

Commission on Accreditation of Athletic Training Education Update



2006 Update

Volume 5: Issue 2

This document provides the most current information and clarification of CAATE Standards, as well as policies and procedures. The information contained herein replaces any past interpretations or policy(ies)/procedure(s).

Information found in this issue...

"New" Accreditation process...Office relocation and hours of operation ... Accreditation Fees for 2006-07...Site Visitor Trained and Call for new Site Visitors ... Two programs at one institution – new requirements in 2007...Athletic Training Major clarified...Herth and Willeford join CAATE, Perkins term ends...Procedure for Response to Questions...Gaining voluntary verification of CAATE Standards for national/regional presentations...Annual Report Committee Suggestions ... Technology Committee members needed; Public Member sought...CAATE support NATA student membership drive...Program Accreditation Logo.

CAATE becomes Accreditor of Athletic Training Education Programs

On July 1, 2006, the Joint Review Committee for Athletic Training (JRC-AT) legally separated from CAAHEP (Commission on Accreditation of Allied Health Educational Programs), becoming the independent specialized accreditor for Athletic Training, the Commission on Accreditation of Athletic Training Education (CAATE). All Athletic Training programs, formerly accredited by CAAHEP, were automatically accredited by CAATE, maintaining the same status and review cycles assigned previously under CAAHEP. During the month of July, all CAATE-accredited programs were sent new accreditation recognition certificates, denoting their CAATE-accreditation status. If an institution wishes to purchase additional copies of this certificate, they should contact the CAATE office.

As a reminder, **all CAATE-accredited programs**, regardless of when their comprehensive reviews (self study submission and site visit) are scheduled, **now must be in compliance with the CAATE Standards**. These Standards are available on the CAATE website. Compliance with the CAATE Standards may be assessed this year (2006-2007) via the Annual Reports and Comprehensive Reviews. **Consistent with past practice, CAATE accreditation actions will be sent to institutions in April (Fall site visits) and in September (Spring site visits).**

CAATE Office Relocates to Texas

While institutions have received this information in several different formats, the CAATE Office relocated to Round Rock, TX in March 2006.



REMINDER: All correspondence and mailings should be sent to the new CAATE office.

CAATE
2201 Double Creek Drive
Suite 5006
Round Rock, TX 78664
(512)733-9700 **FAX: (512)733-9701**
www.caate.net **caate@sbcglobal.net**

CAATE Office – Hours of Operation and Holidays

The normal hours of operation for the CAATE Office remain 8:00 AM CST through 5:00 PM CST, Monday through Friday. The CAATE Office will be closed in recognition of the following holidays during the 2006-2007 academic year:

Monday, September 4, 2006 – Labor Day
Thursday and Friday, November 23 and 24, 2006 - Thanksgiving
Friday, December 22 - Monday, January 1, 2007 – Christmas and New Year
Monday, January 15, 2007 – Martin Luther King Jr. Day
Friday, February 23, 2007 – CAATE Meeting
Monday, February 19, 2007 – President's Day
Friday, April 6 – Monday, April 9, 2007 – Easter
Monday, May 28, 2007 – Memorial Day
Wednesday, July 4, 2007 – Independence Day
July Meeting Date - TBD – CAATE Meeting

New Name, Similar Accreditation Processes

Although the name has changed, the policies, procedures, and functions of CAATE accreditation are similar to those conducted under CAAHEP. New is the Self-Study Report format; gone are the lengthy descriptive paragraphs, but in are the requests for evidence of compliance. The narrative section of the Self-Study is much shorter; however, the length of time and specificity of evidence required in the Appendices is greater. All institutions are encouraged to examine the new format as soon as possible, as it may require institutions to begin to gather information that it did not formally acquire.

The actual site visit has only a few small changes. While conducting an On-Site Visit, members of the Site Visit team will verify the materials/information included in the Self-Study and determine, based upon all available evidence that the information provided is in compliance with the Standards at the time of the Site Visit. One difference under CAATE system is that the Site Visit Team is only responsible to report potential non-compliances, with all appropriate evidence or reference, to the Review Committee. The Site Visit Team is no longer responsible to identify methods by which a program may come into compliance with a Standard. A Review Team, made of four members of the Review Committee, will review all evidence and citations, and determine what evidence an institution must provide to document compliance with the Standard. This revised method is designed to add greater consistency in the requests made of institutions to document compliance with the Standards.

The official CAATE Site Visit Report will be returned to the institution within approximately 30 days of the Site Visit. The institution then will have 30 days to respond, via rejoinder, to the CAATE Office, at which time the institution will be required to document compliance. **Intent or plans of action are not considered evidence of compliance with the Standards.**

Upon review of the rejoinder materials, the Review Team will evaluate whether the institution is in compliance with the Standard(s) originally found non-complaint during the Site Visit and submit a recommendation (i.e. withhold [new programs], probation [continuing programs], or accreditation) to a second Review Team for verification. The final accreditation recommendation forwarded to the Commission will be a consensus report of the two Review Teams. CAATE bi-annual meetings will be held in February (fall site visits) and July (spring site visits), with institutions receiving final CAATE-accreditation notification in April and September.

With the CAATE-accreditation process, several new report templates and formats have/will be launched. These new tools have been designed to lessen the

New Name, Similar Accreditation Processes (continued)

amount of unnecessary word processing by institutions as well as to standardize the information being review by Site Visitors, Review Committee members, as well as the Commission. Please give us your feedback on these new tools.

Accreditation Fee Update

This year, CAATE billed institutions, in July 2006, for the balance of the amount billed previously by CAAHEP. Beginning in academic year 2007-08, CAATE will charge just one fee annually that will encompass both the CAATE program and institutional fees. The total annual 2007 CAATE accreditation fee will be \$1050 which will be billed in July and collected in September. Institutions are encouraged to pay promptly to take advantage of a \$100 prompt payment discount.

Site Visitors Retrained, Additional Training Scheduled January 2007

One hundred and five Site Visitors were retrained in conjunction with the NATA meeting in Atlanta in June. Admittance to the June training was based upon successful completion of an on-line examination which evaluated candidates' understanding and knowledge of the CAATE Standards. Additional training for both **former as well as new** Site Visitors will be held in conjunction with NATA Educators' Conference in January.

Former Site Visitors, who have not yet been re-trained, must request access to the Site Visitor exam through the CAATE office, and the examination must be completed by **November 15, 2006** to secure a seat in the **Friday, January 12th Re-Training session (11:00 AM – 2:00 PM)**.

Athletic Trainers who have been certified for at least five years, and others (i.e. University Administrators, Physicians) **interested in becoming Site Visitors** may apply by submitting the following information to the CAATE Office by **October 15, 2006**.

- Letter of interest to serve as a CAATE Site Visitor
- Current Vita
- Current BOC verification
- One letter of recommendation (CAATE Commissioners may not be solicited for this recommendation)
- List of three additional references with the following information: name, position, telephone number, and email address)

Qualified candidates will be sent information on how to access the on-line examination. **New Site Visitor Training will be offered in a post-conference session on Sunday, January from 1:00 pm – 4:00 PM.**

Changes begin in 2007 for Institutions Hosting Two AT Education Programs

Beginning with the 2007 billing cycle, institutions housing two Athletic Training education programs will be assessed an annual accreditation fee of \$1575. This fee represents 1.5 times the cost of an institution housing just one Athletic Training education program. In 2008, institutions housing two Athletic Training education programs will be assessed an annual accreditation fee of \$2100 (\$1050 billed for each program).

Beginning in 2007-2008, **each** Athletic Training education program must be evaluated and reported separately.

- Annual Reports
- Comprehensive Self-Studies

Changes begin in 2007 for Institutions Hosting Two AT Education Programs (continued)

- Site Visits - Institutions may request a coordinated Site Visit that would consist of
 - 4 Site Visitors will be assigned for the review; 2 for each program
 - Teams are pre-assigned to one specific program
 - Site Visitors will coordinate schedules to prevent duplication (e.g. one member of each team will visit with Dean together)
 - Institutions requesting separate site visits will follow the same scheduling as do those institutions which house a single program.

Response to Questions - CAATE Standard I1 – Athletic Training Major

The following statement is in response to questions and concerns related to the recent mailing (August 2006) from the Commission on Accreditation of Athletic Training Education (CAATE) in regard to compliance with CAATE Standard I1, Description of the Program, which states that the *athletic training education program must be an undergraduate or graduate program that offers a major or graduate equivalent in athletic training.*

It is the opinion of the CAATE, supported by the NATA and the other three sponsoring organizations (i.e. American Academy of Pediatrics, American Academy of Family Physicians, and the American Orthopedic Society for Sports Medicine) that the educational content required of an entry-level athletic training educational program, as defined by the NATA Educational Competencies, is **unique to the profession of Athletic Training, comprehensive in its content, and contains sufficient importance and potential for public health impact** to warrant its own academic recognition to be **recognized as an academic major.**

To further clarify related concerns and confusion, the **current CAATE requirement** is that academic programs are required to offer **academic majors** in Athletic Training. **By the year 2014-1015, it will be a requirement that all institutions offering CAATE-accredited academic programs, must award a degree in Athletic Training, as defined currently by the 2005 NATA Educational Degree Task Force Report.** There is no current requirement for a degree in Athletic Training; however, in academic year 2014-2015, the degree in Athletic Training will be a Standard required of all accredited programs. Programs currently offering a degree in Athletic Training are already in compliance with this future requirement, as well as exceeding the current CAATE Standards for an academic major in Athletic Training. For the complete CAATE position on this Standard, as well as the background and history behind the requirement, please see the CAATE website (www.caate.net).

New Commissioners Begin while Perkins Seven-Year Term Ends

In accordance with CAATE Policy and Procedure, two new Commissioners have been added, beginning their terms in July 2006. Dr. Kaye Herth, Dean of the College of Allied Health & Nursing (Minnesota) will serve as the Administrator member to the Commission, and Mr. Sean Willeford, ATC (Texas) will be the NATA's Sponsoring Organization representative. The Commission also will lose one of its long-time members and Treasurer as she completes her term in December 2006. Ms Sally Perkins (New York), who first represented the NATA on the JRC-AT, will be leaving the Commission after seven years of service. Thank you to Ms Sally Perkins for her dedication to Athletic Training education and accreditation.

CAATE Responds to Questions via Monthly Conference Calls

In an attempt to assure greater consistency in response, the Commission initiated a system by which it responds officially to questions submitted to the CAATE Office by the 1st of each month. The Commission holds monthly conference calls to address questions and generates an official CAATE response based upon materials and information submitted by the questioners. During the fall 2006 semester, the CAATE conference calls are scheduled for October 12th, November 16th, and December 14th. Responses generally are returned to the questioners within two weeks of the meeting.

CAATE Commissioners should not be solicited, as individuals, to respond to questions regarding interpretation of Standards; all official CAATE responses to such questions will be sent from the CAATE office.

CAATE review of presentations referencing Standards suggested

When referencing CAATE Standards in large forum (e.g. NATA or regional meeting) public presentations or publications, it is recommended that the author(s) request verification of references to the Standards from the CAATE Office. While this type of review cannot be mandated, inaccurate information, no matter how well intended, causes great confusion and concern.

Annual Report Committee Makes Suggestions for Success in 2007

Through their review process, the Annual Review Committee (ARC) would like to make the following recommendations to assist Program Directors in preparing for 2006-2007 Annual Report.

1. **Examples of appropriate Medical and Allied Health Personnel** (Standard B3.6) are available on the AMA Website (www.ama-assn.org/ama/pub/category/14598.html). *Please note that three allied health disciplines (i.e. Nursing, Chiropractor, and Clinical Psychologist) are not included on this list, but do meet the requirements of Standard B3.6.*
2. **Affiliation Agreements** must be made with any clinical education site in which students apply “hands on” skills as defined by the Educational Competencies/Clinical Proficiencies. In the case where a sports medicine clinic/hospital employee is sent to provide Athletic Training services at another institution, affiliation agreements must be acquired from all parties involved (i.e. clinic/hospital and high school). (Standards A3 and A4)
3. Field Experiences are not included in the CAATE Standards. **All “hands on” experiences are considered Clinical Education Experiences**, and therefore, must meet all requirements listed for Clinical Education Experiences and Clinical Education Sites.(Standards Section J)
4. **In preparation for next year’s report and/or a potential AR Audit**, CAATE-accredited programs should maintain current and up-to-date files with all pertinent information related to the Health & Safety Standards (e.g. current calibration and electrical checks, emergency action plans), as well as A-1 Forms on all clinical instructors and approved clinical instructors. Programs are also encouraged to maintain a list of all medical and allied health personnel used in each term.

CAATE Committees Begin Work; Technology Committee Members and Public Member Commissioner Needed

CAATE already has involved twenty Certified Athletic Trainers, in addition to the Commissioners, in the CAATE accreditation process. The two newest working groups are the Review Committee and the Site Visit Committee. Committee rosters for these

CAATE Committees Begin Work; Technology Committee Members and Public Member Commissioner Needed (continued)

and all CAATE committees are now posted on the CAATE website. The CAATE is calling for professionals interested in serving on an Ad-Hoc Technology Committee. This Committee will be charged with the following:

- Assist standing committees in technology issues
- Consult on software/hardware
- Assist in heading up internet meetings (non face to face)
- Assist w/ office functions, forms, data tracing

Requirements:

1. Knowledge and willingness to support the CAATE accreditation process
2. Freedom from conflicts of interest in technology development

Interested individuals should submit the following information to the CAATE Office by **November 15, 2006**:

- Letter of interest to serve on the Technology Committee
- Current Vita
- List of three additional references with the following information: name, position, telephone number, and email address)

Public Member Commissioner

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

Qualifications:

- 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.

Interested individuals or recommendations of potential candidates for the Public Member should be submitted to the CAATE Office as soon as possible.

CAATE supports NATA Efforts for Student Membership

NATA has launched a new campaign/contest to recruit student members while they are in college. Athletic Training educators, you can help in this very important project. For more information, log on to www.nata.org/members1/documents/educator_contest.cfm.

To assist college educators in conveying the importance of professional responsibility to their students, the NATA has developed a brief curriculum available on the NATA website. It covers the NATA's structure, strategic plan, current issues, state regulations and more; visit www.nata.org/members1/content2/curriculum/index.cfm for more information

CAATE-Accreditation Program Logo Available

The CAATE has gotten many requests for the release and use of the CAATE logo for institutional publications and other institution-specific functions. The logo and the policy for use are now available on the CAATE website (www.caate.net). Institutions are asked to follow closely the policies defined on the website.