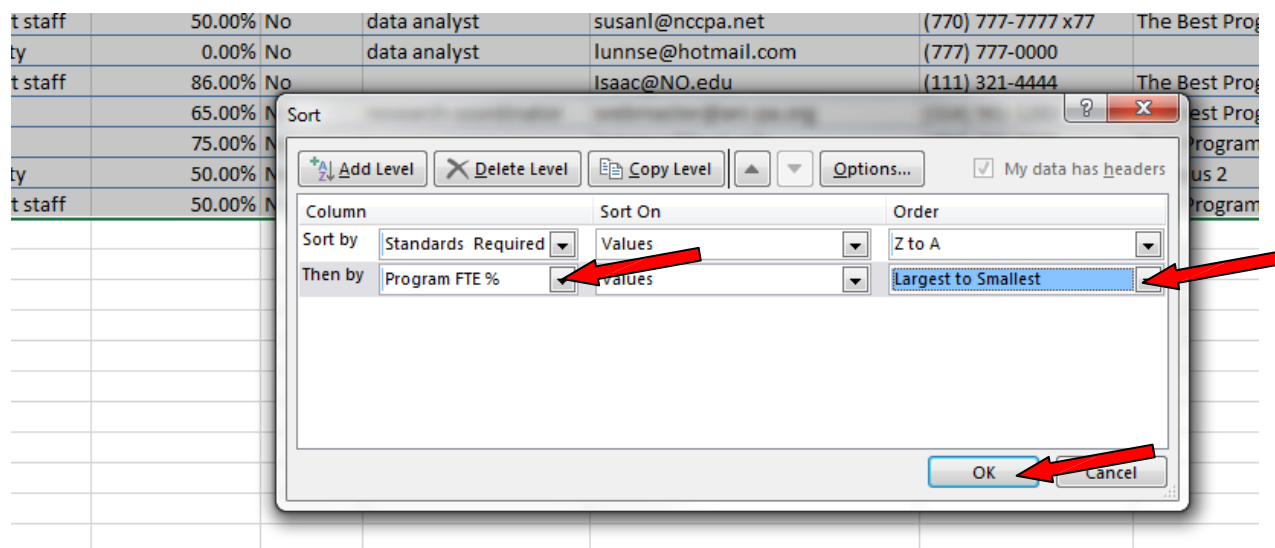
Column: Sort On: Order:

Sort by: Standards Required Order: Values Z to A

OK Cancel

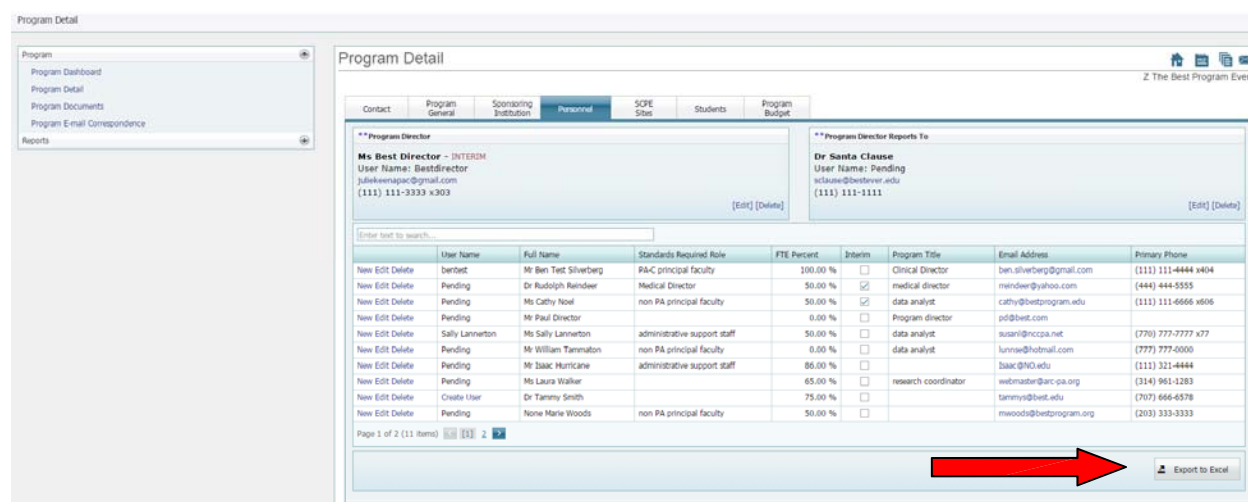
Directions for Application or Report Downloads from Portal

Click on the drop down for “Then by” and add “Program FTE%” and click on “Order” drop down to change to “largest to smallest” and click “ok.”



Save the document as directed “Program Personnel *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.**

OR the Program Personnel Report can be downloaded from the Program Detail page within the Personnel tab, by clicking on “Export to Excel.”



Open the report. (Note that you may have to select “Enable Editing” in order to save the spreadsheet.)

Edit the Excel sheet as indicated above.

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