

INSIDE THIS ISSUE

Success in Indianapolis

Athletic Training Centralized
Application System

Post-Professional Programs:
BOC CEU Opportunities
exclusively available to
your students

Bills introduced for
Reauthorization of the
Higher Education Act

CAATE Standards Committee
has initial meeting

CAATE President-Elect

Post-Professional
Programming at the
Accreditation Conference

eAccreditation Submission
Directions

Post-Professional Programs
begin to use eAccreditation

CAATE Electronic Invoicing

Annual Report: Helpful Hints

E-Accreditation Update

KOEHNEKE RECEIVES BOB & LYNN CARUTHERS SERVICE AWARD

Peter Koehneke was recently presented with the Bob & Lynn Caruthers Award during the CAATE Volunteer Reception at the NATA Clinical Symposium and AT Expo in Indianapolis. Mr. Koehneke has made significant contributions to athletic training education and accreditation.

Dr. Bonnie Van Lunen in her letter of support writes "Pete's contributions to accreditation are beyond significant. He was a member of the NATA/CAAHEP JRC-AT from 1990-2004, serving as the Vice-Chair for 4 years and the Chair for 6 years. Many advances were made in professional education at this time, and Pete worked daily to ensure that the processes moved forward".



President Laursen with Caruthers Award Recipients Pete Koehneke (2014) and Paula Tourocy (2012)

Pete has chaired 24 site visits and was a team member for 15 visits. He led the revision of the Standards in 2001 and scheduled site visitors for 10 years. Pat Aronson nominated Mr. Koehneke for the award and states: "Pete does not just lead by example; he leads with experience, thoughtful guidance, and contributes to meaningful discussions." We congratulate Pete and thank him for all he has done for the profession.

The Bob and Lynn Caruthers Service award is given to individuals that demonstrate the character and performance traits Bob and Lynn Caruthers displayed in their respective careers of significant and distinguished service to professional and specialized accreditation. Both Bob and Lynn demonstrated excellence when working directly with constituent institutions. This award is intended to be a reflection of the commitment to professional education and service shown by the Caruthers.

SUCCESS IN INDIANAPOLIS

The CAATE would like to thank all of its shareholders for the many successes seen at the NATA Symposium in Indianapolis. Some of the highlights include:

- **Booth** – Many of you stopped by to visit Booth 850 to speak with Commissioners and Staff. We were happy to be able to answer questions, receive your feedback, and help to promote athletic training education.
- **Volunteer Reception** – It was great to be able to thank our volunteers that were in attendance for all of their hard work throughout the year and celebrate Pete Koehnke's receipt of the Bob & Lynn Caruthers Award.
- **Professional Degree Site Visitor Training** – Over 30 new Site Visitors attended the two day training on the site visit process and an in-depth review of the Standards. Also attending the training as observers were more than 20 program administrators including Program Directors and Chairs. The CAATE Site Visitor Training is open to any program administrators on a space available basis. Priority will be given to programs that have upcoming site visits. Feedback from the training was overwhelmingly positive from both the new site visitors and program administrators. Thank you to everyone who participated in these training sessions and helped to make them a success.



Ashley Ahearn answers questions from Kirk Armstrong at the CAATE booth.

- **Post Professional Degree and Residency Informational Session** – more than 30 people attended the two informational sessions specifically for post-professional degree and residency programs. Updates on Residency Standard administrative realignment, move to eAccreditation, the level of the professional degree and more topics were discussed.
- **ATCAS Reception** – Many program administrators attended the Athletic Training Centralized Application System reception to learn more about how their program could benefit from participating in ATCAS. If you weren't able to attend and would like to know more about ATCAS, more information can be found in this newsletter.

ATHLETIC TRAINING CENTRALIZED APPLICATION SYSTEM

It is not too late to sign up for ATCAS! In an effort to simplify the application process for prospective Athletic Training students and to facilitate the admissions process for professional and post-professional athletic training programs, the Commission on Accreditation of Athletic Training Education (CAATE) will launch the Athletic Training Centralized Application Service (ATCAS) in fall 2014. The benefits for programs include the opportunity to personalize their program page with their own admission requirements and questions, as well as the opportunity to ask for specific types of recommendations. Programs who decide to participate will be ready to personalize their program's individual portal as soon as the signed

agreement is received. ATCAS is available at NO COST to the program and all admissions decisions are made solely by participating programs. Programmatic and policy decisions are made by participating members and the ATCAS Advisory Council.

To join ATCAS, member programs must:

- Be accredited by the CAATE
- Be current with annual program fees
- Complete and sign the ATCAS participation agreement

For more information on ATCAS visit the CAATE website (caate.net) or contact Julie at Julie@caate.net

POST-PROFESSIONAL PROGRAMS: BOC CEU OPPORTUNITIES EXCLUSIVELY AVAILABLE TO YOUR STUDENTS

Graduation from a CAATE accredited Post-professional degree program offers students 5-10 evidence-based practice

CEUs depending on the number of CEU's the athletic trainer is required to report, and being a resident within

a CAATE accredited Post-professional residency program offers 20 evidence-based practice CEUs per year. These are offered in addition to the 10 CEUs per course that are offered for post-certification graduate course work. The



CAATE encourages its Post-Professional programs to remind students and residents to take advantage of these

CEUs that are uniquely available to them. More information about the CEU opportunities available to

participants in CAATE accredited Post-professional programs can be found on the BOC's website at <http://www.bocatc.org/ats/maintain-certification/continuing-education>

BILLS INTRODUCED FOR REAUTHORIZATION OF THE HIGHER EDUCATION ACT

Leadership of the U.S. Senate Health, Education, Labor and Pensions (HELP) Committee and the House of Representatives Education and the Workforce Committee recently introduced bills and released legislative proposals for reauthorization of the Higher Education Act (HEA). The proposal from the Senate would require accreditors and their institutions to be more transparent. Accrediting organizations would be required make available to the public documents such as self-studies, Site visit reports, reports on compliance

by institutions and programs with accreditation standards, performance with respect to student achievement, and reports on all adverse actions taken against accredited programs and supporting documentation for such action. The CAATE is paying close attention to the bills as these changes would impact the types and amount of materials that the CAATE would be required to make public. The bill also specifies that the accretor provide a webpage as the single point of access to these actions and documents.

DID YOU KNOW?

ACCREDITATION ACTIONS:

The following Accreditation Actions were taken by the CAATE during the July meeting:

Received 10 years continuing accreditation for professional programs:

- California Baptist University
- Whitworth University

STUDENT LIABILITY INSURANCE

The CAATE reminds programs to collect and maintain documentation that their students are carrying appropriate, and up to date, liability insurance coverage. There is **no need** to send this documentation in to the CAATE office at any time; this is documentation that the program should maintain within their own student records, and the CAATE **should not** be listed on any of these policies.



CAATE STANDARDS COMMITTEE HAS INITIAL MEETING

The CAATE Standards Committee hosted its initial meeting at the end of July in Dallas, TX. The committee is currently composed of five Athletic Trainers hailing from a variety of program types who will serve committee terms of three years.



The role of the Standards Committee will be to:

- establish a mechanism by which the standards are reviewed on an annual basis and the manner in which additions and corrections will be handled.
- examine the standards across all program types and maintain parallel standards, when applicable.
- solicit information from various stakeholder groups as it pertains to the standards and competency development.
- work closely in conjunction with the Review Committee, Site Visit Committee, and Annual Report Committee to ensure standard development and revisions effectively address reported concerns and are communicated efficiently.

CAATE PRESIDENT-ELECT



The CAATE congratulates Dr. Mark Merrick on his election as President-Elect of the Commission. Dr. Merrick, Associate Professor and Director of the Athletic Training Division at The Ohio State University will serve as President-Elect for a period of one year, and will succeed Mr. Mark Laursen (Boston University) as President of the Commission at the completion of Mr. Laursen's term as President in 2015.

President-Elect candidates are nominated by any member of the Commission, and selected by the Commissioners. Best of luck to Dr. Merrick in his new position within the CAATE.

POST-PROFESSIONAL PROGRAMMING AT THE ACCREDITATION CONFERENCE

Post-professional program administrators are encouraged to attend the Accreditation conference as there will be programming designed to address your programs' specific needs and unique concerns. The CAATE hopes to see you there!



"IN GOOD STANDING"

Programs interested in completing the substantive change to voluntarily change the level of their degree are required to be "in good standing". This means that the program is NOT currently on Probation. If a program has a Progress Report due, the program is still considered "in good standing".

UPDATE ON NEW RESIDENCY STANDARDS

The CAATE wants to thank everyone who took the time to review and provide feedback on the newly formatted Post-Professional Residency Standards during the open comment period. All comments and responses have been provided to the appropriate committee who will review and incorporate suggestions into the Standards.

Thank you!

EACCREDITATION SUBMISSION DIRECTIONS

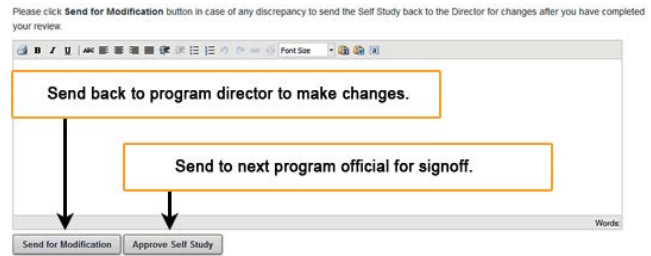
Important Dates:

- 2014-2015 Annual Report Due October 15, 2014
- 2014-2015 Self-Study Due July 1, 2015

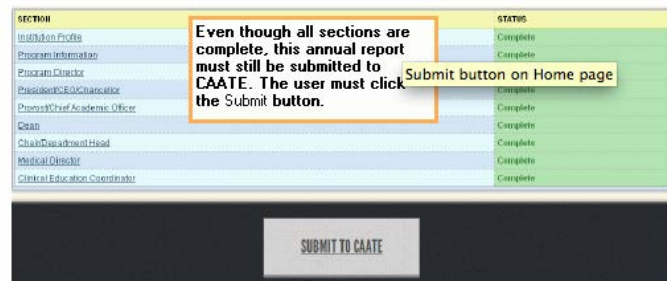
The program director and program officials will make all submission decisions on the (Annual Report/Self-Study) Home page. Annual Report does not require sign-off, but Progress Report requires signoff by Program Director, Department Chair, and Dean. Self-Study requires signoff by Program Director, Department Chair, Dean, Provost (if applicable), and President.

- Program director completes Annual Report/Self-Study and sets status to **Ready for Submission**. When all standards are marked Ready for Submission, click **Submit for Signoff** button (located on the **Home** page).
- Chair/Dean (and/or other institution) will receive a system email **CAATE: ready for approval**. On the **Home** page, officials can click check box indicating review is complete. Click **Send for Modification** button to return to program director, who can make suggested changes and resubmit. Click **Approve** button to send to next program official for signoff.

Note: Only the Dean and Chair can send (self-study) back for review.



- Once all officials have approved, the Program director will receive a system email stating that the Annual Report/Self-Study is ready for approval. Program director will go to the Home page and click Submit to CAATE button.



- Go to the **Home** page. You will see a table listing the status (Not Started, In Progres, Complete) of each section.
- When all sections have a Complete status, you will see a large **Submit** button under the table.
- Click this button. CAATE will receive a notification that you have submitted.

POST-PROFESSIONAL PROGRAMS BEGIN TO USE EACCREDITATION



The CAATE is excited to welcome Post-Professional Degree Programs to the eAccreditation process as they begin entering their Annual Reports within the online system this year. As a reminder to programs, the Annual Report is due on October 15th, 2014. If questions or problems arise during the process of entering information, be sure to contact

the CAATE at support@caate.net for assistance. Also, be sure to read the eAccreditation Submission Directions in this newsletter for more information. Post-Professional Degree Programs will begin entering self-study data via eAccred next year. Post-Professional Residency Programs will be the next group slated to begin the process of crossing over into eAccreditation soon, and more information about this process will be released to programs in the future.

CAATE ELECTRONIC INVOICING

All Professional and Post-Professional Programs should have received their annual accreditation fee invoice electronically this year. If a program has not yet received the invoice, they should first determine if their institution firewall is blocking the email from being received or if it was inadvertently shuttled to a junk, spam, or quarantine folder. Programs can contact the CAATE office if they continue to have difficulty receiving invoices after addressing these issues. Annual Accreditation Fees are due by October 1, 2014. Some additional troubleshooting tips regarding invoices:

- Adobe reader is required to open the invoice.
- Recipients can click “view now” to view the full invoice including payment options.
- Recipients can click “pay now” to pay electronically with credit card.

- If your Program typically submits invoices to an accounting department to be paid, please forward the emailed invoice to the accounting department to allow for the “pay now” credit card option to be available to them.
- Receipts from electronic payment will be automatically generated and emailed to the Program Director following payment, so if an accounting department paid for the invoice, the PD may need to forward the receipt to the party responsible for submitting payment. This process is to ensure that the PD remains the point of communication regarding whether or not the invoice has been paid.
- Any other questions or concerns regarding the electronic invoices can be directed to the CAATE office or to support@caate.net

ANNUAL REPORT: HELPFUL HINTS

Based on feedback and some frequently asked questions regarding the Annual Report, the CAATE has put together this quick list of helpful hints to help with the process. If you have any additional questions regarding the annual report, you can call the office or email support@caate.net.

- When ready to submit to the CAATE, the “submit” option will always appear on the Home page
- Preceptor training dates: Please input the most recent training date (Reminder – the institution/program is responsible for determining the frequency and content of preceptor training)
- If a section of the AR has already been marked as Complete, and an additional edit is needed, the status of that section must first be changed back to In Progress before edits can be made
- Faculty Profile: The total credits must be equal to the number of sections multiplied by the number of credits

- The Department Chair and Dean will not be required to sign off on the Annual Report, yet the CAATE encourages Programs to review their submitted materials with their administrators. If a program needs to submit a progress report subsequent to the review of their AR submission, the Department Chair and Dean will be required to sign off at that time
- Faculty and Preceptor Profiles: Due to a change in the way the state credentials are being recorded in eAccreditation, the state credentials did not carry over from last year. We apologize for the inconvenience of entering this information again, but in order to allow for more than one license for the practitioner, the change was necessary



ACCREDITATION CONFERENCE



REGISTRATION IS NOW OPEN!

You can register now to attend the first ever **Accreditation Conference** being held at the Double Tree Suites- Rocky Point in Tampa, FL on **October 17th & 18th, 2014.**



This is a great opportunity to learn more about the Standards, gain insight into the latest trends in accreditation, and

learn techniques to be a better program administrator. In addition to being able to network with peers, registrants will have the opportunity to work alongside accreditation volunteers and staff on your program's individual documents and questions. This conference will address all levels of AT program administration; professional, post-professional, and residency, and will cater to multiple levels of program administration including Program Directors, Clinical Education Coordinators, Department Chairs, and Deans. Capacity is limited so participants are encouraged to sign up early as a sell-out is expected.

Programming includes:

- **Standards Crosswalk** – step-by-step review of standards across all program types with emphasis on frequently misinterpreted standards.
- **The Successful Site Visit** – guidelines for preparation of materials and what to expect during and after the site visit
- **Administrator Support** – for Department Chairs and Deans; faculty guidelines and use of outcome measures to successfully support a thriving AT program.
- **Substantive Change Process** – instruction on the submission of the Substantive Change Document.
- **eAccreditation** – Demonstrations and question/answer session.
- **ATCAS** – introduction to the centralized application system for athletic training.

Breakout session are schedules to allow programs the opportunity for all attending administrators to work on their documents together with help from CAATE volunteers and staff. To register for this exciting event, visit the CAATE website (caate.net) and click on professional development quick link.

UPCOMING DATES

SEPTEMBER 26-27TH

Bi-Annual CAATE Accreditation Meeting
Omni Charlotte Downtown
Charlotte, NC

OCTOBER 1ST

Annual Accreditation Fees are Due

OCTOBER 15TH

Annual Reports are due

OCTOBER 17-18TH

Accreditation Conference
Tampa, FL