Policies and Procedures
November 2013
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Introduction

The purpose of the Commission on Accreditation Of Athletic Training Education (CAATE) is to develop, maintain, and promote appropriate minimum education standards for quality athletic training programs. The CAATE is responsible for accreditation of professional, post-professional degree, and post-professional residency programs in athletic training. This policy and procedure manual governs actions for all programs accredited by the CAATE. Although each program level has its own set of standards, the processes outlined in this document pertain to all CAATE accredited programs.

In this document, the term Standards is used throughout. The three sets of standards referenced in this document are:

- Standards For The Accreditation Of Professional Athletic Training Programs
- Standards For The Accreditation Of Post Professional Athletic Training Degree Programs
- Standards For The Accreditation Of Post-Professional Athletic Training Residency Programs

For specific details on the accreditation process, users should refer to the appropriate Pursuing and Maintaining Accreditation document:

- Pursuing and Maintaining Accreditation of Professional Programs in Athletic Training
- Pursuing and Maintaining Accreditation of Post-Professional Degree Programs in Athletic Training
- Pursuing and Maintaining Accreditation of Residency Programs in Athletic Training
I. GOVERNANCE

A. Bylaws Outline
   1. Name, Purposes, and Offices
   2. Membership
   3. Board of Commissioners
   4. Officers
   5. Accreditation Committee
   6. Other Committees of the Board
   7. Dissolution
   8. Miscellaneous
   9. Amendments

B. CAATE Sponsors
   1. American Academy of Family Physicians
   2. American Academy of Pediatrics
   3. American Academy of Orthopaedic Surgeons in Sports Medicine
   4. National Athletic Trainers’ Association

C. Duties of Board
   1. Transact business pertaining to the CAATE, including all accreditation actions.
   2. Approve all amendments to Policy and Procedures of the CAATE.
   3. Approve all amendments and changes to the Standards prior to implementation.
   4. Commissioners shall vote upon all matters under the direct responsibility of the CAATE; the President shall have a vote only in cases of a tie.
   5. It shall be their responsibility to conduct appropriate business and to hold elections for officers within the Board.
   6. Serve as liaisons to CAATE committees.
      a. Liaisons shall provide written synopsis of all meetings to the Board within fifteen (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.

D. Responsibilities
   1. Voluntary non-governmental specialized accreditation for Professional and Post-Professional Degree and Residency Programs in Athletic Training.
   2. Adopting standards that govern acceptable practices for accredited programs in Athletic Training.
   3. The final decision making authority for accreditation actions.
   4. Developing and maintaining a collaborative process for policies and procedures.
   5. Ensuring polices and procedures are available for the public.
   6. The CAATE is 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 constituent.
   7. The annual 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.
   8. Maintaining a record of the organization for historical documentation and research.
   9. Encouraging innovation in Athletic Training Programs beyond the requirements delineated in the Standards.
10. Maintaining and making publicly available the accreditation status of all accredited programs.

E. Board Terms
1. All Board positions are three-year terms or until replaced by their sponsoring organization.
2. Individuals may serve no more than two (2) consecutive terms.
3. Reappointment to the board for a second term shall be by board vote, a majority of board members must vote for reappointment in order for the Commissioner to serve a second term.
4. Whenever possible, appointments shall be staggered.
5. Terms begin at the start of new business at the Summer/Fall Board meeting unless a vacancy on the Board occurs off-cycle.
6. Terms end after the close of old business at the Summer/Fall Board meeting.
7. An elected Board President may serve up to one (1) year after serving on the Board.

F. Officers
1. The Governing body of the CAATE shall be the Board. The Board consists of five (6) BOC certified athletic trainers elected by the accredited programs, four (4) sponsoring organization representatives, one (1) public member, and one (1) institution administrator. Board members shall be called Commissioners.
2. The Board shall include the following positions elected by the Board: President, Vice President or President-Elect, Treasurer/Secretary. The President and President Elect must be a BOC certified athletic trainer.
3. Officer elections require a majority vote of the Board quorum at an official meeting of the Board.
4. Quorum shall be 60% of the eligible voting members.
5. Vice-President/President-Elect, Treasurer/Secretary shall serve a one (1) year term and be eligible for re-election.
6. A President-Elect shall be selected by vote in the year proceeding the sitting President’s last year in office, and shall serve one (1) year as President-Elect and two (2) years as president. A President-Elect candidate must have two (2) years remaining on the Board.
7. Officer duties shall include:
   a. Supervision and evaluation of Executive Director
   b. Authorization of expenditures as defined by the policy and procedure manual section.

G. Authorized Representative
1. The President serves as the authorized representative for the CAATE and the Board and shall preside over all Board meetings. If the President is unable to participate, the order of succession is as follows: Vice President or President Elect, Treasurer/Secretary.
H. Board Meetings
1. All business meetings and accreditation actions are conducted in open sessions.
2. All personnel, budget and contract actions are conducted in closed sessions.
3. Meetings shall be at geographically convenient locations determined by the Executive Committee.
4. 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 Board reviews accreditation recommendations for the following statuses of public recognition:
   a. Initial Accreditation
   b. Continuing Accreditation
   c. Table
   d. Probation
   e. Withhold or Withdraw
5. Meetings shall be conducted in the following order:
   a. Establish a quorum
   b. Approval of previous minutes
   c. Administrative actions remaining/held over from the last Board meeting
   d. Committee Reports
   e. Current actions
   f. Financial Report (financial decisions may be deferred to closed sessions)
   g. Accreditation Actions
   h. New Business
6. The Board will publish in a public form, a summary of accreditation actions taken by the Board, within ten (10) business days after each meeting.
7. No accreditation action shall be published until the Board has acted upon the accreditation action recommendations. Probationary actions will not be published until reconsideration documents are submitted by the institution and considered by the Commission.

II. COMMITTEES AND OTHER GROUPS
A. The President shall appoint all Committee Chairs and Committee members with the approval of the Board unless otherwise specified. Commissioners may be asked by the President to serve as an ex-officio member of some committees, except the Nominating Committee if he/she is running for office.
B. Terms of Office (unless otherwise specified)
   1. Three year appointment
   2. May not serve more than 2 consecutive terms
   3. Staggered re-appointments if possible
C. Application Process
   1. Applications sent to Executive Director
   2. Applications reviewed by the appropriate committee
   3. Recommendation for appointment sent to the President
   4. President appoints
D. Applications materials shall included
   1. CV
   2. Letter of interest for a specific committee
   3. Evidence of good professional behavior
4. Evidence of commitment to athletic training education

E. Report Lines for Committees

1. 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 AT Programs 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).

2. 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.

3. All CAATE public communication (outside of our Committees or the Commission) will be done through the CAATE Office, rather than through individuals or institutions. The CAATE President must approve all public communications (or Vice-President/President Elect in her/his absence).

F. Ad Hoc Committees

1. The President may appoint ad hoc committees for special projects or for a specified period of time.

G. Review Committee

1. Qualifications
   a. Current certification and be in good standing with the Board of Certification (BOC) or current licensed health care provider, past commissioner or evidence of current or past affiliation with the CAATE or CAATE accredited program.
   b. Demonstrate experience and/or understanding of the educational accreditation and site visit process
   c. Demonstrate leadership abilities
   d. No negative practice sanctions
   e. Complete site visitor training

2. Selection
   a. Send letter of interest and CV to Executive Director
   b. The Executive Committee and the Review Committee Chair review qualified candidates. Potential members are brought to the Commission.
   c. Selection approved by the Commission

3. Duties/Roles & Responsibilities
   a. Work with Site Visit Team to prepare report
   b. Review rejoinder
   c. Review progress reports
   d. Make recommendations to the CAATE regarding accreditation actions as per the operation procedures of the Commission

4. Structure
   a. Review Committee Chair
   b. Review Team Coordinators
   c. Professional Review Teams
   d. Post Professional Review Teams
H. Annual Report Committee

1. Qualifications
   a. Current certification and be in good standing with the Board of Certification (BOC) or current licensed health care provider, past commissioner or evidence of current or past affiliation with the CAATE or CAATE accredited program.
   b. Demonstrate experience and/or understanding of the educational accreditation process
   c. Demonstrate leadership abilities
   d. No negative practice sanctions
   e. Complete site visitor training

2. Selection
   a. Send letter of interest and CV to Executive Director
   b. The Executive Committee reviews qualified candidates. Potential members brought to the Commission
   c. Selection approved by the Commission

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

I. Site Visit Committee

1. Qualifications
   a. Current qualified CAATE Site Visitor (See Site Visitor qualifications)
   b. Received positive Site Visitor Peer Evaluation/Program Administrator Evaluation (if applicable)

2. Selection
   a. Send letter of interest and CV to Executive Director
   b. The Site Visit Committee and the Executive Committee review qualified candidates. Potential candidates are brought to the Commission.
   c. Selection approved by the Commission

3. Duties/ Roles & Responsibilities- The Site Visit Committee will address the responsibilities below for Professional, Post-Professional Degree and Residencies.
   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 the site visit process
   d. Assist with writing Standards exams
   e. Develop and maintain procedures of standard practice for conducting site visits
   f. Disseminate feedback to site visitors
   g. Act as an 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
J. Site Visitors

1. Qualifications
   a. Current certification and be in good standing with the Board of Certification (BOC) or current licensed health care provider, past commissioner or evidence of current or past affiliation with the CAATE or CAATE accredited program.
   b. Pass CAATE Standards test
   c. Complete CAATE Site Visitor Training

2. Selection
   a. Candidates are solicited from review of required application materials as follows:
   b. Current CV
   c. (ATs only) verification of credentialing and good standing with BOC
   d. (Non-ATs only) Evidence of license and current or past affiliation with the CAATE a CAATE accredited program involvement in higher education accreditation.
   e. Letter of interest to become a Site Visitor
   f. Letter of recommendation (may not be from a Commissioner)
   g. List of three (3) additional references (name, position, phone and email)
   h. Invitation to renew based on assessment of performance via the Quality Assurance Process and feedback from the Site Visit and Review Team committees.

3. Assignment of Site Visits
   a. Complete conflict of interest forms
   b. Assigned to institution by SV Committee according to experience, partner matching, Carnegie classification/size of institution, conflict of interest information, etc.
   c. New Site Visitors should complete two (2) successful visits as a team member and have received a positive evaluations prior to being assigned as Chair of a Site Visit Team.

K. Finance Committee

1. Qualifications
   a. Commission Member
   b. Members of the Finance Committee consist of:
      (1) Treasurer
      (2) At least one Physician sponsoring organization representative
      (3) AT Commission member
      (4) Public member

2. 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 $3,000.

L. 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.

2. Selection
   a. Selected by Commission
   b. Approved by Institution and or individual cited.

3. Duties/Roles & Responsibilities
   a. See Appeals Process (Section ”Appeals”)

M. Nominating Committee (Ad hoc)
   1. Make up of Committee
      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
   2. Selection
      a. Selected by the President
   3. Duties/Roles & Responsibilities
      a. Identified qualified candidates for commission openings
      b. Review credentials and professional qualifications
      c. Create a slate for election

N. Standards Committee
   1. Qualifications
      a. Current certification and be in good standing with the Board of Certification (BOC) or current licensed health care provider, past commissioner or evidence of current or past affiliation with the CAATE or CAATE accredited program.
      b. Demonstrate experience and/or understanding of the educational accreditation and site visit process
      c. Demonstrate Leadership Abilities
      d. No Negative Practice Sanctions
      e. Complete site visitor training
   2. Selection
      a. Appointed by the President
   3. Duties/Roles and Responsibilities
      a. Participate in Review Committee Training
      b. In collaboration with the Review Committee and Annual Report Committee, review problematic Standards and take public comment regarding the Standards.
      c. Review Standards for all program types and recommend changes to the Commission
O. Ethics and Professional Responsibility Committee

1. Qualifications
   a. Selection
   b. There shall be five members selected by the commission this group shall have no term limits but shall be affirmed by commission every two years.
   c. Duties
      (1) Receive complaints regarding ethics/behaviors and act according to Section XIII of this document.
III. FIDUCIARY RESPONSIBILITIES

A. 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.

B. A session on fiduciary responsibility and/or review will be held at a Commission meeting once per year or as needed.

C. Reimbursement

1. For the purpose of this policy, CAATE representatives refer to CAATE Commissioners, Committee members, site visitors, staff, or other invited guests/members.

2. 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.

3. CAATE representatives who are requested to attend meetings/programs 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 for the CAATE representative, only if those are standard for other speakers. 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.

   a. 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. 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.

   b. All individuals traveling on CAATE business must travel in coach class unless using a free upgrade or have prior approval from the Executive Director or President.

   c. Baggage fees will be reimbursed.

4. Specific financial policies and procedures may be found in the CAATE Financial Policies and Procedures Manual.

IV. GENERAL CHARACTERISTICS OF A SPONSORING INSTITUTION/ENTITY

A. A sponsoring institution/entity 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.

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 (professional and post-professional programs) or a certificate (residency programs) as evidence of completion of the program.

9. Report programmatic change to the CAATE (see Section XI).

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 VII.F and IX).

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 and individuals submitting false, inaccurate, or otherwise purposefully erroneous material to the CAATE, after appropriate due process, may be sanctioned with negative accreditation actions consistent with those outlined in Section VIII of this document.

V. INSTITUTIONAL AUTONOMY

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

B. Rights of Institutions/Entities Sponsoring Programs: There are specific rights of institutions that sponsor a CAATE-accredited program. These rights compliment 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.

C. Sponsorship

1. The institution has the right, without approval from the CAATE, to define and establish its own organizational and administrative structure and management. The institution/entity 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.

D. Resources: The institution/entity has the right:

1. 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.
2. 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/entity 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/entity 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.

3. To identify and hire individuals to assume the responsibilities of each designated administrative position. The institution/entity has a responsibility to select individuals who are qualified, as demonstrated by significant competence in or potential for competent administration.

4. To determine, within the constraints of its available resources, the number of students who may be enrolled in the program. The institution/entity has a responsibility to assure an adequacy of resources for the support of enrolled students.

E. Curriculum

1. The institution/entity 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 and meets the stated programmatic outcomes.

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

1. Establish admission requirements and to select students in accord with its policies.

2. Determine the manner in which it maintains permanent student records. The institution/entity 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.

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

H. 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.

I. Requirements for Institutions Sponsoring Accredited Professional and Post-Professional Programs (excluding Residency Programs)

1. The CAATE requires institutions, applying for the accreditation of athletic training programs, to be institutionally accredited by a recognized regional or national accrediting body or by a body otherwise acceptable to the CAATE.
VI. ACCREDITATION STANDARDS

A. The Standards for the Accreditation of Professional Athletic Training Programs, The Standards for the Accreditation of Post Professional Athletic Training Degree Programs and the Standards for the Accreditation of Post Professional Athletic Training Residency Programs (Standards) are followed by institutions/entities in preparing 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 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.

VII. ACCREDITATION PROCESS

A. There are specific procedures followed by the CAATE 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:

B. Programs seeking accreditation

1. A Registration and Application Process had been designed to assist new athletic training programs in their development and preparation for accreditation. This process (typically one-two years) culminates in the submission of a Self-Study to CAATE for review under the appropriate Standards for the Accreditation of Athletic Training Programs (professional, post-professional degree or post-professional residency). Completion of Registration and Application requirements does not guarantee accreditation.

2. While a program may advertise that it has applied for or attained application status by the CAATE, the Program also must state that this status does not guarantee accreditation.

3. A $750 registration fee is required for each year the program is in process. The $750 fee grants the program access to the resources available in the electronic accreditation services offered by the CAATE.

C. Accreditation

1. Initial or continuing accreditation actions occur on cycles that are no longer than five years for initial accreditation and ten years for continuing accreditation for Professional Programs and maximum of 7 years for Post-Professional Programs. The initiation of an accreditation cycle requires a comprehensive review to determine compliance with the Standards.

2. Current accredited programs or those requesting initial accreditation review must apply for a comprehensive review for accreditation on or before July 1st of the year preceding the end of their accreditation cycle or end of the application period. Application materials must include:

   a. CAATE Application for accreditation
   b. $5000 site visit fee will be payable upon acceptance of self-study
   c. Comprehensive self-study
D. Accreditation Process

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 Program’s accreditation cycle. Initial programs that miss the July 1 deadline for submission must wait until the following July 1st to resubmit materials.

2. A site visit team is identified by the CAATE Site Visit Committee and assigned to the accreditation review for the program.

3. The site visit team, consisting of two site visitors and a reader will be forwarded the self-study materials to review and compare to the Standards in advance of the site visit.

4. The site visit team will coordinate a 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.

5. Following the site visit, the Site Visit Team will submit a preliminary report to the assigned Review Team for review and assistance in consistency and formatting.

6. The program will receive a final written copy of the site visit team report and have 90 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.

7. The rejoinder is submitted to the CAATE office and is assigned to the appropriate Review Team for review. The assigned Review Team will review the rejoinder and make comments and recommendations in the Program Presentation File. This document will be forwarded to a second Review Team for review. Once consensus on the document is reached, it will be brought to the Board for action.

8. Programs will receive written documentation from CAATE regarding the status of their program following regularly scheduled Board meeting for accreditation action.

9. 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 in writing. 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 or without written request.

10. 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 five (5) years.
E. Maintaining Accreditation:

1. 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:

2. 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.

3. All CAATE-accredited programs must submit a self-study and have an on-site review at least once every ten years.

4. The institution’s administration officials must inform the CAATE of changes in all required Program personnel (e.g. Program Director, Clinical Education Coordinator, Medical Director) and/or Administrative personnel (e.g. President, Dean, Department Chair) within 60 days of the change. See Section XI.

5. 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.

6. 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 XI.

7. 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 XI.

8. 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 XII. 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
   e. Changes in clock or credit hours, length, or required courses for successful completion of a program.

F. Annual Reporting Requirements

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

2. 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 days (30) of the original submission deadline. See also Section VIII.

c. Programs submitting annual reports after the deadline will be required to participate in the audit process.

3. 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.

4. Additional materials may be requested as needed by CAATE for verification or clarification.

5. Failure to demonstrate compliance with the Standards included in the Annual Report will result in accreditation action.

6. Failure to self-report, or fail to truthfully self-report non-compliance with the Standards will result in Probation. See Section VIII.

7. Up to ten percent of the annual reports may be randomly 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.

G. Failure to provide requested audit materials or discovery of a misrepresentation will result in Probation.

H. Voluntary Withdrawal of Accreditation:

1. Any institution/entity 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:

   a. Be signed by the president/CEO or an administrator who has the authority to speak and act on behalf of the institution/entity.
   b. Indicate when the last class of students graduated or will graduate.
   c. The desired effective date of the voluntary withdrawal.
   d. The location where all records for students who have completed the program will be kept.

2. A letter from the CAATE office to the institution will be sent and kept on file recognizing the effective date of voluntary withdrawal. If any information is missing from the institution’s letter initiating voluntary withdrawal, that information will be requested before notification from the CAATE office recognizing the request for withdrawal.

I. 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.

J. Administration

1. All materials submitted to CAATE become the property of CAATE. Under no circumstances will property of CAATE be returned to an institution/entity 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 Pursuing and Maintaining Accreditation documents, like all CAATE policies and procedures, are subject to review and revision by CAATE. All currently accredited programs, and those in application 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.

K. Institutions with multiple CAATE accredited programs

1. Institutions with more than one professional program (e.g. baccalaureate professional program and a post baccalaureate professional program):

   a. CAATE supports professional education (entry-level) at both the baccalaureate and post-baccalaureate degree levels. To that end, the accreditation requirements for professional programs at the post-baccalaureate degree are the same as those requirements for baccalaureate 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.

   b. Institutions that sponsor two professional programs at different degree levels (baccalaureate and post baccalaureate) or professional and post-professional are deemed to have two programs and will have staggered accreditation dates for each program. The two programs will NOT be accredited during the same accreditation action.

   c. 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 CAATE accreditation. Should an institution’s Professional program be placed on probation, this would not necessarily affect the Post-Professional program.

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

   a. Institutions with an existing-accredited Professional program at the baccalaureate level that wishes to transition to a Professional program at the post-baccalaureate degree with dissolution of the existing program, must complete the following:

      (1) Complete the Notification of Intent to apply for Substantive Change

      (2) Notification of Intent to pursue Substantive Change to be submitted by May 1 of the year in which Substantive Change Documents will be submitted.

      (3) A $3000 application fee must be submitted with Notification of Intent
b. Substantive Change Document must be submitted by August 1 of the year in which intent to apply is submitted.

3. Creation of a Second Professional Education Program

a. If an institution has an existing CAATE-accredited program and would like to add another professional program, with a different degree level, WITHOUT the dissolution of the current program, the program at the new degree level is considered a new program and instructions for initial accreditation must be followed.

NOTE: The BOC will not accept candidates for the BOC exam from educational programs not accredited and recognized by the CAATE.

VIII. ACCREDITATION ACTIONS AND STATUSES:

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 or by electronic means through e-Accreditation.

B. Actions

1. **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** refers to accreditation status awarded to programs currently accredited by CAATE. The maximum length of continuing accreditation is for professional programs is ten (10) years. The maximum length of continuing accreditation for post-professional programs 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 Board 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 Program’s normal accreditation cycle.

   e. A program may only be on probation for up to two (2) years.

C. Administrative Probation
1. Administrative probationary actions are levied on currently accredited programs that fail to follow administrative requirements of an accredited program.

2. 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 Program.

3. 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.

D. Withholding or Withdrawing Accreditation

1. 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.

   a. 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.

   b. When accreditation is withheld or withdrawn, the sponsoring institution/entity’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.

E. 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.

F. Statuses not Requiring Board Action

1. 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.

2. 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, 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 reports, 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 VII E of this document). Ultimately, a recommendation for Probation may result if the administrative concerns are not resolved in a reasonable length of time as defined by CAATE.
3. 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. The request must be signed by the CEO of the institution/entity or by another designated individual who has the authority to speak on behalf of the institution/entity. CAATE will notify the BOC (in the case of professional level programs) and remove the program from all relevant lists and databases. Voluntary withdrawals require no formal action by the CAATE Board. 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 Program has voluntary withdrawn from accreditation.

4. 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.

G. Appeal of Adverse Actions: The CAATE provides a program’s sponsor institution/entity the mechanism to appeal an accreditation decision to withhold or withdraw accreditation.

1. Procedure
   a. The Chief Executive Officer of the program’s sponsoring institution/entity may file a Notice of Appeal of a CAATE action of Withhold or Withdraw Accreditation, addressed to the President of CAATE, and mailed to the CAATE Executive Office to the attention of the President. 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.
   b. 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 c through h; 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 n within 20 days of its meeting; Steps o through q shall be completed as stated; and expenses incurred shall be apportioned as described in Step h.
   c. 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.
d. 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.

e. 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.

f. 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 President 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 President shall designate one of the members to be the
Chairperson.

g. 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.

h. 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 President. Expenses incurred in the development and
presentation of the appellant portion of the appeal, including its witnesses,
shall be borne by the institution/entity. 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 institution/entity.

i. 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/entity,
the CAATE representative, or any other witness(es) it deems appropriate.

j. The Appeal Committee may request the services of a legal advisor (at
CAATE’s expense).

k. Brief executive sessions may be called by the Appeal Committee to ensure
its complete understanding of the information.
l. Only facts known at the time of the CAATE’s recommendation and after reconsideration of that recommendation, if any, shall be accepted.
m. 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.
n. 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 Board either to “deny the appeal” or “grant the appeal.”
o. 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 Board and designate the manner in which the Board 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 Board shall make its decision.
p. If the Board’s decision is to “deny the appeal,” then the status of public recognition shall immediately be changed to that which was originally decided by CAATE.
q. 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.
r. Within 5 days after the decision of the Board, the President shall notify the institution/entity of that decision.
s. The decision of the Board shall be final and is not subject to further appeal.

2. Hearing Format
   a. Hearing called to order by the Appeal Committee Chair
   b. Introduction of Appeal Committee Members and other attendees (including record keeper)
   c. Appeal Committee Chair makes opening statement and reads the Confidentiality Statement
   d. Review of Hearing Ground Rules
      (1) 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.
      (2) The institution/entity may not present new, revised, or updated information that was not available to the CAATE for its recommendation or reconsideration of that recommendation.
      (3) The Appeal Committee determines the relevance of information presented.
      (4) 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.
   e. Appellant’s oral presentation (not to exceed 20 minutes)*
   f. Committee’s clarification of appellant’s presentation*
g. CAATE’s oral presentation (not to exceed 20 minutes)*

h. Committee’s clarification of CAATE’s presentation*

i. Witness(es) presentation (as requested by the Appeal Committee)*

j. Committee’s clarification of witness(es) presentation*

k. Recess for Committee Executive Session to review material presented

l. Additional clarification from attendees, if needed.*

m. Review of timetable of remaining steps in appeal

n. Chairperson’s concluding remarks

o. Hearing Adjourned

  (1) Each party’s presentation would be made separately to the Appeal Committee without the other party present.

H. Public Notification of a Program’s Accreditation Status

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

   a. Accreditation: Initial or Continuing
   b. Probationary Accreditation
   c. Administrative Probation
   d. Withhold Initial Accreditation
   e. Withdraw Accreditation: Voluntary or Involuntary

2. The CAATE provides the public with information about a program’s accreditation status on the CAATE website at http://www.caate.net and officially in writing upon request and as required by law.

3. The CAATE considers a program that is on probation to retain its status as an accredited program.

4. The CAATE discloses the probationary status of a program including timeline and non-compliant sections of the Standards that resulted in probationary action on the website and in all responses to telephone and written inquiries. The CAATE web site will reflect those changes.

I. Public Use of CAATE Accreditation Status by Programs and Sponsoring Institutions

1. The CAATE requires institutions and programs to be accurate in reporting to the public the program’s accreditation status.

2. Publication of a program’s accreditation status must include the full name, mailing address and telephone number of the CAATE.

3. 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.

4. If a program has not yet been accredited by the CAATE, it must make no reference to accreditation status.

5. 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.

6. 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), 6835 Austin Center Blvd, Suite 250, Austin, TX 78731-3101”. Programs may use the “Accredited by CAATE” logo on official publications and websites.
7. 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 Probation as of (date of Probation action) by the CAATE, 6835 Austin Center Blvd, Suite 250, Austin, TX 78731-3101 (512) 733-9700."

8. Since Probation 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.

9. Any promotional pieces, print advertisements or areas on the program’s website that make reference to accreditation status must include the above language about the program's Probationary status.

10. Institutions and institution personnel improperly citing a program’s accreditation status can lead to Administrative Probation and will be subject to action by the Ethics Committee.

J. Policies for Using the CAATE Logo(s)

1. 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.

2. Variations of the logo are available for use by the CAATE accredited programs or other persons or institutions that 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.

a. 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"

b. 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.

IX. ANNUAL DUES AND FEES

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

1. An invoice will be addressed to the Program Director and Department Chair (or other administrative designated recipient). Annual fees will be mailed by August 1st and will indicate that payment is due by September 30th. (Net 60 days)

a. Payment beyond the due date will result in a late fee of $200

b. 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.

B. The Commission will review all fee increases in order to determine if they are reasonable.
1. The Commission will make an appropriate announcement of a change in its fee structure in advance of implementation.

C. Institutions that sponsor professional programs at both the baccalaureate and post-baccalaureate levels must pay the annual program fee for each program.

D. Institutions that sponsor both a professional program and a post-professional program must pay the annual program fee for each program.

E. Procedures for Those Institutions Failing to Pay Fees/Dues by September 30th.

1. Sponsoring institutions that do not respond and/or that remain unpaid as of 30 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 15 days of the date of the letter of notification the program will be placed on Probation. **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.
   c. If full payment is received after the 30-day notice, but before the 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).
   d. Failure to pay by December 15th will result in a change of accreditation status to Probation. This Probation action may not be appealed. Notification of Probationary status MUST be published on program website and will be published on the CAATE website until full payment plus late fees is received.

2. 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.

X. REQUESTS FOR EXTENSION:

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

2. It is the responsibility of the Athletic Training Program 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 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:

   a. Indicate the type of deadline change (e.g. self-study, annual report), institution name, Program Director Name
   b. 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
   c. Provide a comprehensive rationale to support the request
   d. Explain how the requested extension will impact current and future students
   e. In the event that the extension request includes the incapacitation of a faculty or clinical staff member, provide information on how the program 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 program 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.
   f. Include the signatures of both the appropriate institutional administrator, as well as the Program Director
   g. 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.

B. Extension Granted Procedures:

1. In the event, the CAATE grants an extension of the next comprehensive review cycle, the following procedure must be completed by the institution:

   a. 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.

XI. REPORTING PROGRAM CHANGE:

A. The Institution has the responsibility to report the following changes in its program(s):
B. Change of Personnel

1. Changes in program personnel with the exception of the program director may be made directly in e-Accreditation by the program.
   a. Program personnel changes must be made within 60 days of the change
   b. Program Director change must be made according to the instructions below and cannot be completed through e-Accreditation.

2. Program Director (either through vacancy or new hire)
   a. 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.
   b. 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 must include:
      (1) The effective date of departure and person being named as replacement
      (2) The full name and credentials of the person being named as Program Director
      (3) Verification, signed and dated by the Dean, that the new Program Director is a full-time faculty member who has all the rights, privileges and responsibilities of a full-time faculty ember as described in the CAATE Standards.
      (4) Complete contact information for the new Program Director
      (5) Verification of the number of credit hours per year required for all full-time faculty members at the institution.

4. Documentation Requirements for Interim Program Director (PD) or Official Hire
   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 program faculty involved in the Athletic Training Program for the applicable academic year and document what is considered a full-time faculty load at the institution. These workloads shall include the Program Director Workload Table and Faculty and Instructional Staff Table (available from the CAATE website) 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
a. 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
   a. In the event an institution must name Co-Program Directors in order to demonstrate compliance with CAATE Standards for Program Director Qualifications and Responsibilities, the following applies:
   b. Co-Program Directorships may never exceed two directors.
   c. Co-Program Directorships may occur for an unlimited time frame when both Program Directors share duties and individually meet all requirements and qualifications.
   d. 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 program, and one of the Program Directors must be in good standing with the BOC and meet the five year BOC-certification qualification.

C. Change in institution accreditation status (by regional or other recognized accreditor).

D. Permanent changes in ADA status of staff/faculty that affects the individual’s ability to serve as a preceptor, PD, athletic training faculty etc.
   1. Submit verification of status change
   2. Submit new person who will take on the role/responsibilities left by the faculty member (preceptor/PD), and paperwork as necessary (see above)

E. Changes to be noted on the Annual Report (electronically)
   1. Addition of clinical sites
   2. Addition of personnel
   3. New faculty/preceptor profile
   4. Change in Medical Director
      a. No restriction on Co-Medical Directors
      b. At least one individual must hold valid and current medical license (MD/DO) in his/her state.
   5. Curricular Changes (additions/deletions/consolidations)
   6. Substantial increase or decrease in the number of student accepted in a cohort
   7. Any other changes that effect the program

XII. INTERVAL BETWEEN COMPREHENSIVE PROGRAM EVALUATIONS
   A. CAATE accreditation is not time limited, but remains in place until another action is taken.
   B. The standard interval between comprehensive program evaluations shall be a maximum of 5 years for initial and 10 maximum years for continuing for Professional Programs, and a maximum of 5 years for initial and 7 maximum years for Post-Professional and Residency Programs.

XIII. 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 affected 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 for consideration.
   3. Following consultation among staff, the President 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/entity of the substance of the complaint and shall request a preliminary investigation and report on the findings within 30 days of the sponsoring institution/entity’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/entity, 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/entity’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.

(3) 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.

(4) 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.

C. 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.

XIV. ETHICAL STANDARDS

A. Ethical Standards---The CAATE Commissioners, staff, volunteers, and all program personnel at CAATE accredited institutions must adhere to ethical standards of practice in all CAATE-related activities.

B. Hallmarks of Ethical Practice

1. 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 an association with the CAATE.
a. 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.

b. All CAATE Commissioners, committee members, and site visitors will sign annually a statement that acknowledges they have read and understand CAATE’s Conflict of Interest and Confidentiality Statements ethical standards policies [See Appendix –insert appendix # for confidentiality statement here]. Signed statements are maintained in the executive office.

c. Commissioners may not serve as Site Visitors or consultants;

d. Members of Review Team and Annual Report Committee may serve a Site Visitor, but not as consultants.

e. Should a potential conflict of interest be discovered, the person will immediately recuse themselves from further actions with that institution/program.

2. **Confidentiality**—The CAATE and its representatives will maintain confidentiality of sensitive information throughout the accreditation process. However, disclosure of certain information may be necessary to serve and protect the public interest or may be required by law. Accreditation actions will be made public.

3. **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 current policy will be considered on an individual request basis. Every effort should be made to keep costs reasonable. (See CAATE Reimbursement Policy below)

4. **Fair Business and Professional Practices**—The CAATE, their accredited programs, and their sponsoring institutions and individuals associated with the program must comply with the principles of fair business practices and the *BOC Standards of Professional Practice*.

5. **Fair Education Practices**—The CAATE accredited programs and their sponsoring institutions must report substantive change(s) to the CAATE and to current and potential students in a timely and accurate manner (i.e. substantive changes are any changes that would affect the sponsoring institution’s compliance with the Standards including any preceptor’s current license or BOC certification status).

6. **Discrimination**—As a national accreditor of Athletic Training Programs, the CAATE values equality of opportunity, human dignity, gender, age, race, sexual orientation, and 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.

7. **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 will not be returned.

C. **Adjudication**

1. **Reporting Ethical Issues**
a. Athletic trainers or other individuals representing CAATE or participating in a CAATE accredited program must be familiar with the CAATE Code of Ethics. Lack of awareness or misunderstanding of ethical standards is not a defense to a charge of unethical conduct.

b. When an athletic trainer or other individual serving as a representative of CAATE or one of the programs it accredits 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, there is an obligation to report such violation to the CAATE President.

c. 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.

2. Ethical Violations of CAATE Representatives or program faculty/staff.

a. If, during an official site visit or other activities under the auspices of CAATE, any representative or program staff violates an ethical standard of CAATE, disciplinary action could occur.

b. Reports of violations may be submitted by any athletic trainer, athletic training student, administrator, or other individual for any activity under the auspices of CAATE.

c. Alleged violations must be submitted in writing via the CAATE Executive Office, to the CAATE President, postmarked within 2 weeks of the incident. Failure to report violations shall be considered a breach of CAATE’s ethical standards.

d. If the CAATE President, in consultation with the CAATE Ethics Committee Chair, deems the violation/s has/have merit, a subcommittee will be appointed (i.e., CAATE Ethics Review Panel) consisting of three individuals on the CAATE Ethics Committee to evaluate the merits of the allegation(s).

e. Initial disciplinary actions may include removal as a site visitor, revocation of CAATE committee membership, or program probation sanctions for a period of up to 5 years.

f. Any violation of state licensure acts, BOC Standards Practice or NATA Code of Ethics shall be reported to the appropriate agency.

D. Full Investigative Procedures

1. If the CAATE President, in consultation with the CAATE Ethics Committee Chair, determines a violation may exist, will convene a sub-committee comprised of up to 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 stating: (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.
2. 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.

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

4. 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.

5. 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.

6. 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 in violation of a provision (or provisions) of the CAATE Code of Ethics: a) admonition, b) reprimand, c) administrative suspension, and d) suspension for a designated period.

E. Appeals

1. Only the individual who is being investigated may appeal an adverse decision. If the individual requests an appeal, the CAATE President will convene a second, independent panel (i.e., the CAATE Ethics Appeal Panel). 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.
2. 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.

3. 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.

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

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

6. 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.

F. Maintenance of Records of Closed Ethics Investigations

1. 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. The CAATE Office maintains the records. 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.
GLOSSARY

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 ten years for professional programs and seven years for post-professional programs.

**Probation** is a 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 Board 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.

Other Terms

**Accreditation Record** - All written materials available to the CAATE Board 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) Board or Commission** - the voting part of CAATE, consists of 6 ATs, 4 sponsoring organization members, 1 public member and 1 administrator.

**Day** - a calendar day.

**Executive Committee** - the Officers: President, Vice President or President Elect, Treasurer/Secretary and Executive Director.

**Executive Office** - Commission on Accreditation of Athletic Training Education (CAATE), 6836 Austin Center Blvd., Ste 250, Austin, TX 78731-3101 (512) 733.9700.

**Notice of Appeal** - A letter addressed to the President 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** - A 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 Commission through representation on the Board.

**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.
CONFIDENTIALITY AGREEMENT
CAATE Committees, Commission, Liaisons, Volunteers and Staff

I hereby attest that I have read and I understand Section XIV of the CAATE Policy & Procedures Manual regarding Ethical Standards of Practice, and I agree to comply by all policies outlined therein.

Additionally, I attest that I shall hold as strictly confidential all information related to accreditation activities.

As a CAATE representative or liaison, I agree to:

- Not disclose private matters learned about an institution or its personnel.
- Maintain confidentiality of all written materials provided and submitted.
- Recuse myself from discussions/voting in a case of a conflict of interest or a potential conflict of interest.
- Agree that any material developed by me for the CAATE will be the property of the CAATE.
- Be fiscally responsible when traveling on behalf of the CAATE.

The terms of this Ethics Statement are effective immediately and shall apply to all work performed by me in carrying out my responsibilities as a CAATE representative.

________________________________________
Name (Please Print)

________________________________________
Signature

________________________________________
Date