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**Multi-Campus, Expansion, Additional Location Program Criteria**

Programs who would like to expand by adding an additional location (e.g. satellite location) must follow the specific accreditation procedures for establishing a new location. CAATE review and APPROVAL of the Expansion Application for an additional location is required prior to the admission of students into the additional location. The accreditation status of the current program does NOT apply to the additional location until all accreditation procedures for an additional location are successfully completed.

Programs will be limited to 4 additional locations under the accreditation status of the established accredited program. This limit is intended to ensure the quality of the education provided at each accredited location under the direction and leadership of one program director.

Multi-Site: The additional site location is geographically apart from the accredited program where instruction occurs, and it is possible for students to complete 50% or more of the didactic coursework at that location. A multi-site program utilizes a single framework, program director, and curriculum at all its locations.

Programs should utilize this form to determine their readiness to submit an Application for Expansion.

Key Questions:

Requests for approval of an Expansion Site must contain sufficient evidence to assure the Peer Reviewers of the institution’s continuing compliance with all relevant Standards. Specifically, Peer Reviewers will evaluate the following:

* What is the institution’s rationale for the adding the additional location(s)?
* How does the proposed expansion align with institutional and program mission, vision, and goals?
* Has the program been granted institutional, state, and regional accreditor approval for adding the additional location, this includes approval by the institution, state, and regional accreditor of the additional location as well as the sponsoring program?
* Are there ample clinical education sites and preceptors 2020 Standards: 8-10; 14-18; 29, 31, 45-48 at the additional location?
* Are there necessary resources – in terms of budget 2020 Standards: Standards 52-53, facilities 2020 Standards: Standard 51, faculty 2020 Standards: Standards 37-44 at the additional location?
* How are student and program outcomes assessed 2020 Standards: Standards 2-4?

In order for a program to submit a substantive change for adding an additional location, the program must meet the following criteria. If the program answers ‘NO’ to any of the following statements listed below, the program would be considered a new program and is subject to the requirements of developing an initial program.

|  |  |  |
| --- | --- | --- |
|  | YES | NO |
| 1. The degree is granted by the institution housing the accredited program. The transcript must state the degree and the host institution on it.
 | [ ]  | [ ]  |
| 1. The sponsoring program has been granted institutional, state, and regional accreditor approval for adding the additional site.
 | [ ]  | [ ]  |
| 1. The sponsoring program has obtained approval by institutional, state, and regional accreditor of the additional location.
 | [ ]  | [ ]  |
| 1. The mission, vision, philosophy, curriculum plan & comprehensive assessment plan (Framework) are identical to the accredited program.
 | [ ]  | [ ]  |
| 1. The Program Director is responsible for management & administration of each additional site.
 | [ ]  | [ ]  |
| 1. There is a site coordinator on-site at each additional location. The site coordinator must be BOC certified and state credentialed (if applicable) and hired prior to adding the additional site.
 | [ ]  | [ ]  |
| 1. Faculty, resources, and operational policies (admissions, budget, etc.) are shared.
 | [ ]  | [ ]  |
| 1. Faculty at the additional location(s) are considered faculty of the accredited program and are employed by the institution housing the accredited program. Faculty must be under the budgetary control of the established accredited program.
 | [ ]  | [ ]  |
| 1. The additional site location is geographically apart from the accredited program where instruction occurs, and it is possible for students to complete 50% or more of the didactic coursework at that location. A multi-site program utilizes a single framework, program director, and curriculum at all its locations. All locations are within the United States or Territories of the United States.
 | [ ]  | [ ]  |

Answering ‘YES’ to all of the statements listed above indicates that a program meets the criteria to add an additional site and can complete the Application for Expansion.

**Accreditation Process for Additional Locations**

The variability of additional location models may be extensive; therefore, a multi-step approval process will be used.

The process for expansion is outlined below.

1. Application for Expansion submitted.
	1. This documentation must be submitted at least 6 months prior to when the initial group of students is anticipated to start the program. It is important that this application process be completed prior to the enrollment of the first cohort of students.
	2. Upon receipt of the Application for Expansion, the CAATE will acknowledge receipt and assign the document to a Peer Review Team.
	3. The Application for Expansion must include a statement of intent, rationale, information related to faculty, resources, outcomes, curriculum, leadership, and all of the criteria listed in Intent of Expansion application. The application process will include a focused site review.
	4. The Peer Reviewer Team will review the proposal, complete the review, and an on-site focused review prior to submitting a report to the Professional Accreditation Council.
	5. The Peer Reviewers will report their findings to the Professional Accreditation Council who will review the findings and provide a recommendation to the Commission.
	6. CAATE will take one of following actions:
		1. Grant Expansion request – additional site is accredited
		2. Defer action on the Expansion request – request additional information
		3. Deny Expansion requests – unable to admit students and not eligible to proceed with process; reapply by submitting a new Intent of Expansion Application and starting the process over.

Following the awarding of initial accreditation of the additional location, the next on-site evaluation will be scheduled to coincide with the next comprehensive review of the primary location.

**Accreditation Fees for an Additional location**

1. Application fee: $3000
2. Comprehensive Programmatic Review fee: $6500
3. Additional expansion fee (annual fee): $6000 per site