

# 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
  - Student Outcomes (BOC pass rate data)
  - CAATE Accreditation Status
- Ensure URL for Student Outcomes webpage is updated to reflect current three-year test cycle data.
- 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 Student Profiles Under Student Tab

- Ensure graduate dates and placement data are updated for most recent cohort.
- Admission Cohort – Students who are admitted into the professional phase of the program during the same academic year.
- Match BOC ID's of students.  
\*Please note: We receive an import from the BOC five times a year (approximately 4-6 weeks following an exam cycle), which includes any new BOC ID's and scores that have been obtained from the BOC.

## CLINICAL SITE PROFILE

### Possible Standards Cited:

**Standard 3:** All sites must have an affiliation agreement or memorandum(s) of understanding with appropriate administrative authority.

**Standard 50:** Students must gain clinical education experiences that address the continuum of care that would prepare a student to function in a variety of settings with patients engaged in a range of activities with conditions.

**Standard 78:** All sites must have a venue-specific written Emergency Action Plan (EAP) that is based on well-established national standards or institutional offices charged with institution-wide safety.

### Checklist

- Ensure all *active* affiliated sites are listed for reporting period.
- Ensure all columns are filled out accordingly.
- Individual Clinical Site Profiles:
  - Ensure appropriate student clinical experiences for appropriate populations are checked for each site.
  - 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 19:** Program Director Qualifications: The Program Director must be certified and be in good standing with the Board of Certification (BOC).

**Standard 20:** 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 22:** Clinical Education Coordinator: A faculty member (the Program Director or other duly appointed faculty) must be identified as the Clinical Education Coordinator.

**Standard 28:** (Effective July 1, 2017) All faculty who instruct athletic training skills necessary for direct patient care must possess a current state credential and be in good standing with the state regulatory agency (in states where their profession is regulated). In addition, faculty who are solely credentialed as athletic trainers and who teach skills necessary for direct patient care must be BOC certified (Standard 29 will be eliminated July 1, 2017).

**Standard 30:** Athletic Training Faculty Number: In addition to the Program Director, there must be a minimum one full-time (1.0 FTE) faculty member as defined in the glossary, dedicated (100% of 1 FTE) to the athletic training program.

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## FACULTY PROFILES (Continued)

### Checklist

- All faculty who are teaching courses which have competencies/CIP's associated with the course should be listed in this section.
  - Ensure coursework assigned to all faculty aligns with the edits to Standard 28.
- Ensure Program Director and Clinical Education Coordinator are 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 and CEC teaches aligns with Section III.10 and III.11, accordingly.

## PRECEPTOR PROFILES

### Possible Standards Cited:

**Standard 39:** Preceptor Qualification: A preceptor must be credentialed by the state in a health care profession (see glossary).

**Standard 41:** Preceptor Qualification: A preceptor must receive planned and ongoing education from the program designed to promote a constructive learning environment.

### Checklist

- Ensure preceptor is active during reporting period.
- List all credentials (i.e., PhD, ATC, LAT) for each preceptor.
- List all state credentials numbers.
- Ensure there is a preceptor listed for each active site listed in the Clinical Site Profile section.
- All preceptors must be a credentialed healthcare professional per glossary.
- Update preceptor training dates. Ensure program is following their preceptor training policy. If the preceptor training date is 5 years or greater, the program will be cited and asked to provide their policy for planned and ongoing education.
- Ensure the # of students supervised is reflective to the average ratio in Section III:8.

## SECTION I: PROGRAM INFORMATION (AR-I)

### Possible Standards Cited:

**Standard 25:** Athletic Training Faculty Qualifications: All faculty assigned and responsible for the instruction of athletic training knowledge, skills, and abilities in required coursework must be qualified through professional preparation and experienced in their respective academic areas as determined by the institution.

### Checklist

- Ensure program's degree is appropriately reflected.
- The number of credits in I.8 should align with the total of credits faculty is teaching in Faculty Profiles.
- 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, II.9, and II.10 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 17:** The Program Director must have administrative release time.

**Standard 23:** Clinical Education Coordinator: The Clinical Education Coordinator must be allowed release/reassigned workload to meet the institutional responsibilities for Clinical Education.

**Standard 30:** Athletic Training Faculty Number: In addition to the Program Director, there must be a minimum one full-time (1.0 FTE) faculty member as defined in the glossary, dedicated (100% of 1 FTE) to the athletic training program.

**Standard 62:** The program must include provision for supervised clinical education with a preceptor (see Personnel Standards). The number of students assigned to a preceptor in each clinical setting must be of a ratio that is sufficient to ensure effective clinical learning and safe patient care.

### 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 30).
- The clinical education ratio should be reflective of the number of students supervised by preceptors.
- 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/CEC impacts the teaching load.
  - For example, if the standard teaching load for faculty at your university is 24 credits per year and the PD/CEC is teaching 18 credits and has 25% release time, the reviewers would determine compliance for Standard 17/23. If the standard teaching load for faculty at your university is 12 credits per year and the PD/CEC is teaching 18 credits and has 25% release time, the reviewers would not be able to determine compliance with Standard 17/23 and thus, the program would be required to submit additional documentation in the rejoinder showing that the PD/CEC's workload is consistent with university policy.
- If an overload is temporary or the PD/CEC is being compensated, please indicate this in the comment section.
- Percent of release time must be listed in Section III.10 and III.11. 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.
- If there is a discrepancy between III.10 and III.11 and the number of credits taught in the faculty profiles, please explain in the comment section.

## SECTION IV: PROGRAM OPERATIONS (AR-IV)

### Possible Standards Cited:

**Standard 81:** The program must receive adequate, equitable, and annually available resources necessary to meet the program's size and documented mission and outcomes.

**Standard 82:** Funding must be available for the following: Expendable supplies; Equipment maintenance and calibration; Course instruction; Operating expenses; Faculty professional development; Capital equipment.

**Standard 90:** All academic tuition, fees, and other required program specific costs incurred by the student must be publicly accessible in official institutional documents.

### 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, please explain in comment section. Program may be cited as non-compliant.
- If the budget was impacted in any way during the reporting period, please indicate so in the comment section.
- The URL listed in IV.4 must link to program specific costs incurred by the student. These costs must be publicly accessible or the program may be cited as non-compliant with Standard 90. The information reported on the program's website should be consistent with the amount reported above in this section for program specific fees.

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## SECTION V: OUTCOMES (AR-V)

### Possible Standards Cited:

**Standard 4:** Develop a Plan: There must be a comprehensive assessment plan to evaluate all aspects of the program.

### Checklist

- Ensure all questions are answered appropriately.

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

### Possible Standards Cited:

**Standard 7:** Assessment Measures: The program's BOC examination aggregate data for the most recent three test cycle years must be provided.

**Standard 8:** Assessment Measures: Programs must post the data on the program's home page or a direct link to the data must be on the program's home webpage.

**Standard 11:** Data Analysis: Programs must meet or exceed a three-year aggregate of 70 percent first-time pass rate on the BOC examination.

**Other self-reported Standards by program.**

### Checklist

- Ensure program outcome data is updated on program's webpage and aligns with the BOC pass rate table in eAccreditation. It is important to note that the URL profile requested in the Profile tab is for the webpage on which outcomes are posted. Standard 8 requires that this data is posted on the program's webpage. The program will be cited if URL provided is posted on, or linked to, a webpage other than the program's webpage.
- Ensure BOC pass rate table in eAccred is updated and accurate.
  - Match BOC ID with all students.**
- Self-report any program non-compliances.

### Instructions:

- The Annual Report submission process has been changed beginning with the 2016-2017 academic year. The Annual Report will now require both the Department Chair and Dean to electronically sign off. Upon completion of the Annual Report, the Program Director will navigate to the Annual Report > home tab and click 'Submit for Signatures.' The Chair and Dean will need to login and sign off on the Annual Report. Once both the Chair and Dean have electronically signed off, the Program Director can submit the Annual Report to the CAATE.
- If program is found non-compliant, or compliance could not be determined, **the program must submit evidence for current academic year.**
- For additional information, check out the CAATE Annual Report webpage: <https://caate.net/annual-report/>