

POST-PROFESSIONAL DEGREE PROGRAM ANNUAL REPORT CHECKLIST



UPDATE PROGRAM'S PROFILE

- Ensure URLs are correct and linked to appropriate webpage for:
 - Institution's Website
 - AT Program's Homepage
 - Institutional Aggregate Data
 - CAATE Accreditation Status
- Ensure "Name of Department AT Program is housed" fields are completed.

Update Officials

- Ensure email, phone numbers, and mailing addresses are correct for all officials.

Update Directory

- Ensure Clinical Site Profiles are updated; ensuring only *active* clinical sites for the reporting period are marked as such.
- Ensure Supervisor/Mentor (Preceptor) Profiles are updated.
- Ensure Faculty Profiles are updated.

Update Student Profiles under Student Tab

- Ensure graduate dates and placement data is updated for most recent cohort.
- Admission Cohort – Students who are admitted into the post-professional program.

CLINICAL SITE PROFILE

Possible Standards Cited:

Standard 5: All sites must have an affiliation agreement or memorandum(s) of understanding with appropriate administrative authority.

Checklist

- Ensure all *active* sites are listed for reporting period.
- Ensure all columns are filled out accordingly.
- Individual Clinical Site Profiles:
 - Ensure all affiliated sites listed have appropriate signature of authority (In most situations, the athletic trainer or other practitioner (PA, DPT, MD) is not authorized to enter into a contract on behalf of the institution/facility unless they are an owner or administrator).
 - Signature of authority must be from the clinical site and not the sponsoring institution.

FACULTY PROFILES

Possible Standards Cited:

Standard 29: Program Director Qualifications: The Program Director must be certified and be in good standing with the Board of Certification (BOC).

Standard 30: Program Director Qualifications: The Program Director must possess a current state athletic training credential and be in good standing with the state regulatory agency (where applicable).

Standard 36: Athletic Training Faculty Number: In addition to the Program Director, there must be a minimum of one full-time (1.0 FTE) core faculty member as defined in the glossary, dedicated (100% of 1 FTE) to the athletic training program.

Checklist

- All faculty who are teaching courses in the program should be listed.
- Ensure Program Director is identified.
- Ensure Faculty are clearly identified as Core, Associate, Adjunct per glossary definitions.
 - A minimum of two individuals should be listed as Core Faculty.
- Ensure appropriate BOC and/or state credential is listed for each faculty.
- Ensure the # of credits PD teaches aligns with Section III.10.

POST-PROFESSIONAL DEGREE PROGRAM ANNUAL REPORT CHECKLIST



SUPERVISOR/MENTOR (PRECEPTOR) PROFILES

Possible Standards Cited: None

Checklist

- Ensure supervisor/mentor is *active* during reporting period.
- List all credentials (i.e., PhD, ATC, LAT) for each supervisor/mentor.
- List all state credentials numbers.
- Ensure there is a supervisor/mentor listed for each *active* site listed in the Clinical Site Profile section.
- All supervisors/mentors must be a credentialed healthcare professional per glossary.

SECTION I: PROGRAM INFORMATION (AR-I)

Possible Standards Cited: n/a

Checklist

- Ensure program's degree is appropriately reflected.
- If the program was changed by more than 20%, please leave a comment section. The reviewers will determine if additional information needs to be submitted via Substantive Change.

SECTION II: APPLICANTS & ENROLLMENT (AR-II)

Possible Standards Cited: n/a

Checklist

- The total number of students listed in question II.7, II.8, and II.9 should **each be equal** to the total head count of students provided in question II.6.
- Ethnicity and race are collected as part of the Annual Report to allow for the tracking of trends in diversity in athletic training education. This information is typically self-reported by students during the application/admissions process, and can usually be obtained by contacting your institution's admissions office.

SECTION III: FACULTY (AR-III)

Possible Standards Cited:

Standard 27: The Program Director must have administrative release time.

Standard 36: Athletic Training Faculty Number: In addition to the Program Director, there must be a minimum of one full-time (1.0 FTE) core faculty member as defined in the glossary, dedicated (100% of 1 FTE) to the athletic training program.

Checklist

- Ensure faculty are identified as Core, Associated or Adjunct per the definition in the glossary.
 - Each program should have a minimum of 2 Core Faculty listed (Standard 36).
- The clinical education ratio does not apply to post professional so please put 'n/a' in the space provided.
- If your program does not have a designated Clinical Education Coordinator, put "n/a" in spaces provided for Section III.2 and III.11.
- Ensure credit hours and contact hours are accurate. Credit hours refer to the amount of credits earned per course, which is published in the institution's course catalog and reflected on the student's transcript. Contact hours refer to the amount of time spent in class over the course of a semester. For example, a 3-credit course that meets 3 hours per week over a 15-week semester totals 45 contact hours. Likewise, a 1-credit lab that meets 3 hours per week over a 15-week semester totals 45 contact hours.
- Reviewers will evaluate the standard teaching load reported for faculty within the unit where the AT program is housed and how the release time for the PD impacts the teaching load.
 - For example, if the standard teaching load for faculty at your university is 24 credits per year and the PD is teaching 18 credits and has 25% release time, the reviewers would determine compliance for Standard 27. If the standard teaching load for faculty at your university is 12 credits per year and the PD is teaching 18 credits and has 25% release time, the reviewers would not be able to determine compliance with Standard 27 and thus, the program would be required to submit additional documentation in the rejoinder showing that the PD's workload is consistent with university policy.

Continued on next page

POST-PROFESSIONAL DEGREE PROGRAM ANNUAL REPORT CHECKLIST



SECTION III: FACULTY (AR-III) (CONT.)

Checklist

- If an overload is temporary or the PD is being compensated, please indicate this in the comment section.
- Percent of release time must be listed in Section III.10. A program listing a 0% will be cited as NC. If release time is provided via decrease teaching credits or compensation, please explain in the comment section and estimate what percent of release time is being given.

SECTION IV: PROGRAM OPERATIONS (AR-IV)

Possible Standards Cited:

Standard 60: The program must receive adequate, equitable, and annually available resources necessary to meet the program's needs based on the program's size and documented mission and outcomes.

Checklist

- Ensure tuition and fees reflect reporting period. If \$0 is left in as a response, please provide an explanation in comment section.
- Ensure cost of program is reflected for current reporting period. If \$0 is left as a response, the program may be cited as NC.
- If the budget was impacted in any way during the reporting period, please indicate so in the comment section.

SECTION V: OUTCOMES (AR-V)

Possible Standards Cited:

Standard 12: Develop a Plan: There must be a comprehensive assessment plan to evaluate all aspects of the educational program.

Checklist

- Ensure objectives listed in Section V.4 are measurable.
- A current outcome and supporting data is required.
- Ensure benchmarks are appropriately aligned with objectives.

SECTION VI: ACCESS TO INFORMATION AND COMPLIANCE (AR-VI)

Possible Standards Cited:

Standard 16: Assessment Measures: Programs must post the aggregate institutional data (as defined by the CAATE) on the program's home page or a direct link to the data must be on the program's home webpage.
Program may self-report other Standards.

Checklist

- Ensure program outcome data is updated on program's webpage.
- Self-report any program non-compliances.

Instructions and Other Resources:

- Completing Annual Report:
 - <http://caate.net/wp-content/uploads/2015/09/Completing-your-annual-report.pdf>
- Annual Report- Submission Instructions
 - <http://caate.net/wp-content/uploads/2015/12/Annual-Report-Rejoinder-Submission-Instructions.pdf>
- For additional information, check out the CAATE Annual Report webpage
 - <http://caate.net/annual-report/>