

### 13. Voluntary Withdrawal of Accreditation

Any sponsoring organization may request a voluntary withdrawal of accreditation from the CAATE. To initiate a voluntary withdrawal, the institution must notify the CAATE Office in writing of its intent to discontinue the program's accreditation. The notification must include:

- Signatures of appropriate institutional officials. The notification of voluntary withdrawal of accreditation must be signed by the president/CEO or their designee, who is duly authorized to take such action.
- The desired effective date of the voluntary withdrawal must be clearly stated. Learners who graduate after the effective date of withdrawal will not graduate from an accredited program and, therefore, will not be eligible for the benefits associated therewith. For example, learners in professional programs will not be eligible to sit for the Board of Certification (BOC) certification examination for athletic trainers, and residents in Residency Programs will not be eligible to sit for BOC specialty certification examinations through the accredited program completion eligibility route.
  - The program must indicate when the last class of learners graduated or will graduate, and how current or recruited learners will be informed of the institution's decision to withdraw accreditation.
  - The program must provide a "teach-out plan" for any currently enrolled learners or learners who will be enrolled prior to the withdrawal. This includes documentation of how currently enrolled learners will be protected and assisted in 1) completing the program, or 2) identifying an alternative academic program within the institution (professional programs), or 3) assisting in transferring to another program. The plan for protecting currently enrolled learners, including either teach-out or transfer, will be agreed upon by the institution and the Commission. If the teach-out plan is incomplete, or if the non-compliant Standard(s) affect learner safety, appropriate instruction, fair practice, employability, or other student concerns, the Commission may choose not to recognize the voluntary withdrawal.
  - The program must provide documentation available to the public that the AT program has voluntarily withdrawn from accreditation.
  - Learners must be informed that if they graduate after the effective date of withdrawal, they will not be eligible to sit for the BOC examination.
    - Program must identify the location where all records for learners who have completed the program will be kept.
    - Once documentation has been received and accepted by the Commission, a letter will be sent from the CAATE Office to the institution recognizing the effective date of voluntary withdrawal. This letter should be kept on file by the institution. If any information is missing from the institution's letter initiating



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voluntary withdrawal of accreditation, that information will be requested by the CAATE Office prior to any CAATE action recognizing the voluntary withdrawal request. Programs must continue to pay the annual accreditation fee and complete annual reports until the effective date of withdrawal.

- It is expected that programs will remain in compliance with ALL Standards during the withdrawal process. Programs that have non-compliances with the Standards will be required to complete Progress Reports on the non-compliant Standards until the withdrawal date.
- If a program voluntarily withdraws its accreditation, the program may not submit intent to start a new program at any level (Professional, Residency, or Fellowship) while learners are still in teach-out.
- Learners may not be admitted, enrolled, or matriculated into the program after the notification of intent to voluntarily withdraw accreditation has been accepted by the CAATE.
- The institution's accreditor or other appropriate regulatory/governing body, when applicable in the absence of an institutional accreditor (e.g., private practice sponsoring a Residency Program), will be notified when a program Voluntarily Withdraws accreditation.