



Policy & Procedure Manual
August 2008

CAATE Policy & Procedure Manual Table of Contents

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I. SCOPE OF COMMISSION

- A. The Commission on Accreditation of Athletic Training Education (CAATE) is the accreditation agency for Athletic Training Educational Programs. The scope of the Commission is to provide accreditation services to institutions that house Athletic Training degree programs and to verify that all accredited programs meet the minimum acceptable educational standards for entry-level Athletic Training education.
- B. CAATE delegates to its Commissioners the responsibility for assuring that accreditation actions follow due process and comply with the accreditation *Standards*.
- C. The American Academy of Family Physicians, The American Academy of Pediatrics, the American Academy of Orthopaedic Surgeons in Sports Medicine, and the National Athletic Trainers' Association (NATA), cooperate to establish the Commission on Accreditation of Athletic Training Education (CAATE).
- D. The purpose of the CAATE is to maintain and assure that the quality and content of all accredited Athletic Training Education Programs are consistent with the *Standards*.

II. RESPONSIBILITIES

Commission on Accreditation of Athletic Training Education (CAATE) is responsible for

- A. Voluntary non-governmental specialized accreditation for Athletic Training Education Programs in accredited 4-year colleges and universities.
- B. Adopting Standards that govern acceptable practices for Athletic Training Education Programs in institutions of higher education.
- C. The final decision making authority for accreditation actions
- D. Developing and maintaining a collaborative process for policies and procedures.
- E. Ensuring policies and procedures are available for the public.

The Commission is

- 1. Committed to ongoing evaluation of policies and procedures for the purpose of continuity, accountability, responsiveness, and improvement in the provision of accreditation services to our constituents.
 - 2. Responsible for the biannual review and update of the Policies and Procedures. All modifications to existing policies and procedures will be considered for impact on member institutions. Modifications will be implemented in a timely manner and be made available to the public.
- F. Maintaining a record of the organization for historical documentation and research.

- G. Encouraging innovation in athletic training educational programs beyond the requirements delineated in the *Standards*.
- H. Maintaining and making publicly available the accreditation status of all accredited programs.
 - 1. If an apparent non-compliance with the *Standards*, or program status appears in a publicly accessible format that is made known to the CAATE, the program will be sent a Letter of Concern asking for clarification.
 - 2. If a different non-compliance is discovered during any program response to the CAATE, the program will receive a Letter of Concern. Based upon the potential impact on the student, the program may have to respond to the non-compliance(s) with documentation of compliance.

III. ETHICAL STANDARDS OF PRACTICE

A. Ethical Standards

The CAATE Commissioners, staff and volunteers adhere to ethical standards of practice in all CAATE- related activities.

B. Conflict of Interest

Conflict of interest refers to any situation in which a commissioner, committee member, staff or site visitor of the CAATE stands to gain materially from his or her association with the CAATE.

- 1. A conflict of interest also exists when any Commissioner, staff or volunteer (or immediate family) of the CAATE is directly associated with or stands to realize financial or similar tangible personal or proprietary gain as a result of any action of the CAATE. Similarly, any Commissioner, staff, or volunteer shall not enter into employment relationships with persons or activities directly or indirectly detrimental to the CAATE.
- 2. All Commissioner and committee members of the CAATE will sign annually a statement that acknowledges they have read and understand CAATE's Conflict of Interest and Confidentiality Statements ethical standards policies [See Appendices]. Signed statements are maintained in the executive office.
 - a. Commissioners may not serve as Site Visitors or consultants;
 - b. Members of Review Team and Annual Report Committee may serve a Site Visitor, but not as consultants.

C. Confidentiality

The CAATE and its representatives will maintain confidentiality throughout the accreditation process. However, disclosure of certain information may be necessary to serve and protect the public interest and/or may be required by law.

D. Compensation

The CAATE recognizes the appropriateness of reimbursement for reasonable expenses incurred by CAATE and volunteers in the course of their activities on behalf of the CAATE. When traveling representing

CAATE, additional costs and accommodations above the norm will be considered on an individual request basis. Every effort will be done to keep costs reasonable. (See CAATE Reimbursement Policy below)

E. Fair Business Practices

The CAATE, the accredited programs and their sponsoring institutions must comply with principles of fair business practices.

F. Fair Education Practices

The CAATE accredited programs and their sponsoring institutions must report substantive change(s) to the appropriate parties in a timely manner. (i.e. substantive changes are any changes that would affect the sponsoring institution's compliance with the *Standards*).

G. Discrimination (**Revised 12-14-06, Effective 6-14-07**)

As a national accreditor of Athletic Training Education Programs, the CAATE values equality of opportunity, human dignity, gender, age, race, sexual orientation, cultural and ethnic diversity in all aspects related to the accreditation process. Accordingly, the CAATE prohibits and does not engage in discrimination or harassment of individuals, programs, or institutions on the basis of race, color, religion, national origin, gender, age, sexual orientation, disability or status as a veteran or disabled veteran, affiliation, status, size or fiduciary resources.

H. Ownership of Records

All materials submitted to the CAATE (e.g. Self Study documents, Rejoinder, Progress Reports, Annual Reports, and Appeals Materials) shall become the property of the CAATE and may not be returned.

I. CAATE Ethical Violations – Reporting and Investigating (**Effective 4-10-08**)

a. Reporting Ethical Issues

Athletic trainers or other individuals representing CAATE must be familiar with the CAATE Code of Ethics. Lack of awareness or misunderstanding of ethical standards is not in and of themselves a defense to a charge of unethical conduct.

When an athletic trainer or other individual serving as a representative of CAATE violates any ethical standard, an investigatory process will entail. If an athletic trainer or other individual serving as a representative of CAATE during a site visit or review of accreditation materials encounters obvious illegal acts, he/she has an obligation to report such violation to the CAATE President.

If an athletic trainer, athletic training student, college administrator, or other individual is uncertain whether a particular situation or course of action violates the CAATE Code of Ethics, the person should first contact the CAATE Executive Office where the correspondence will be referred to the CAATE President and the CAATE Ethics Committee Chair.

b. Ethical Violations of CAATE Representatives

1. If, during an official site visit or other activities under the auspices of CAATE, any representative who violates an ethical standard of CAATE, disciplinary action could occur.
2. Reports of violations may be submitted by any athletic trainer, athletic training student administrator or other individual involved during a site visit or other activity under the auspices of CAATE.
3. Alleged violations must be submitted, in writing through the CAATE Executive Office, to the CAATE President, postmarked within 2 weeks of the incidence.
4. If the CAATE President, in consultation with the CAATE Ethics Committee Chair, deems the violation/s has/have merit, he/she will select a subcommittee (i.e., CAATE Ethics Review Panel) consisting of three individuals on the CAATE Ethics Committee to evaluate the merits of the allegation(s).
5. Initial disciplinary actions may include removal as a site visitor, or CAATE committee membership sanctions for a period of 1 to 5 years.

c. Full Investigative Procedures

If the CAATE President, in consultation with the CAATE Ethics Committee Chair, determines a violation may exist, he/she will convene a sub-committee made up of three committee members from the CAATE Ethics Committee to conduct an investigation to clarify, expand, or corroborate the information provided by the submitted individual. This sub-committee shall be referred to as the CAATE Ethics Review Panel. At this time, the person who potentially violated the CAATE Code of Ethics will be notified by the CAATE Ethics Review Panel in writing, to inform him/her of: (a) the nature of the allegation, (b) the obligation to cooperate fully in the investigation and (c) the opportunity to request a hearing on the challenge before the CAATE Ethics Review Panel. This notification will be given to the subject of the allegation by certified mail from the CAATE office.

Should a Commissioner of CAATE or the Chair of the Ethics Committee be named in the complaint; this/these individual(s) will be administratively released of their CAATE duties/responsibilities until such time that the complaint is fully investigated and resolved. Should the complaint involve a Commissioner, other existing CAATE Policies and Procedures will be

instituted to resolve the change in responsibility and an appropriate replacement will be named.

Investigations involving challenges are conducted in confidence, with all written communications sealed and marked "Personal and Confidential" and conducted objectively, without any indication of prejudice. An investigation may be directed toward any aspect of an inquiry or challenge which is relevant or potentially relevant.

The CAATE Ethics Review Panel will investigate all claims, interview necessary persons or other duties as deemed necessary. The investigation will take place within 30 days of submission of materials from the CAATE Ethics Chair/CAATE President to the CAATE Ethics Review Panel.

If, after completion of the investigation by the CAATE Ethics review Panel, there is a preponderance of evidence indicating the subject of the allegation failed to meet a provision (or provisions) of the CAATE Code of Ethics, an advisory opinion will be written by the CAATE Ethics Review Panel interpreting their findings and the specific code violation. This opinion will be submitted to the CAATE President/Commission who may accept, reject or modify any recommendations made by the CAATE Ethics Review Panel. If there is insufficient evidence to formally act on the allegation, the CAATE Ethics Review Panel will send a recommendation of "No Action" to the CAATE President/Commission.

The advisory opinion submitted by the CAATE Ethics Review Panel to the CAATE President/Commission shall also identify a recommended sanction for the violation. Any of the following sanctions may be imposed on the individual found guilty of violating a provision (or provisions) of the CAATE Code of Ethics: a) admonition, b) reprimand, c) administrative suspension, d) suspension for a designated period.

d. Appeals

Only the individual who is being investigated may appeal an adverse decision. If an appeal is requested by the individual, a second, independent panel (i.e., the CAATE Ethics Appeal Panel) will be convened by the CAATE President. The CAATE Ethics Appeal Panel will consist of any three or more Ethics Committee members or members from the Annual Report Committee, other than (a) the CAATE President or other CAATE Commissioner, (b) CAATE Ethics Committee members who assisted substantially in the initial investigation (i.e. on the Ethics Review Panel), and (c) any CAATE Ethics Committee or Annual Report Committee member who has a significant relationship with the appellant. The CAATE Ethics Appeal Panel and the appellant may call witnesses,

who are subject to cross examination and questioning by the CAATE Ethics Appeal Panel and the appellant. During the appeals process, the CAATE President may confer with legal counsel to determine the continued status of the individual with the CAATE.

To request a hearing before the CAATE Ethics Appeals Panel, the appellant shall notify the CAATE Executive Office by certified mail, return-receipt requested, that the individual wishes to appeal the decision. The CAATE Executive Office shall then notify the CAATE President and Chair of the Ethics Committee of the request for appeal. This notification must be received within thirty (30) calendar days after receipt of the letter advising the appellant of the CAATE's decision following the full investigation.

The appeal must comply with the following: a) The decision being appealed, b) The date of the decision, c) Why the individual feels the decision is wrong or was improperly rendered, d) The redress sought by the individual.

The CAATE Ethics Appeals Panel will review the initial complaint, full investigation procedures, findings of the full investigation and actions taken by the CAATE as well as any additional information presented by the appellant. The Ethics Appeals Panel shall then submit an advisory opinion regarding the appeal and recommend to the CAATE Commissioners one of the following actions:

1. Dismiss the original complaint and findings and set aside the original action taken.
2. Reopen the investigation and request additional information;
3. Uphold the original findings but modify the sanctions, e.g., reduce or increase level of discipline or modify requirements; or
4. Uphold the original findings and sanctions

Recommendations to the CAATE Commissioners from the Ethics Appeal Panel and the Commissioners' decision regarding the appeal are final and binding.

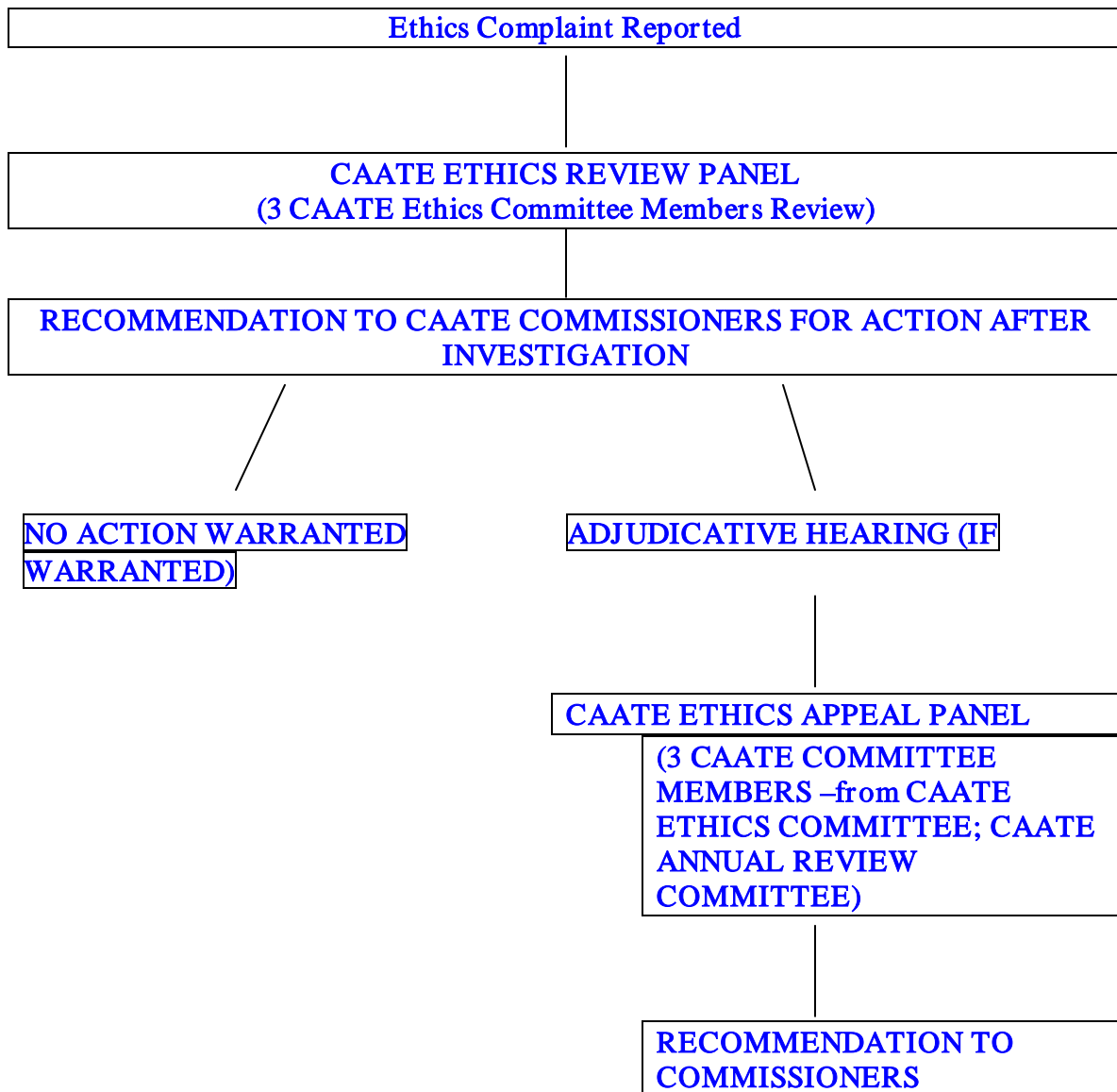
The appellant shall be notified by the CAATE President through certified mail of final action of the appeals process within 30 calendar days of the Commissioners' final decision.

e. Maintenance of Records of Closed Ethics Investigations

The records for all ethics investigations found to have merit shall be sealed in an envelope with only the name, action taken and date of final action on the outside. This record is maintained by the CAATE Office for storage and safekeeping. Scanned copies of these documents may also

be maintained following current practice of the CAATE. This record is to be kept indefinitely. Any records associated with an investigation that is dismissed without action will be destroyed.

Ethical Violation Flowchart



CAATE REIMBURSEMENT POLICY: (Added 12-14-06, Effective 6-14-07)

1. CAATE representatives who attend meeting/programs at the request of the CAATE to represent the CAATE shall have their customary and reasonable travel expenses (e.g. airfare/mileage, lodging, meals, registration) reimbursed by the CAATE.

2. CAATE representatives who are requested to attend meetings/programs
 - D. by meeting planners to represent the CAATE shall forward the request to the CAATE **President** for approval, prior to making any commitment to represent the CAATE. The requesting organization shall provide registration, one night's lodging, and transportation costs, only if those are standard for other speakers, for the CAATE representative. Transportation costs, if not provided, and meals for the CAATE representative will be reimbursed by the CAATE, as long as the trip has been pre-approved. As much as possible, requests for CAATE representatives to attend meetings/programs should be coordinated such that the representative is attending a meeting that they would normally be attending and/or is near their home.

1. CAATE representatives who are performing CAATE business (e.g. CAATE committee meeting, site visitor training), in conjunction with another meeting/program (e.g. NATA Symposium, Educator's Conference) shall have expenses for one night's lodging and one day of meals reimbursed by the CAATE per day of CAATE business.

* For the purpose of this policy, CAATE representatives refers to CAATE Commissioners, Committee members, or other invited guests/members.

IV. INSTITUTIONAL AUTONOMY

The CAATE conducts business with respect for the sponsoring institution's autonomy, self-governance and self-management within the scope of the Standards.

A. Rights of Institutions Sponsoring Programs

There are specific rights of institutions that sponsor a CAATE-accredited program. These rights complement the responsibilities that are stated and implied in the *Standards*. Identified below are amplifications on selected responsibilities from among those stated in the CAATE *Standards*.

1. Sponsorship

The institution has the right, without approval from the CAATE, to define and establish its own organizational and administrative structure and management. The institution has a responsibility for maintaining administrative and academic control over its affiliates, and for assuring quality, availability of resources, supervisory accountability for and integrity in the education conducted within its affiliates.

2. Resources

The institution has the right:

- a. To choose its own financial practices, including those for raising and allocating funds, and for budgeting, accounting and auditing. The institution has a responsibility to ensure that there are sufficient funds to sustain the quality of the program until commitments to currently matriculated students are satisfied.
- b. To assess qualifications, hire, promote, grant tenure, assign duties, and apportion the time for program administrators, faculty and support staff in accordance with its own policies. The institution has the right to monitor and provide opportunities for the continuing competence of its faculty by the most appropriate and feasible means at its disposal. The institution has a responsibility to monitor and promote the continuing competence of its faculty and to assure that members are knowledgeable and effective in teaching the assigned subjects.
- c. To identify and hire individuals to assume the responsibilities of each designated administrative position. The institution has a responsibility to select individuals who are qualified, as demonstrated by significant competence in or potential for competent administration.
- d. To determine, within the constraints of its available resources, the number of students who may be enrolled in the program. The institution has a responsibility to assure an adequacy of resources for the support of enrolled students.

3. Curriculum

The institution has the right, while abiding by the *Standards*, to determine the format, sequence, duration, and methods of instruction for the curriculum. The institution has a responsibility to design a curriculum in a sequence and process that is based upon a sound educational rationale, and that promotes efficient and effective learning, with a major focus on problem-defining and problem-solving skills related to the profession.

4. Students

The institution has the right, while abiding by the Standards to:

- a. Establish admission requirements and to select students in accord with its policies.
- b. Determine the manner in which it maintains permanent student records. The institution has a responsibility to retain official records for each student so that documentation of the student's attendance and performance is available, if needed, by the graduate or external agencies in later years.

5. Fair Practices

The institution has the right to determine the manner in which it observes and satisfies the fair practice requirements of accredited programs.

6. Self-Evaluation

The institution has the right to define its own means of conducting on-going self-evaluation. The institution has a responsibility to prepare the Self-Study Report in a format acceptable to the CAATE. Refer to Comprehensive Review documentation.

B. Requirements for Institutions Sponsoring Accredited Programs

The CAATE requires institutions, applying for the accreditation of athletic training educational programs, to be institutionally accredited by a

recognized accrediting body or by a body otherwise acceptable to the CAATE.

V. GENERAL CHARACTERISTICS OF A SPONSORING INSTITUTION

A sponsoring institution must:

1. Demonstrate evidence of sound financial support of the educational program on a current and continuing basis.
2. Appoint faculty to the program based on established criteria for eligibility, including professional and academic qualifications.
3. Assume primary responsibility for curriculum planning and selection of course content.
4. Exercise primary responsibility in coordination of classroom teaching and supervised clinical experience in simulated, as well as in actual clinical facilities.
5. Receive and process applications for admission to the program.
6. Accept qualified applicants, who are then enrolled as full or part-time students, with all customary privileges for use of available student services and facilities.
7. Have final authority over any affiliated institutions regarding the aforementioned criteria when students will ultimately graduate from the primary institution granting the athletic training education.
8. Grant a degree as evidence of completion of the program.
9. Report programmatic change to the CAATE (See section XXV).
10. Demonstrate punctuality in submitting required reports
 - a. Automatic Administrative Probation will be assessed on programs that submit reports beyond required deadline as determined by the postmarked date of sent material (see Sections V.10 and XXVI)
11. Be factual in reports submitted to the CAATE
 - a. Institutions submitting erroneous information or falsifying documents will be addressed by the Ethics and Professional Responsibility Committee.
 - b. Programs submitting false, inaccurate, or otherwise purposefully erroneous material to the CAATE, after appropriate due process, may be sanctioned with negative accreditation actions consistent with the infraction.

VI. CAATE ANNUAL DUES AND FEES

The CAATE assesses dues and fees that are necessary and reasonable. These fees are established by the CAATE Executive Council and assessed annually to each accredited program at the sponsoring institution

- A. The Commission will review all fee increases in order to determine if they are reasonable.
- B. The Commission will make an appropriate announcement of a change in its fee structure in advance of implementation.
- C. Institutions that sponsor both undergraduate and entry-level graduate programs must pay the annual program fee for each program.

- Regarding fees for institutions housing two programs, beginning with academic year 2007-2008, the annual fee will be \$1575; however, in 2008, institutions housing two programs will be assessed an annual accreditation fee of \$2100 (\$1050 billed for each program). **(Added 7-15-2006, Effective 7-15-07)**
- D. Annual Dues and fees invoicing procedures for Institutions that sponsor a CAATE-accredited program:
1. A CAATE cover letter and invoice will be addressed to the Program Director and Department Chair (or other administrative designated recipient). The letter will include an itemized invoice that will delineate both the required fees, as well as an administrative fee due in Net 60 days. Annual fees will be mailed on July 15th and will indicate that payment is due by September 15th. Site Visit expenses, as well as administrative fees, will be sent within one month of the completion of the site visit.
 - a. If payment is postmarked on or before the deadline, the Administrative fee will be discounted.
 - b. If payment is postmarked after the deadline, the administrative fee will not be discounted and must be paid, along with the required fee, within 30 days.
 - c. For every 30 day period, beyond the original deadline, an additional \$50 will be added to the administrative fees for a maximum of \$200 in administrative fees.
 2. If any of the fee deadlines fall on a weekend or holiday the date due will be the first business day following the stated due date.
- E. Procedures for Those Institutions Failing to Pay Fees/Dues by December 15th
1. Sponsoring institutions that do not respond and/or that remain unpaid as of 90 days beyond the required deadline, will be placed on Administrative Probation for failure to comply with the administrative responsibilities for payment of the CAATE fees.
 - a. This letter will be addressed to the CEO of the sponsoring institution with copies to the Dean and Program Director(s).
 - b. This letter will inform the institution that if payment is not received and postmarked within 60 days of the date of the letter of notification.

NOTE: Administrative Probation will be converted to Probation, which will become public record and require immediate public notification of all current and prospective students by the institution. This Probation action may not be appealed; all financial concerns must be rectified in a timely manner to prevent involuntary withdrawal of accreditation.

2. If full payment is received after the 90 day notice, but before the 60 letter of notification deadline, notice of removal of the administrative probation will be sent to the sponsoring institution's CEO with copies to the Dean and Program Director(s).

3. Failure to pay by February 15th will result in a change of accreditation status to Probation. This Probation action may not be appealed.
- F. All fees paid to the CAATE for accreditation services, annual fees, for site visit related expenses, or for other services provided by the CAATE are non-refundable. If errors are made in fee payment, it will be the responsibility of the appropriate party to notify the other of the error.
 - a. It will be the responsibility of the institution to notify the CAATE of overpayments made in error. The amount of overpayment will be credited to the institution's account with the CAATE; however, no monies will be returned to the institution.
 - b. If an institution has underpaid a required fee, it will be the responsibility of the CAATE to notify the institution and request additional payment. Institutions making payments after the required deadline will be assessed the administrative fee and placed on Administrative Probation in accordance to policy (Section VI. D &E). **(Added 10-20-06, Effective 10-20-07)**

VII. FIDUCIARY RESPONSIBILITIES

The CAATE invests its financial resources prudently to optimize the return on investments, while assuring safety and needed liquidity necessary to provide accreditation services to its institutions.

VIII. ORGANIZATION OF THE COMMISSION

- A. The Governing body of the Commission shall be the Executive Council (EC). This Council consists of five (5) BOC certified athletic trainers, four (4) sponsoring organization representatives, one (1) public member, and one (1) institution administrator.
 1. The Executive Council shall include the elected positions of **President, Vice-President, Treasurer, and Secretary (Edited 11-10-07, Effective 08-08)**
 - a. Officer elections require a majority vote of the EC quorum at an official meeting of the EC.
 - b. Quorum shall be 60% of the eligible voting members.
- B. Authorized Representative for the CAATE
The **President** serves as the authorized representative for the CAATE and the Executive Council and shall preside over all Commission Meetings. If the **President** is unable to participate the order of succession is as follows: **Vice President, Treasurer and Secretary.**
- C. Duties of Executive Council
The duties of the Executive Council include:
 1. Transact business pertaining to the CAATE, including all accreditation actions.
 2. Approve all amendments to Policy and Procedures of the CAATE prior to the vote on the amendment by the membership.
 3. Approve all amendments and changes to the *Standards* prior to implementation.

4. Members of the Executive Council shall vote upon all matters under the direct responsibility of the CAATE.
5. It shall be their responsibility to conduct appropriate business and to hold elections for officers within the EC.
6. Serve as liaisons to CAATE committees.
 - a. Liaisons shall provide written synopsis of all meetings to the EC within 15 days of each meeting.
7. Keep abreast of the changes in athletic training education that are outside of the scope of the CAATE, as well as those issues related to BOC certification and appropriate state credentialing of entry-level athletic trainers.

IX. TERMS OF OFFICE

- A. All EC positions are three-year terms.
- B. Individuals may serve no more that 2 consecutive terms.
- C. Whenever possible, appointments on committees shall be staggered.
- D. All terms begin in June 1
- E. Terms end after the summer meeting
- F. An elected EC Chair may serve up to one (1) additional term after serving on the Commission.

X. QUALIFICATIONS AND SELECTION FOR COMMISSIONERS

A. Selection of Certified Athletic Trainer Commissioners

1. Qualifications for an ATC Commissioner must include
 - a. Current national certification and be in good standing with the Board of Certification (BOC)
 - b. A minimum of 5 years as a BOC-credentialed certified athletic trainer
 - c. Demonstrated Leadership Abilities
 - d. No Negative Practice Sanctions (State/BOC)
 - e. Current or past CAATE program experience (**Edited 11-10-07, Effective 11-07**)
 *Please note previously, Commissioner had to be CAATE Site Visitor qualified, this qualification was deleted effective 3-2008
2. Selection
 - a. A slate of candidates is selected by the Nominating Committee
 - b. Final selection by majority vote of CAATE accredited programs
 - c. One (1) vote per CAATE accredited program.
 - d. If the majority vote is not attained, a second election shall be held between the top two candidates as determined by the number of votes received.

B. Sponsoring Organization Representative Member Commissioners

The Sponsoring Representative shall be eligible to serve as **President** of the Commission, and is eligible to vote.

1. Qualifications
 - a. Active member of his/her sponsoring organization

- b. Holds appropriate state credential to practice, or otherwise qualified as determined by the sponsoring organization
- 2. Selection shall occur by the sponsoring organizations.
- C. Public Member Commissioner**

The Public/Professional Representative shall not be eligible to serve as **President** of the Commission, but is eligible to vote.

 - 1. Qualifications for the Public member
 - a. An informed person with a broad, community point of view, who can contribute an outside perspective on accreditation issues.
 - b. Cannot be a current or past member of a profession whose educational programs are accredited by the CAATE.
 - 2. Selection
 - 1. Likely candidates are solicited from recommendations by the CAATE-accredited institutions.
 - 2. Appointed by Nominating Committee.
- D. Administrator Member Commissioner**

The Administrator Representative shall be eligible to serve as **President** of the Commission and is eligible to vote.

 - 1. Qualifications
 - a. Employed at an institution with a CAATE-accredited program
 - b. Chair or Dean (or higher)
 - c. May not also be a current ATEP Program Director
 - 2. Selection
 - (1) Likely candidates are solicited from recommendations by the CAATE-accredited institutions
 - (2) Appointed by Nominating Committee

XI. THE CAATE COMMITTEES

The **President** shall appoint all Committee Chairs and Committee members with the approval of the Commission. Members of the Commission shall serve as an ex-officio member of all committees, except the Election/Nomination Committee if he/she is running for office.

- A. Terms of Office
 - 1. Three year appointment
 - a. **ARC appointments are April-April (Added 4-2007, Effective 4-2007)**
 - 2. May not serve more than 2 consecutive terms
 - 3. Staggered re-appointments if possible
- B. Application materials shall include
 - 1. Current vita
 - 2. Letter of interest for a specific committee
 - 3. One letter of recommendation
 - 4. Submit 3 references with phone numbers and emails
 - 5. Evidence of good professional behavior
 - 6. Evidence of commitment to athletic training education

C. Review Committee

1. Qualifications
 - a. Pass CAATE Standards test
 - b. Complete CAATE Site Visitor Training
 - c. Current Qualified CAATE Site Visitor
 - d. Completed one (1) CAATE site visit
 - e. Receive positive Site Visitor Peer Evaluation/Program Administrator Evaluation (PAE) [Edited 11-10-07, Effective 11-07]
2. Selection
 - a. Submit interest to nominating committee
 - b. Qualified candidates are reviewed by the Commission
 - c. Final selection determined by the Commission
 - d. Review of application materials as defined in XIB.
3. Duties/Roles & Responsibilities
 - a. Work with Site Visit to prepare report
 - b. Review of material of rejoinder
 - c. Review progress reports
 - d. Make recommendations to the CAATE regarding accreditation actions as per the operation procedures of the Commission

D. Annual Report Committee

1. Qualifications
 - a. Pass CAATE Standards test
 - b. Complete CAATE Site Visitor Training
 - c. Current Qualified CAATE Site Visitor (Edited 11-10-07, Effective 11-07)
2. Selection
 - a. Submit interest to nominating committee
 - b. Qualified candidates are reviewed by the Commission
 - c. Final selection determined by the Commission
 - d. Review of application materials as defined in XI B.
3. Duties/Roles & Responsibilities
 - a. Develop annual report and annual report audit requirements
 - b. Evaluate annual report and annual report audit submissions
 - c. Make recommendations to CAATE regarding accreditation actions

E. Site Visit Committee

1. Qualifications
 - a. Pass CAATE Standards test
 - b. Complete CAATE Site Visitor Training
 - c. Current Qualified CAATE Site Visitor
 - d. Completed one (1) CAATE site visit
 - e. Receive positive Site Visitor Peer Evaluation/Program Administrator Evaluation (PAE) [Edited 11-10-07, Effective 11-07]
2. Selection
 - a. Review of application materials as defined in XIB.

3. Duties/Roles & Responsibilities
 - a. Assist in training site visitors
 - b. Develop and monitor quality control mechanisms relative to the site visit process
 - c. Develop appropriate evaluation tools for collecting data relative to the effectiveness of site visit process
 - d. Assist with writing standards exam
 - e. Develop and maintain procedures of standard practice for the conduct of on site visits
 - f. Disseminate feedback to site visitors
 - g. Act as a Third observer when needed during site visits
 - h. Work with the CAATE office to schedule/assign site visitors
 - i. Assist in development/refinement of site visit materials
 - j. Make recommendations to the Commission for the retention of Site Visitors

F. Finance Committee

1. Qualifications
 - a. Commission Member
2. Members of the Finance Committee consist of:
 - a. Treasurer
 - b. At least one Physician sponsoring organization representative
 - c. ATC Commission member
 - d. Public member
3. Duties/Roles & Responsibilities
 - a. Oversee fiduciary functions and responsibilities of Commission
 - b. Work with auditor, accountant, to ensure financial records are current, appropriately managed and meet all regulatory controls.
 - c. Oversee investments to maintain financial security of Commission (e.g. financial risk, liquidity)
 - d. Approve disbursements over \$1,000.

G. Quality Assurance Committee

1. Qualifications/ Professional Standards
2. Selection
 - a. Selected by the Commission from the Nominating Committee
3. Duties/Roles & Responsibilities
 - a. Review all available data and to determine the effectiveness of the CAATE in meeting the stated mission and goals
 - b. Review professional behaviors of representatives of CAATE

H. Appeals Committee (Ad Hoc Committee)

1. Qualifications
 - a. Experienced site visitors with no conflicts of interest to applicable parties.
 - b. Other members by the Commission's discretion.

- c. Approved by Institution and or individual cited.
- 2. Selection
 - a. Chosen by Commission.
 - b. Selected by Commission.
- 3. Duties/Roles & Responsibilities
 - a. See Appeals Process (Section XXIII)

I. Nominating Committee

- 1. Qualifications/Selections
 - a. Two (2) Members of the Commission
 - b. Two (2) Former members of the CAATE/JRC-AT or PEC
 - c. One (1) current Program Director
 - d. Selected by Commissioners

The committee shall consist of one member of the board, two past members, one active site visitor, and one program director
- 3. Duties/Roles & Responsibilities
 - a. Identified qualified candidates for CAATE positions
 - b. Review credentials and professional qualifications
 - c. Create a slate of qualified candidates for all positions
 - d. Create a slate for election

J. Standards Committee (Ad Hoc Committee)

- 1. Qualifications
 - a. Be a current CAATE Commission or meet the following criteria:
 - i. Pass CAATE Standards test
 - ii. Complete CAATE Site Visitor Training
 - iii. Current Qualified CAATE Site Visitor
 - iv. Complete one (1) CAATE site visit
 - v. Receive positive Site Visitor Peer Evaluation/Program Administrator Evaluation (PAE) [Added 11-10-07, Effective 11-07]

K. Ethics and Professional Responsibility Committee

- a. Receive complaints regarding ethics/behaviors

L. Report Lines for Committees

- a. All self-initiated Committee activities and actions will be considered Recommendations for the Commission, and therefore, before anything final is disseminated outside of the Commission (e.g. to ATEPs or Site Visitors), it must, at minimum, be reviewed by the **President and Vice-President**. If the **President** determines that the matter requires a full-Commission vote, then she/he will bring it to the Commission either via email vote (if appropriate) or it will become part of the agenda for the next meeting (i.e. conference call or face-to-face).

- b. If Committees have been charged with a specific task, it will move forward with that task, while keeping the Commission Liaison apprised of its actions and progress, and the Commission Liaison will keep the Commission Chair informed.
- a. All CAATE public communication (outside of our Committees or the Commission) will be done through the CAATE Office, rather than through individuals or institutions. All CAATE public communications must be approved by the CAATE [President](#) (and [Vice-President](#) in her/his absence).

XII. **COMMISSION MEETINGS**

- A. All business meetings of the CAATE Commission are conducted in open sessions.
- B. All Accreditation and personnel actions are conducted in closed sessions.
- C. The CAATE meets at geographically convenient locations voted on by the Commission.
- D. The CAATE meets at least twice each calendar year for the purpose of reviewing accreditation recommendations presented by either the Review Committee or Annual Report Committee. The Commission reviews accreditation recommendations for the following statuses of public recognition:
 - 1. Initial Accreditation
 - 2. Continuing Accreditation
 - 3. Table
 - 4. Probation
 - 5. Withhold or Withdraw
- E. Meetings shall be conducted in the following order:
 - 1. Establish a quorum
 - 2. Approval of previous minutes
 - 3. Administrative actions remaining/held over from the last Commission meeting
 - 4. Current actions
 - 5. Financial Report
 - 6. Accreditation Actions
 - 7. New Business
- F. Final actions of the business meetings shall be posted in a public format
 - 1. No accreditation action shall be published until the accreditation action recommendations have been acted upon by the CAATE
 - 2. A summary of accreditation actions taken by the Commission will be published by the CAATE in a public format within 10 business days after each meeting.

XIV. **PUBLIC NOTIFICATION OF A PROGRAM'S ACCREDITATION STATUS**

- A. The CAATE confers the following statuses of public recognition related to accreditation:

1. *Accreditation: Initial or Continuing*
 2. *Probationary Accreditation*
 3. *Administrative Probationary Accreditation*
 4. *Withhold Initial Accreditation*
 5. *Withdraw Accreditation: Voluntary or Involuntary*
- B. The CAATE provides the public with information about a program's accreditation status upon request and as required by law.
 - C. The CAATE considers a program that is on probation to retain its status as an accredited program. The CAATE web site will reflect those changes.
 - D. The CAATE discloses the probationary status of a program in all responses to telephone and written inquiries.
 - E. Upon written request, CAATE will release the Letter of Notification of Probationary Accreditation that has been mailed to the institution. This letter includes the time period for which the program is to remain on probation and citations to the sections of the *Standards* in which the program is deficient.
 - F. The CAATE discloses the accreditation status of all programs on the CAATE web site.

XV. PUBLIC USE OF CAATE ACCREDITATION STATUS BY PROGRAMS AND SPONSORING INSTITUTIONS

- A. The CAATE requires institutions and programs to be accurate in reporting to the public the program's accreditation status.
- b. Publication of a program's accreditation status must include the full name, mailing address and telephone number of the CAATE.
- c. The CAATE requires a program institution to inform all current students and applicants in writing of the program's accreditation status in cases of change of accreditation status.
- d. If a program has not yet been accredited by the CAATE, it must make no reference to accreditation status.
- e. A Program shall not hold itself out privately or publicly to be CAATE-accredited until it receives formal notification of accreditation status from the CAATE.
- f. If a program has CAATE accreditation, it must use the following language when referring to that accreditation in a publicly accessible document:

“(Name of program) is accredited by the Commission on Accreditation of Athletic Training Education (CAATE), 2201 Double Creek Drive, Suite 5006, Round Rock, TX 78664 (512) 733.9700”
- g. If a program has been placed on Probationary Accreditation by CAATE, it must disclose this sanction whenever reference is made to its accreditation status in publicly accessible documents:

“(Name of program) is accredited by the Commission on Accreditation of Athletic Training Education (CAATE). The program

has been placed on Probationary Accreditation as of (date of Probation action) by the CAATE, 2201 Double Creek Drive, Suite 5006, Round Rock, TX 78664 (512) 733-9700."

- a. Since Probationary Accreditation is a temporary status, publications that are published less frequently than once a year (e.g., catalogues) are not required to carry the above wording. However, if such publications are distributed to the program's current students or potential applicants, the program must ensure students and applicants are made aware of the accreditation status of the program.
- b. Any promotional pieces, print advertisements or areas on the program's website that make reference to accreditation status must include the above language about Probationary Accreditation.
- h. Institutions and institution personnel improperly citing a program's accreditation status can lead to Administrative Probation
- I. Policies for Using the CAATE Logo(s)

The regular CAATE logo is reserved exclusively for use by the CAATE, unauthorized use of the CAATE logo is a violation of copyright and trademark law. Variations of the logo are available for use by the CAATE accredited programs or other persons or institutions who request, in writing, authority to use the CAATE logo(s). The CAATE logos may not be used until the user obtains written permission from the CAATE. The CAATE makes variations of its logo available for specific uses. Programs accredited by the CAATE have default permission to use the following logos:

 - "This Program is Accredited by the Commission on Accreditation of Athletic Training Education"*
 - "Link to the Commission on Accreditation of Athletic Training Education"*

These logos must be used exactly as they were created, without changes in color, verbiage, typeface or otherwise altering the appearance of the logo(s). The regular CAATE logo is reserved exclusively for use by the CAATE.

XVI. THE ACCREDITATION PROCESS

There are specific procedures followed by the CAATE Commission to ensure consistency in decision-making for accreditation and quality in the educational program. Each aspect is identified in detail in the Appendices, *Standards* and on the CAATE web site. An overview is as follows:

A. Candidacy

(NOTE: no new Candidacy programs are being accepted as of February 2006)

1. A Candidacy process had been designed to assist new athletic training education programs in their development and preparation for

accreditation. This two-year (minimum) process culminates in the submission of a Self-Study to CAATE for review under the 2005 Standards for an Accredited Educational Program for the Athletic Trainer. Completion of Candidacy requirements does not guarantee accreditation. An overview of the Candidacy process and the associated required documents can be found on the CAATE website

2. While a program may advertise that it has applied for or attained candidacy status by the CAATE, the Program also must state that this status does not guarantee accreditation.
3. Candidacy Process
 - a. Candidacy documents submitted by an ATEP are reviewed by designated Candidacy Reviewers on an annual basis.
 - b. Candidacy reviewers determine whether candidacy documents are appropriate and sufficient to meet the minimum requirements delineated in the Candidacy materials.
 - c. Failure to meet the minimum Candidacy requirements for submission will result in a rejection of the submitted Candidacy materials and will prevent an ATEP from being permitted to progress within the Candidacy Process.
 - d. A \$500 candidacy fee is required for each year of candidacy.

B. Accreditation

Initial or continuing accreditation actions occur on cycles that are no longer than five years for initial accreditation and ten (Added 8-2008, effective AY 2007-2008) years for continuing accreditation. The initiation of an accreditation cycle requires a comprehensive review to determine compliance with the Standards.

1. Application for Accreditation

Currently-accredited programs or those requesting initial accreditation review must apply for a comprehensive review for accreditation on or before June 1st or September 15th of the year preceding the end of their accreditation cycle or end of the candidacy period. Application materials must include:

 - a. CAATE Application for Accreditation Services,
 - b. \$500 application fee, and
 - c. Comprehensive self-study.
2. Accreditation Process
 - a. Self-study documents submitted by an ATEP are reviewed by a designated Site Visit Team consisting of two qualified evaluators.
 - (1) Failure to submit the required self-study documents within the designated time period will result in first a warning (30 days past deadline) for required submission, then revocation of accreditation at the end of the Athletic Training Education Program's accreditation cycle.

- b. A site visit team is identified by CAATE and assigned to the accreditation review for the ATEP.
- c. The site visit team, consisting of at least two members representatives of the professional groups comprising the accreditation commission will be forwarded the self-study materials to review and compare to the Standards in advance of the site visit.
- d. The site visit team will coordinate a two or three-day on-site visit that includes an agenda for visit on dates agreeable to both parties. In the event that not all courses have been or are being taught and/or not all clinical components implemented by the time of the site visit, the request for a comprehensive accreditation review will be denied. The institution is given a preliminary oral report of the findings of compliance with the standards at the conclusion of the site visit
- e. Following the site visit, the Site Visit team will submit a preliminary report to a representative team of CAATE for review and assistance in consistent formatting.
- f. The ATEP will receive a final written copy of the site visit team report and have 30 days to submit a rejoinder in response to the site visit team's findings to comment and provide clarification and/or additional data and correct factual errors.
- g. The site visit team and the CAATE representatives will review the rejoinder and make comments and recommendations to CAATE for action.
- h. Programs will receive written documentation from CAATE regarding the status of their program following regularly scheduled Commission meeting for accreditation actions
- i. Programs are granted 45 days, following the receipt of the official correspondence, to seek clarification of the requirements and requests delineated in this official correspondence by the CAATE. The CAATE will not respond to questions regarding clarification of the *Standards* outside of the standardized process that requires all questions to be submitted to the CAATE Office, in writing or electronically, by the 1st of every month for inclusion in the monthly conference calls. In all cases, the CAATE will not respond or review materials, in advance of the submission of the Progress Report, Annual Report, or Rejoinder, in advance of the required submission. (Added 5-2007, Effective 5-2007)
- j. **Programs applying for continuing accreditation and having zero citations remaining after the review of the initial site visit report rejoinder may be awarded a maximum accreditation award of ten (10) years. Other programs applying for continuing accreditation and having remaining citations requiring a follow-up progress report will only be awarded a maximum accreditation time of up to seven (7) years. (Added 8-2008, Effective AY 2007-2008)**

C. Administrative Requirements for Maintaining Accreditation –

Accreditation bears with it certain institutional administrative responsibilities. Failure to meet any of the following administrative requirements may lead to administrative probationary action and ultimately to probation and the involuntary withdrawal of accreditation. Administrative probation is rescinded immediately upon the rectification and verification that all deficiencies have been corrected and/or that fees have been paid. To maintain accreditation, the following actions are required:

1. The Program must submit the *Self-Study* or, if requested, the required progress report within the timeframe determined by the CAATE based on the availability of specific documentation being requested.
2. All CAATE-accredited programs must submit a self-study and have an on-site review at least once every seven years.
3. The institution's administration officials must inform the CAATE of changes in all required Program personnel (e.g. Program Director, Clinical Instructor Educator, Medical Director) and/or Administrative personnel (e.g. President, Dean, Department Chair) within 60 days of the change. See Section XXV.
4. The sponsoring institution must inform CAATE of its intent to transfer program sponsorship in accordance with CAATE policy, including the completion of a new CAATE "Application for Accreditation Services" form. Applying for a transfer of sponsorship does not guarantee that transfer of accreditation will be granted.
5. The program must pay CAATE fees within Net 60 days. Failure to submit payment will result in the program not being reviewed if applying for initial accreditation, or for continuing programs being placed on administrative probation. See Section VI.
6. The sponsoring institution must inform CAATE in writing of any adverse decision affecting its institutional or state accreditation within 30 days of such action. Written notification must contain the administrative signature of the president/CEO. See Section XXV
7. The sponsoring institution must inform CAATE in writing, within 30 days, of any intended substantive changes in the institution or program. Written notification must also contain an appropriate administrative signature of an administrator who has the authority to speak and act on behalf of the institution. See Section XXV. Specific changes that must be reported include:
 - a. Institution's mission or objectives if these will affect the program,
 - b. Institution's legal status or form of control,
 - c. Degree or credential level,
 - d. Changes in academic credit and/or course name/number and,
 - e. Changes in clock or credit hours, length, or required courses for successful completion of a program.

D. Annual Reporting Requirements

The institution sponsoring the program must complete an annual report designed to document continued compliance with the Standards.

1. An annual report must be submitted by the designated date.
 - a. Failure to submit the annual report as required will result in administrative probation.
 - b. Administrative Probation will be converted to Probation with a requirement for submission of additional materials, with the maximum penalty of a mandatory comprehensive review, if report is not received within thirty (30) days of the original submission deadline. See also Section V.10.
 - c. Programs submitting annual reports after the deadline will be required to participate in the audit process.
2. Institutions self reporting a non-compliance(s) with one or more Standard(s) will be required to submit additional documentation, as requested by CAATE, demonstrating current compliance. See also Section II.H.2.
3. Additional materials may be requested as needed by CAATE for verification or clarification.
4. Failure to demonstrate compliance with the Standards included in the Annual Report will result in accreditation action.
5. Failure to self-report, or fail to truthfully self-report non-Compliance with the Standards will result in Probation. See also Section V.10.
6. Ten percent of the annual reports will be selected for a more comprehensive audit of the Standards examined in the Annual Report. Those programs submitting materials after the required deadline will be included in that 10% of programs audited
 - (1) Failure to provide requested audit materials or discovery of a misrepresentation will result in Probation.

E. Voluntary Withdrawal of Accreditation

Any institution sponsoring a program may request a voluntary withdrawal of accreditation from CAATE at any time. To initiate a voluntary withdrawal the institution must notify the CAATE executive office in writing of its desire to discontinue the program's accreditation status. The notification must:

1. Be signed by the president/CEO or an administrator who has the authority to speak and act on behalf of the institution,
 - a. Indicate when the last class of students graduated or will graduate,
 - b. The desired effective date of the voluntary withdrawal, and

- c. The location where all records for students who have completed the program will be kept.

F. Accreditation Actions

1. Initial Accreditation
Initial accreditation refers to the first time a program receives accreditation through CAATE. The maximum length of initial accreditation is five (5) years.
2. Continuing Accreditation
Accreditation status awarded to programs currently accredited by CAATE. The maximum length of continuing accreditation is seven (7) years.
3. Probation
 - a. Probationary actions are levied on currently accredited programs that fail to maintain compliance with the *Standards*.
 - b. If the recommendation of the CAATE is Probation, then the sponsoring institution is provided the opportunity to request reconsideration within 15 days of notification or to demonstrate compliance with the designated Standard(s) within a specified time.
 - c. Reconsideration of a recommendation for probationary accreditation is based on conditions existing both when the Commission arrived at its recommendation and on subsequent documented evidence of corrected deficiencies provided by the institution.
 - d. Failure to provide evidence documenting compliance with the designated *Standard(s)* may result in either a withdrawal of accreditation or require the submission of a comprehensive self-study and site visit at a time outside of the Athletic Training Education Program's normal accreditation cycle.
 - e. A program may only be on probation for up to two (2) years.
4. Administrative Probation
 - a. Administrative probationary actions are levied on currently accredited programs that fail to follow administrative requirements of an accredited program.
 - b. Administrative Probation may be converted to Probation within 30 days of either non-response or inefficient documentation of implementation of corrective behaviors to be in compliance with the Standards by the Athletic Training Education Program.
 - c. CAATE awards of Probationary Accreditation are final and are not subject to appeal. However, the sponsoring institution may voluntarily withdraw its application for

accreditation anytime prior to CAATE's action for probation.

5. Withholding or Withdrawing Accreditation
 - a. Before accreditation can be withheld or withdrawn, the CAATE must provide the sponsoring institution with the opportunity to request reconsideration within 15 days of notification. CAATE's reconsideration of a recommendation for withholding or withdrawing accreditation is based on conditions existing both when the committee arrived at its recommendation and on subsequent documented evidence of corrected deficiencies provided by the institution. The sponsoring institution may choose to voluntarily withdraw its application for accreditation anytime prior to CAATE's final action.
 - b. The CAATE decisions to withhold or withdraw accreditation may be appealed. A copy of the CAATE Appeals Procedures for Withholding or Withdrawing Accreditation is enclosed with the letter of notification of negative accreditation actions.
 - c. When accreditation is withheld or withdrawn, the sponsoring institution's chief executive officer is provided with a clear statement of each deficiency and is informed that if the institution chooses not to appeal that the institution may newly apply for accreditation once the program is believed to be in compliance with the accreditation Standards.
6. Tabled Action

On rare occasions, an accreditation action may be Tabled to allow sufficient time for necessary documentation to be submitted. Tabled actions may not be used in situations where non-compliances with the Standards will negatively impact the students' education and/or health and safety.

G. Inactive Programs

1. A program may request inactive status from CAATE for up to, but not exceeding, two years. No students may be admitted or enrolled currently in an inactive program.
2. The institution is responsible to provide evidence that currently enrolled students have been notified of the inactive status and are still receiving the education delineated in the accreditation documents last received by CAATE.
3. To reactivate a program, the institution must inform CAATE in writing of its intent to do so and complete a limited report documenting the current status of the program.

4. The program and its sponsoring institution must continue to pay all required fees while inactive in order to maintain its accreditation status.
5. A program that does not enroll students for more than two years is considered discontinued and will have its accreditation involuntarily withdrawn.

H. Administration

1. All materials submitted to CAATE become the property of CAATE. Under no circumstances will property of CAATE be returned to an institution or to an individual.
2. The policies and procedures of CAATE are not contained wholly in this document, but will be available in a public forum. Those policies and procedures included in this document and the *Standards* Sections K-N, like all CAATE policies and procedures, are subject to review and revision by CAATE. All currently-accredited programs and those in candidacy will be notified of changes to policies and/or procedures that affect accreditation at the time of the change.
3. All CAATE accreditation actions will be made available in a public forum and are required as part of the accreditation process.

XVII. THE STANDARDS FOR ACCREDITATION

- A. The *Standards for the Accreditation of Entry Level Educational Programs for the Athletic Trainer (Standards)* are followed by institutions in preparing entry-level athletic trainers. It is the responsibility of each institution to demonstrate compliance with these *Standards* in order to obtain and maintain recognition as a CAATE-accredited Athletic Training Education Program.
- B. Institutions are encouraged to develop programs that substantially exceed these *Standards* through the development of sound innovative educational approaches.
- C. All CAATE accreditation standards include outcome measures. All accreditation standards are relevant and, to the extent possible, have been determined to be reliable and valid in regards to the requirements describes in the *Standards*.

XVIII. ACCREDITATION ACTIONS

- A. Accreditation is granted by the CAATE; therefore, the CAATE is responsible for all written communication with the sponsoring institution and its program(s) regarding its accreditation status. All notification(s) of accreditation status including: initial, continuing, transfer of sponsorship, withhold, withdraw (voluntary or involuntary), probationary accreditation, administrative probation and extension of date for next comprehensive review must come from the CAATE office, on CAATE letterhead.

B. Possible Accreditation actions include

If Currently:	Then Accreditation status could be:
Initial Accreditation	Initial Withhold Table
Accredited (Initial)	Continuing Probation Withdraw
Accredited (Continuing)	Continuing Probation Withdraw
Administrative Probation	Probation Remove Administrative Probation
Probation	Continuing Withdraw Remove Probation
Table	Initial Withhold

XIX. STATUSES OF ACCREDITATION NOT REQUIRING COMMISSION ACTION

- A. The statuses of Administrative Probation, Voluntary Withdrawal of Accreditation and Voluntary Inactive Accreditation do not require a vote by the CAATE; however, a plan for the currently enrolled students must be submitted for approval.
- B. Administrative Probation
 Programs may be placed on Administrative Probation; this status is not disclosed to the public. Prior to a program being placed on Administrative Probation, the program must be informed twice, in writing, that it is in danger of being placed on Administrative Probation if the specified requirements are not met. Generally speaking, a program is placed on Administrative Probation as a result of the non-payment of fees, (e.g. late fees, late report, [repeated] consistent paperwork issues – not following directions) failure to submit an annual report or progress report and/or failure to notify the CAATE of changes in program personnel or other significant changes to the program within 30 days, to ensure continuation of accreditation (See Section III of the *CAATE Standards*). Ultimately, a recommendation for Probation may result if the administrative concerns are not resolved in a reasonable length of time as defined by CAATE.
- C. Voluntary Withdrawal of Accreditation
 A program may voluntarily withdraw from the CAATE system of accreditation at any time. A program that wishes to voluntarily withdraw must make this request, in writing, to CAATE using the appropriate

template letter. The request must be signed by the CEO of the institution or by another designated individual who has the authority to speak on behalf of the institution. CAATE will notify the BOC and remove the program from all relevant lists and databases. Voluntary withdrawals require no formal action by the CAATE Commission. This status will be indicated in program files maintained by CAATE. The Program also must provide documentation of how currently enrolled students will be protected and assisted in identifying an appropriate academic program. The program must provide documentation available to the public that the Athletic Training Education Program has voluntarily withdrawn from accreditation

D. Voluntary Inactive Status

Programs may request a period of inactive status. A program may remain inactive for up to one year. During this time, the program is required to pay all CAATE fees. No students may be enrolled or be matriculating in the program during the time period in which the program is inactive. To request an inactive status, a program must submit the appropriate CAATE Request for Inactive Status letter. The program must provide documentation available to the public that the athletic training education program has voluntarily sought inactive from accreditation

XX. INTERVAL BETWEEN COMPREHENSIVE PROGRAM EVALUATIONS

- A. CAATE accreditation is not time limited, but remains in place until another action is taken.
- B. The interval between comprehensive program evaluations shall be a maximum of 5 years for initial and 10 maximum years for continuing.

XXI. ACCREDITATION PROCESSES FOR TRANSITION OR MULTI-LEVEL PROGRAMS IN ONE INSTITUTION

- A. Transition of professional (entry-level) programs [bachelors↔entry-level masters)

CAATE supports both types of professional entry-level education (bachelors and entry-level masters). To that end, the accreditation requirements for entry-level graduate education programs are the same as those requirements for undergraduate programs. If an institution has two types of professional education programs, each program will be reviewed and evaluated separately. Likewise, each program will be assessed separate annual program fees.

1. Dissolution of One Program and Creation of a New Program

Institutions with an existing-accredited undergraduate or entry-level graduate program, who wish to offer the opposite type of professional education program and eliminate the existing program (Undergraduate → Entry-level Graduate, Entry-level Graduate → Undergraduate) must provide the CAATE with the following documentation.

- a. Letter of request for change in accreditation services, signed by the University/College Chair or CEO.
 - b. A plan that explains the method(s) by which this change will occur. This plan must include the following:
 - (1) Date when (New) students will be admitted to this new program.
 - (2) Date when the first cohort of New students are expected to graduate
 - (3) Date when current program will admit its last cohort of (current) students
 - (4) Date when last cohort of current students are expected to graduate
 - (5) Notification of the type (undergraduate or entry-level graduate) of professional education program to be offered.
 - (6) The personnel/faculty responsible for the oversight of the new program.
 - c. The Institution is required to participate in a comprehensive review for accreditation during the year that the first new cohort of students will graduate.
 - (7) New students will not be eligible for the BOC examination until the new program is accredited.
 - (8) All New courses must be taught to the new cohort or in the process of being taught to the new cohort at the time of the comprehensive review that includes the on-site visit.
 - (9) Current students will no longer be eligible for the BOC examination after the date indicated in the submitted institutional plan.
 - (10) Should the final date for graduation of current students change, it is the responsibility of the institution to inform the CAATE of the change, as well as the revised date of graduation of the current students. *NOTE: The BOC will not accept candidates for the BOC exam from educational programs not accredited and recognized by the CAATE.*
2. Creation of a Second Professional Education Program
- If an institution has an existing CAATE-accredited program and would like to add another type of professional entry-level education program, the institution is required to follow the procedures delineated below.
- a. Submit a letter of request for change in accreditation services, signed by the University/College Chair or CEO.
 - b. Submit a plan that explains the method(s) by which this change will occur. This plan must include the following:
 - (1) Date when (New) students will be admitted to this new program.
 - (2) Date when the first cohort of New students are expected to graduate
 - c. Provide a list of the personnel/faculty responsible for the oversight of the new program.
 - d. The Institution is required to participate in a comprehensive review for accreditation during the year that the first new cohort of students will graduate.

- (1) New students will not be eligible for the BOC examination until the new program is accredited.
- (2) All New courses must be taught or in the process of being taught at the time of the comprehensive review that includes the on-site visit.
NOTE: The BOC will not accept candidates for the BOC exam from educational programs not accredited and recognized by the CAATE.
3. The timing of a Comprehensive Review for a institution that houses two programs may coincide. While the review of the new program cannot be altered, the review of the existing program may be moved earlier to coincide with the new program review.

XXII. COORDINATED ON-SITE EVALUATIONS

- A. The institution may request to have coordinated site visits for institutions that house both undergraduate and entry level masters educational programs.
- B. Accreditation Procedures for Institutions that offer both Undergraduate and Entry-Level Masters Programs in Athletic Training
- C. The CAATE accredits Athletic Training Education Programs; therefore, the status of one academic program in athletic training does not affect the accreditation status and qualification of the other. Each academic program must meet the accreditation Standards for that program to be recognized with the CAATE accreditation. Should an institution's undergraduate program be placed on probation, this would not necessarily affect the entry-level graduate program.

XXIII. APPEAL OF ADVERSE ACCREDITATION ACTIONS

The Commission on Accreditation of Athletic Training Education provides a program's sponsor institution the mechanism to appeal an accreditation decision to withhold or withdraw accreditation.

A. Procedure:

1. The Chief Executive Officer of the program's sponsoring institution may file a Notice of Appeal of a CAATE action of Withhold or Withdraw Accreditation, addressed to the Chair of CAATE, and mailed to the CAATE Executive Office to the attention of the Chair. The Notice of Appeal must be postmarked within 15 days of the receipt of CAATE's letter of adverse accreditation action, which said letter shall be sent by CAATE Certified-Return Receipt Requested or next day delivery.
2. At any time prior to the hearing date, the program's sponsoring institution may inform CAATE in writing that it waives the hearing and chooses to have the appeal decided on the written materials only. Under this circumstance: the Appeal Committee

- shall meet within 45 days of the completion of Steps 3 through 8; only the Appeal Committee, its legal advisor, and staff to maintain the record shall be present; the Appeal Committee shall complete its responsibilities in Step 11 within 20 days of its meeting; Steps 12 through 15 shall be completed as stated; and expenses incurred shall be apportioned as described in Step 9.
3. Upon receipt of the Notice of Appeal, CAATE shall immediately reinstate the status of public recognition held prior to the decision being appealed, that is accredited programs remain accredited and unaccredited programs remain unaccredited.
 4. Within 30 days of the postmark of the Notice of Appeal, the program's sponsoring institution shall submit six (6) copies of its Statement of Appeal. This Statement shall indicate the basis for the appeal as 1) that the record does not support the decision; and/or 2) that due process and proper procedure were not followed. The Statement of Appeal shall present point-by-point all aspects of the decision that the program sponsor believes warrant reversal and the complete rationale for the program sponsor's position(s) with appropriate supportive documentation.
 5. Within 45 days of the postmark (sent by CAATE or from Program) of the Notice of Appeal, CAATE shall send to the program's sponsoring institution the names of at least five (5) individuals who meet the requirements of an Appeal Committee member.
 7. Within 10 days of receipt of the list, the institution shall designate to CAATE three (3) of the individuals listed who shall become the members of the Appeal Committee. In the event the institution does not respond by the deadline or fails to designate three individuals, the Chair of CAATE shall appoint, within 5 days after the institution's deadline, from the list as many members as are needed to create a three (3) member Appeal Committee. The Chair shall designate one of the members to be the Chairperson.
 8. Within 10 days after constituting the Appeal Committee, each Appeal Committee member shall be provided with the complete accreditation record that existed at the time of the CAATE recommendation for withdrawal/probation/etc the Statement of Appeal submitted by the institution and any correspondence between CAATE and the institution A list of all materials comprising the complete record shall be made and provided to the institution.
 9. Within 15 days after constituting the Appeal Committee, a hearing shall be scheduled to be conducted as soon as feasible, preferably within 45 days after the Appeal Committee is constituted. Once scheduled, notice of the date, time, and

location of the hearing shall be sent to the members of the Appeal Committee and the program sponsor, with copies of the notice sent to the CAATE Chair. Expenses incurred in the development and presentation of the appellant portion of the appeal, including its witnesses, shall be borne by the institution. Expenses incurred in the selection of the Appeal Committee, the arrangements for the hearing, and the expenses of witnesses requested by the Appeal Committee shall be borne by the complainant. All reasonable and customary expenses incurred (e.g. copying, postage, travel, meals, lodging, hearing transcript) by the Appeal Committee directly associated with conducting the hearing shall be borne by the program.

10. The hearing shall be conducted by the Appeal Committee Chair according to the "CAATE Hearing Format", shall have a written transcript, and shall provide an opportunity for the program representative(s) to present oral argument in person or by telephone conference in support of the appeal; for a CAATE representative to present oral argument in person or by telephone conference in support of CAATE's decision; and for the Appeal Committee to ask questions of the program's sponsoring institution, the CAATE representative, or any other witness(es) it deems appropriate.
- B. The Appeal Committee may request the services of a legal advisor (at CAATE's expense).
- C. Brief executive sessions may be called by the Appeal Committee to ensure its complete understanding of the information.
- D. Only facts known at the time of the CAATE's recommendation and after reconsideration of that recommendation, if any, shall be accepted.
- E. The Appeal Committee may request that the institution file additional written materials to support its oral argument. Six (6) copies of the additional materials shall be sent to the CAATE Executive Office and shall be postmarked within 10 days of the adjournment of the hearing. At the conclusion of oral arguments and questioning, the hearing shall be adjourned.
- F. Within 20 days of the adjournment of the hearing or the receipt of additional written materials from the institution within the 10-day limit, whichever is later, the Appeal Committee shall prepare its report and submit it to the [President](#) of CAATE [See Appendices]. The Committee shall address each point raised by the institution in its Statement of Appeal and shall recommend to the CAATE Commission either to "deny the appeal" or "grant the appeal."
- G. Within 5 days after receiving the Appeal Committee report, the [President](#) of CAATE shall forward a copy of the Appeal Committee report to each member of the Commission and designate the manner in which the Commission will arrive at its decision (regular meeting, mail ballot, conference call). Within 20 days of the CAATE [President's](#)

receipt of the Appeal Committee report, the Commission shall make its decision.

- H. If the Commission' decision is to "deny the appeal," then the status of public recognition shall immediately be changed to that which was originally decided by CAATE.
- I. If the decision is to grant the appeal then there will be no change of the accreditation status. Those recommended for withhold will be granted accreditation.
- J. Within 5 days after the decision of the Commission, the [President](#) shall notify the institution of that decision.
- K. The decision of the Commission shall be final and is not subject to further appeal.

B. CAATE Hearing Format

1. Hearing Called to Order by the Appeal Committee Chair
2. Introduction of Appeal Committee Members and Other Attendees (including record keeper)
3. Appeal Committee Chair makes Opening Statement and Reads of the Confidentiality Statement
4. Review of Hearing Ground Rules
 - a. Only information about the conditions of the program available to the CAATE when it formulated its recommendation and that submitted through Reconsideration of that recommendation is relevant.
 - b. The institution may not present new, revised, or updated information that was not available to the CAATE for its recommendation or reconsideration of that recommendation.
 - c. The Appeal Committee determines the relevance of information presented.
 - d. The purpose of the hearing is to determine whether the record supports the CAATE decision and/or whether due process and proper procedure were followed. The hearing is not to be defensive or confrontational.
5. Appellant's Oral Presentation (not to exceed 20 minutes)*
6. Committee's Clarification of Appellant's Presentation*
7. CAATE's Oral Presentation (not to exceed 20 minutes)*
8. Committee's Clarification of CAATE's Presentation*
9. Witness(es) Presentation (as requested by the Appeal Committee*)
10. Committee's Clarification of Witness(es) Presentation*
11. Recess for Committee Executive Session to Review Material Presented
12. Additional Clarification from Attendees, if needed.*
13. Review of Timetable of Remaining Steps in Appeal
14. Chairperson's Concluding Remarks
15. Hearing Adjourned

* Each party's presentation would be made separately to the Appeal Committee without the other party present.

XXIV. COMPLAINTS REGARDING CAATE ACCREDITED PROGRAM

A. CAATE maintains two separate records of complaints:

1. An official record is maintained indefinitely of all complaints received.
2. The Program effected by the complaint shall have the record maintained in the Program's file until 5 years have passed following resolution of the complaint

B. Procedure:

1. To receive formal consideration, all complaints shall be submitted in writing and signed. The complaint should demonstrate that reasonable efforts have been made to resolve the complaint, or alternatively that such efforts would be unavailing.
2. When received by CAATE, complaints are transmitted to the Commission of the CAATE for consideration.
3. Following consultation among staff, the Chair of the CAATE determines whether the complaint relates to the manner in which the program complies with the Standards or follows established accreditation policies.
4. If the complaint does not relate to the *Standards* or to established policies, the person initiating the complaint shall be notified accordingly by the CAATE office within 20 working days following receipt of the complaint. A copy of this correspondence shall be shared with CAATE.
5. If the complaint does relate to the *Standards* or to established policies, the Chair shall acknowledge receipt of the complaint within 20 working days and share with the filing party a description of the process and policies that pertain to handling such complaints.
 - a. The **President** shall notify the program director and the chief executive officer of the sponsoring institution of the substance of the complaint and shall request a preliminary investigation and report on the findings within 30 days of the sponsoring institution's receipt of the letter of notice.
 - b. The **President** may request further information or material relative to the complaint from the complaining party, the institution, or other relevant sources.
 - c. The CAATE office must receive copies of this correspondence.
 - d. The identity of the complaining party shall be kept confidential, unless the complainant authorizes disclosure of his/her identity, or unless such disclosure is required by legal process in a subsequent proceeding.
6. On receipt of the responses referred to above, the CAATE shall consider the complaint and all relevant information obtained in the course of investigation and formulates an appropriate action according to the following guidelines:

- a. If the complaint is determined to be unsubstantiated or unrelated to the Standards or established accreditation policies, the complaining party, officials of the program in question, and the appropriate official of the sponsoring institution, will be so notified within 10 days of the completion of the investigation.
 - b. If the investigation reveals the program may not be or may not have been in substantial compliance with the Standards or may not have been following the established accreditation policies, one of two approaches shall be taken.
 - (1) The program may submit a report and documentation, within 30 days following the investigation, demonstrating the manner in which the substantiated complaint has been corrected. Should the CAATE be satisfied with the response, the program, its sponsoring institution, and the party filing the complaint should be notified of the CAATE's satisfaction with the resolution of the matter and notice that the program's accreditation status remains unaffected by the complaint.
 - (2) Should the CAATE judge the program or sponsoring institution's response to the complaint inadequate and lacking in evidence of the program's continuing substantial compliance with the Standards or adherence to accreditation policies, the CAATE may request and arrange for a return site visit of the program as soon as reasonably feasible, but not more than 30 days following the investigation. The purpose of the return site visit shall be limited to an investigation of the complaint and the manner in which it affects compliance with the Standards or with accreditation policies. The cost of the return site visit shall be borne by the CAATE.
 - (a) Should the CAATE, on evidence received through the return on-site evaluation, consider the program to remain in substantial compliance with the *Standards* and in adherence with accreditation policies, the program, its sponsoring institution, and the complaining party shall be notified of this assessment and the fact that the program's current accreditation status remains unaffected by the complaint.
 - (b) Should the CAATE consider the evidence of the site visit to indicate the complaint is valid and the program is not in substantial compliance with the Standards or with accreditation policies, the said committee shall recommend a change in accreditation status.
7. Should the complaint be found to pertain, all information regarding the complaint, a full report of its investigation, and the recommendation shall be transmitted for consideration and action.
8. The CAATE emphasizes that it will not intervene on behalf of individuals or act as a court of appeal for faculty members or students

in matters of admission, appointment, promotion or dismissal. It will act only when it believes practices or conditions indicate the program may not be in substantial compliance with the *Standards* or with established accreditation policies.

XXV. REPORTING PROGRAM CHANGE

The Institution has the responsibility to report the following changes in its program(s).

- A. Change of Program Director (either through vacancy or new hire)
 1. Institutional administrators who have the authority to speak on behalf of the institution are responsible to notify the CAATE within 30 days of anticipated departure or actual departure of the Athletic Training Program Director.
 2. Failure to do so will result in the program being placed on Administrative Probation.
 3. Documentation Requirement from Institution
 - a. Institution administrator submits a formal letter to the CAATE on institutional letterhead (general mail or scanned copy sent via email is appropriate) informing the CAATE about the change in program leadership. This letter should include the effective date of departure and person being named as replacement.
 4. Documentation of Requirements for Interim Program Director (PD) or Official Hire
The institution must submit:
 - a. A letter of acceptance for the new program director with start date, contact information, including address, phone, fax, and email.
 - b. The new program director current curriculum vitae.
 - c. A copy of new program director BOC card verification
 - d. A copy of new program director state practice credential
 - e. Faculty workload distribution for all ATEP faculty involved in the ATEP for the applicable academic year and document what is considered a full-time faculty load at the institution. These workloads shall include (Use Tables B1.2b (Program Director Workload Table) and B 2.1a (Faculty and Instructional Staff Table) to provide information.
 - f. Proof that that the new program director is a full-time faculty with privileges and responsibilities as described in the *Standards*.
 5. Documentation Requirement If Current Faculty/Staff Becomes Program Director
If an existing faculty/staff moves into the PD position and another person is added to the faculty/staff in an existing faculty member's slot, then the institution must provide the new faculty member's qualifications in the form of a completed A-1 form, BOC card, and state practice credential. This individual should be included on the faculty workload distribution form requested previously.

6. Naming Co-Program Directors on Interim Basis

In the event an institution must name Co-Program Directors in order to demonstrate compliance with CAATE Standards B1.1 through B1.14 and B1.3 through B1.34, the following applies:

- Co-Program Directorships may never exceed two directors.
- Co-Program Directorships may occur for an unlimited time frame when both Program Directors share duties and individually meet all requirements and qualifications.
- Co-Directorships may exist temporarily, for a period not to exceed the current (one) academic year, only in cases where one of the Program Directors does not meet the years of BOC-certification qualification; no other exceptions are accepted. In these temporary cases, both Program Directors must be full-time employees of the institution sponsoring the ATEP, and one of the Program Directors must be in good standing with the BOC and meet the five year BOC-certification qualification.

(Added 11-10-07, Effective 11-10-07)

- B. Change in institution accreditation status
 - 1. New Department Chair/Dean/CEO
 - a. Provide new contact information
 - C. Permanent changes in ADA status of staff/faculty that affects the individual's ability to serve as ACI, PD, athletic training faculty etc
 - a. Submit verification of status change
 - b. Submit new person who will take on the role/responsibilities left by the faculty member (ACI/PD), and paperwork as necessary (either above XXV A or below in Annual Report)
 - D. Changes to be noted on the Annual Report
 - a. Addition of affiliated sites
 - b. Addition of personnel
 - i. New A-1 forms, BOC card, job description (if applicable)
 - ii. Support personnel (secretary)
 - c. Change in Medical Director
 - i. **No restriction on Co-Medical Directors**
 - ii. **At least one individual must hold valid and current medical license (MD/DO) in his/her state.**
- (Added 11-10-07, Effective 11-10-07)**
- d. Curricular Changes (additions/deletions/consolidations)
- Any other changes that effect the program

XXVI. REQUESTS FOR EXTENSION

The following procedures are in place for Requests for Extension of any materials required by CAATE (e.g. Self Study, Rejoinder, Annual Reports, Appeals)

The CAATE recognizes that circumstances arise that may impact an institution's ability to comply with deadlines set forth by the CAATE.

Circumstances, with unforeseeable and/or extenuating causes beyond the ATEP's control may be granted an extension for a maximum time limit determined by the CAATE. All other requests may be granted an extension; however, the ATEP will be placed on administrative probation until the circumstance is rectified or for a maximum time limit determined by the CAATE. Failure to comply with all extended deadlines granted by the CAATE may result in immediate recommendation for Probation.

It is the responsibility of the Athletic Training Education Program (ATEP) to notify and correspond with the CAATE as soon as the need is recognized, but no later than three months in advance of the required submission date. Requests made later than this deadline will require additional documentation as explained below. All requests must be made formally from the Athletic Training Education Program Director and the appropriate administrator, or appropriate administrators should the Program Director be incapacitated, and must include all of the information requested below. All extension requests must

1. Indicate the type of deadline change (e.g. self-study, annual report), institution name, ATEP Program Director Name
2. Provide an explanation that will contain all vital information needed by the CAATE to render a decision. In cases where medical conditions exist, please provide only the necessary information; extensive personal and/or medical information need not be submitted
3. Provide a comprehensive rationale to support the request
4. Explain how the requested extension will impact current and future students
5. In the event that the extension request includes the incapacitation of a faculty or clinical staff member, provide information on how the ATEP will accommodate that situation and how student learning will be affected. This information may include such adjustments as changes in faculty/staff loads/responsibilities, job descriptions, or other accommodations. If additional athletic training faculty/staff are hired on a permanent or temporary basis, the ATEP also must provide an A-1 form for each individual, with the exception of the program director, for whom a complete curriculum vitae and job description is required.
6. Include the signatures of both the appropriate institutional administrator, as well as the Athletic Training Education Program Director
7. In cases where requests are submitted later than the required three month time frame, provide an explanation as to the rationale for being submitted at the later time.

Extension Granted Procedures: (Added 8-2007, Effective 8-2007)

In the event, the CAATE grants an extension of the next comprehensive

review cycle, the following procedure must be completed by the institution:

1. Submit a completed "Limited Self-Reported Program Change of Status Report" by the due date established by the CAATE, including all supporting documentation requested. This report will be for the current academic year in which the extension granted covers.

XXVII. SITE VISITORS (11-10-07, Effective 01-2008)

1. Qualifications
 - a. Pass CAATE Standards test
 - b. Complete CAATE Site Visitor Training
 - b. (ATCs only) Current BOC certification, or
 - c. (Non-ATCs only) Current affiliation with CAATE-accredited program (Added 01-08, Effective 01-08)
2. Selection

Candidates are solicited from review of required application materials as follows:

 - a. Current vita
 - b. (ATCs only) Copy of current BOC card or on-line verification
 - c. (Non-ATCs only) Evidence of affiliation to CAATE-accredited program (Added 01-08, Effective 01-08)
 - d. Letter of Interest to become a Site Visitor
 - e. One Letter of Recommendation (may not be from any CAATE member)
 - f. List of three (3) additional references (name, position, phone and email)
3. Term of Service
 - a. Three (3) year term of service with no automatic renewal
 - b. Invitation to renew based on Assessment of Performance (Added 11-10-07, Effective 01-08)
4. Assignment of Site Visit
 - a. At least one Site Visit team member must be from same type of Institution as the one being visited (matching Carneige classifications)
 - b. New Site Visitor must complete two (2) successful visits and have received positive Site Visitor Peer Evaluation from Chair of each site visit team prior to being assigned as Chair of a site visit team (Added 11-10-07, Effective 01-08)

XXVIII. APPENDIX

Definitions:

Accreditation Actions:

Accreditation is granted when a program is in substantial compliance with the accreditation *Standards* and remains in effect until due process has demonstrated cause for its withdrawal or change of status

Initial Accreditation is the first status of accreditation granted to a program that has demonstrated substantial compliance with CAATE *Standards*. Initial accreditation is for a period of no more than five years, at the end of which time, the program may be recommended for continuing accreditation or probationary accreditation.

Continuing Accreditation is granted to a program when it is re-evaluated for no more than seven years.

Probationary Accreditation is temporary status of accreditation granted when a program does not continue to meet accreditation *Standards* but should be able to meet them within the specified time.

Administrative Probationary Accreditation is conferred when a program has not complied with administrative requirements.

Withhold Accreditation is conferred when a program seeking initial accreditation is not in compliance with the accreditation *Standards*.

Withdrawn Accreditation-Voluntary is granted when a sponsoring institution requests that its program(s) be removed from CAATE.

Withdrawn Accreditation-Involuntary is conferred when a program is no longer in compliance with the accreditation *Standards*

Table If the Commission does not agree with any accreditation recommendation, the item can be tabled until the issues can be clarified and resolved. If necessary a vote on any tabled items may be handled via conference call or mail ballot

Accreditation Record All written materials available to the CAATE Commission when it formulated its status of public recognition and through Reconsideration of that recommendation.

Accreditation Standards A qualitative measure used in assessing a health science education program's compliance with established national norms as described in a document called *Standards*.

Adverse Accreditation Decision A CAATE action of Withhold Accreditation or Withdraw Accreditation.

Appeal Committee Member an individual, recommended by the CAATE, who has knowledge of the relevant profession, is familiar with accreditation process, has a working knowledge of the appropriate *Standards* as well as the type of institution sponsoring the health science education program, and has no relationship past or present with the program sponsor or the accreditation process leading to the decision being appealed.

Basis of Appeal The program sponsor must show that regarding CAATE's decision: 1) the record does not support the decision; and/or 2) due process and proper procedure were not followed.

(The) Commission the voting part of CAATE, consists of 5 ATCs, 4 sponsoring organization members, 1 public member, 1 administrator

Day a calendar day.

Executive Committee the voting part of CAATE, also known as the Commission: Chair, Vice Chair, Treasurer and Secretary

Executive Office CAATE, 2201 Double Creek Drive, Suite 5006
Round Rock, TX 78664 (512) 733.9700 (ph) (512) 733.9701 (fax)

Notice of Appeal A letter addressed to the Chair of CAATE from the Chief Executive Officer of the program sponsor requesting an appeal of an adverse accreditation decision by CAATE.

Program Sponsor: The entity that requested the accreditation services for the program on which the CAATE adverse accreditation action was taken.

Proper Notice All correspondences, notices, and other materials exchanged between the participants of an appeal shall be by Certified Mail-Return Receipt Requested or by next day delivery.

Reconsideration The CAATE's second consideration of a status of public recognition recommendation, based on the conditions that existed when the CAATE formulated its original recommendation and on subsequent documented evidence of corrected deficiencies at the time of the second consideration. Reconsideration is available when a recommendation of probation, withhold, and withdraw accreditation occurs.

Sponsor of CAATE an organization that establishes or supports the Committee on that submitted the adverse accreditation recommendation.

Statement of Appeal The substance of the appeal by a program sponsor comprised of the entire, point-by-point basis upon which the institution believes the CAATE action should be reversed.

Type of Institution The level of institution and/or the degree level awarded at completion of the program (e.g., Baccalaureate, Master's).