



CAATE

Policies and Procedures

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Commission on Accreditation of Athletic Training Education

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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

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I. GOVERNANCE

A. About the CAATE

1. The CAATE is a voluntary non-governmental accreditor for educational programs in Athletic Training. The CAATE is governed by a Board of Commissioners which is led by a President and advised by the Executive Committee and Executive Director.
2. The CAATE is recognized by the Council on Higher Education Accreditation (CHEA) with the following Scope of Accreditation: "The Commission on Accreditation of Athletic Training Education (CAATE) accredits professional and post-professional programs in athletic training at the baccalaureate and master's degree levels and non-degree residency programs in specialty areas of athletic training within the United States."

B. Mission, Vision and Values of the CAATE

1. Mission- Defining, assessing, and continually improving AT Education.
2. Vision- Assure excellence across the continuum of AT Education through accreditation enhancing clinical practice.
3. Values- Accountability, Transparency, Integrity, Excellence, Leadership, Collaborative
4. Responsibilities of the CAATE-
 - a. Developing standards that govern acceptable practices for accredited programs in Athletic Training.
 - b. The final decision-making authority for accreditation actions.
 - c. Developing and maintaining a collaborative process for policies and procedures and ensuring that those policies and procedures are available for the public.
 - d. The annual review and update of the policies and procedures for the purpose of continuity, accountability, responsiveness, and improvement in the provision of accreditation services to our constituents. 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.
 - e. Encouraging innovation in Athletic Training Programs beyond the requirements delineated in the Standards.
 - f. Maintaining and making publicly available the accreditation status of all accredited programs.

C. Board of Commissioners

1. The Board consists of eight (8) athletic training credential holders, two (2) of whom are clinicians, elected by vote of the accredited programs. The board shall elect three (3) physician members consisting of one (1) each from a lists of candidates provided by the American Academy of Family Physicians (AAFP) and the American Academy of Pediatrics (AAP) and the third physician serving as a physician at large; one (1) public member; and one (1) institution administrator. The number of Board members shall be periodically reviewed and determined by the Board. Board members shall be called Commissioners.
2. Whenever possible, appointments shall be staggered. The board may amend terms as necessary.
3. Terms begin at the start of new business at the Summer/Fall Board meeting unless a vacancy on the Board occurs off-cycle.
4. Quorum shall be a majority of eligible voting members. A quorum must be present at the time of all votes. The President may vote on all matters
5. Terms end after the close of old business at the Summer/Fall Board meeting.
6. All Board positions are three-year terms.

7. Individuals may serve no more than two (2) consecutive terms unless fulfilling the term of President. Any exceptions must be approved by a majority vote of the board.
8. 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.
9. Eligibility-
 - a. Be in good standing with their credentialing and regulatory body, all healthcare professionals must have an NPI number
 - b. Demonstrate experience and/or understanding of educational accreditation and site visit process
 - c. Demonstrate leadership abilities
 - d. Complete site visitor training. This may be completed after election.
 - e. Exceptions will be approved by the board.

D. Duties of the Board of Commissioners

1. Responsible for the business of the CAATE, including all accreditation actions.
2. Approve all amendments and changes to the Standards prior to implementation.
3. Commissioners shall vote upon all matters under the direct responsibility of the CAATE (see I.D. above); the President shall have a vote.
4. It shall be their responsibility to conduct appropriate business and to hold elections for officers within the Board.
5. Responsible for setting strategic direction
6. Board members may be asked to serve as liaisons to CAATE and Strategic Alliance committees and represent the CAATE at various public forums.
7. Approve committee appointments
8. Liaisons shall provide verbal reports to the Board at the next meeting or through written synopsis of all meetings.
 - a. The board will monitor the effectiveness of CAATE committees.
9. Approve all amendments to Policy and Procedures of the CAATE
10. Shall be responsible for approving an annual budget.

E. Officers/Executive Committee

1. The Board shall elect the following officers: President, Vice President, and Treasurer/Secretary. The year immediately prior to the President's last year in office, a President-Elect will be elected by the board. The President-Elect, may or may not be the Vice President.
 - a. Any voting member of the Commission who has served a minimum of 2 years on the board has the right to be nominated for president-elect/president. Past commissioners who are less than 3 years removed from the Board at the time of election are also eligible for nomination for President.
 - b. Officer nominations occur prior to the spring commission meeting and officer candidates present to the Commissioners during the spring commission meeting.
 - c. Voting for Officers will occur in the spring of each year immediately following the spring commission meeting.
 - d. A President-Elect shall be selected by vote prior to the current President-Elect taking office and shall serve one (1) year President-Elect and (3) years as president.
2. Executive Committee

- a. The Executive Committee is comprised of the President, Vice President, President-Elect (when applicable) and the Treasurer/Secretary. The Executive Director will serve as the staff support for the Executive Committee.
- b. Duties
 - (1) to advise the president in in making recommendations to and bringing actions before the Commission in accordance with the policies established by the Board;
 - (2) assist the president in hiring and supervising the performance of the Executive Director as outlined in the duties of the President.
 - (3) determine location for board meetings
 - (4) to establish agenda items for the Commission meetings

F. President

1. to preside at meetings of the Board;
2. to act in all matters as the President of the Corporation;
3. to execute for and in the name of the Corporation such written instruments and documents as may be necessary or desirable;
4. to manage and direct all activities of the Corporation in accordance with the policies established by the Board;
5. to do and perform generally all such duties to the office of President or as may be required by the Board;
6. to supervise the business and affairs of the Corporation and to report annually (with the Executive Director) at the Fall meeting on the general activities of the Corporation for the previous accreditation/fiscal year;
7. to hire the Executive Director in conjunction with the Executive Committee and the approval of the board
8. to supervise the performance of the Executive Director in conjunction with the Executive Committee and input from the Board
9. to discharge the Executive Director with the approval of the Board.
10. to open bank accounts in the Corporation's name only as and when so authorized by resolution of the Board and
11. may delegate these duties to members of the Executive Committee or to the Executive Director as appropriate.

G. Treasurer/Secretary

1. Work with auditor, accountant, and Executive Director to ensure financial records are current, appropriately managed and meet all regulatory controls.
2. Oversee investments to maintain financial security of Commission (e.g. financial risk, liquidity)
3. Chair and facilitate Finance Committee meetings to prepare annual budget, review financial records, policies, etc.
4. Treasurer/Secretary shall serve a three (3) year term and be eligible for re-election

H. 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: President Elect, Treasurer/Secretary. The President may delegate representative or signing authority as appropriate to members of the Executive Committee and/or the Executive Director.

I. Executive Director

1. Works with board in order to fulfill the organization mission.
2. Responsible for advising the Commission/Board in a manner that supports and guides the organization's mission as defined by the Commission.
3. Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
4. Keep abreast of the changes in athletic training education outside of the scope of the CAATE, issues related to BOC certification, specialty/professional accreditation and higher education regulation.
5. Develops resources sufficient to ensure the financial health of the organization.
6. Responsible for the fiscal integrity of the CAATE, to include submission to the Finance Committee, a proposed annual budget and quarterly financial statements, which accurately reflect the financial condition of the organization.
7. Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
8. Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
9. Responsible for implementation of programs that carry out the mission of the CAATE
10. Responsible for the enhancement of the CAATE's image by being active and visible in the athletic training and accreditation communities and by working closely with other professional, civic and private organizations
11. Oversees and implements appropriate resources to ensure that the operations of the organization are appropriate
12. Responsible for effective administration of day-to-day operations.
13. Responsible for creating job descriptions for all employees and hiring, evaluation, and retention of competent, qualified staff. ED will receive permission from the board to create new staff positions and to discharge employees.
14. Responsible for implementing HR policies and programs that are compliant with required legal responsibilities of the CAATE.
15. Responsible for design and implementation of staff sustainability and professional development plan reported to the Board annually. (Succession plan)
16. Responsible for signing notes, agreements, and other instruments made and entered into and on behalf of the organization per the direction of the President or the Board.
17. Maintaining a record of the organization for historical documentation and research purposes.

J. Board Meetings

1. All business meetings are conducted in open sessions.
2. All personnel, budget, contract actions, and accreditation actions are conducted in closed sessions.
3. Voting by the Commission requires a quorum at the time of the vote.
4. Meetings shall be at geographically convenient locations determined by the Executive Committee.
5. The CAATE meets at least twice each calendar year for the purpose of reviewing accreditation recommendations presented by either the Review Committee. All accreditation actions will be voted on in open sessions. The Board reviews accreditation recommendations for the following statuses of public recognition as outlined in section VIII:

- a. Initial Accreditation
 - b. Continuing Accreditation
 - c. Probation
 - d. Withhold or Withdraw
 - e. Show Cause
 - f. Defer Action
 - g. Progress Report Due (specific non-compliant Standards listed)
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

A. General Committee Information

1. Appointment

- a. The President shall appoint all Committee Chairs and Committee members in conjunction with the Executive Committee 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.

2. Terms of Office (unless otherwise specified)

- a. Three-year appointment
- b. May not serve more than 2 consecutive terms
- c. The commission may stagger re-appointments if necessary, to ensure continuity of the committee.

3. Eligibility for all committees (exceptions by the commission may be considered)

- a. Be in good standing with their credentialing and regulatory body, all healthcare professionals must have an NPI number.
- b. Evidence of experience as a healthcare clinician, current or past affiliation with the CAATE, CAATE accredited programs or other healthcare profession's accredited programs. Exceptions will be approved by the commission.
- c. Demonstrate experience and/or understanding of educational accreditation.
- d. Demonstrate leadership abilities.

4. Application Process for committee membership

- a. Applications materials to be sent to CAATE office
 - (1) Curriculum Vita
 - (2) Letter of interest for a specific committee
 - (3) Verification of credentialing and good standing with BOC (ATs only) and state (if applicable for ATs and other healthcare providers)
 - (4) List of 3 references (provide name, position, phone, and email)
 - (5) Verification of NPI number
- b. Applications reviewed by staff and the appropriate committee chair
- c. Recommendation for appointment sent to the President and Executive Committee and approved by the Commission.

- d. President appoints
- 5. Report Lines for Committees
 - a. All Committee activities and actions will be presented to the Commission for consideration.
 - b. All Committee public communication will be done through the CAATE Office.
- 6. Ad Hoc Committees
 - a. The President may appoint ad hoc committees/workgroups with notification to the Commission for special projects or for a specified period of time.
- B. Review Committee
 - 1. Qualifications
 - a. See section II.A.3. above
 - b. Complete site visitor training and at least one site visit
 - 2. Selection
 - a. The Executive Committee, Director of Accreditation and the Review Committee Chair review qualified candidates. Potential members are brought to the Commission.
 - b. Selection approved by the Commission
 - 3. Duties/Roles & Responsibilities
 - a. Work with Site Visit Team to prepare report
 - b. Review rejoinders
 - 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
- C. Quality Assurance Committee
 - 1. Qualifications
 - a. See section II.A.3. above
 - b. Previous experience as a site visitor
 - 2. Application and Selection
 - a. See section II. A.4. above
 - 3. Duties and Responsibilities
 - a. Develop and monitor quality control mechanisms relative to the site visit process and Review Committee processes
 - b. Develop appropriate evaluation tools for collecting data relative to the effectiveness of the site visit process and Review Committee processes
 - c. Disseminate feedback to site visitors and Review Committee members
 - d. Make recommendations to the Commission for the retention of site visitors/review committee members
- D. Finance Committee

1. Qualifications

- a. Members of the Finance Committee are appointed by the President and require Commission approval and consist of:
 - (1) Treasurer/Secretary (chair of the finance Committee)
 - (2) AT Commission member
 - (3) Public member- (in the case where the public member is the treasurer, another member may be appointed)
 - (4) President and Vice President/President-Elect serve as ad-hoc members.
- b. Term Limits
 - (1) Length of service is one year, renewable, with no term limits.

2. Duties/Roles & Responsibilities

- a. Oversee fiduciary functions and responsibilities of Commission
- b. Review and approve quarter financial statements to remain current with the Commission's financial status.
- c. Prepare, in conjunction with ED, an annual operating budget to be presented to Commission.
- d. Review the Commission's investment policies annually and make appropriate recommendations for changes to the Commission.
- e. Review any audit performed and recommend changes to the Commission based on the audit.
- f. Bring amendments to the approved budget to the Commission

E. Standards Committee

1. Qualifications

- a. See section II.A.3. above
- b. Complete site visitor training

2. Application and Selection

- a. See section II.A.4. above

3. Duties/Roles and Responsibilities

- a. In collaboration with the Review Committee and Director of Accreditation, review problematic or emergent Standards.
- b. Solicit and consider public comment regarding new or proposed changes to the Standards.
- c. Periodically review Standards for all program types and recommend changes to the Commission.

F. Ethics and Professional Responsibility Committee

1. Qualifications

- a. See section II.A.3. above
- b. Selection
 - (1) There shall be five members selected by the Commission this group shall have no term limits but shall be affirmed by the Commission every two years.
- c. Duties
 - (1) Receive complaints regarding ethics/behaviors and act according to Section XII of this document.

G. Education Committee

1. The purpose of the Education Committee is to identify, recommend, and support educational activities of CAATE. (This may include, but is not limited to: Accreditation Conference sessions, educational opportunities for program directors, clinical education coordinators, and other program personnel at all levels of accreditation.)
 2. Qualifications:
 - a. See section II.A.3. above
 3. Application and Selection:
 - a. See Section II.A.4. above
 - b. The Executive Committee reviews (or identifies) qualified candidates and forwards recommendation to the Commission
 - c. Final selection and appointment approved by the Commission
- H. Residency-Fellowship Committee
1. The purpose of the Residency/Fellowship Committee is to identify, recommend, and support residency and fellowship activities of CAATE. This may include, but is not limited to: In cooperation with the Standards Committee to work on improving residency standards & creating fellowship standards; exploring avenues related to increasing numbers of residency & fellowship programs; consideration of structure & resources for programs)
 2. Qualifications include: (exceptions by The Executive Committee may be considered on occasion)
 - a. See section II.A.3. above
 - b. Expertise and/or experience in residency/fellowship education and/or accreditation
 3. Application and Selection
 - a. See Section II.A.4. above
 - b. The Executive Committee reviews (or identifies) qualified candidates and forwards recommendation to the Commission
 - c. Final selection and appointment approved by the Commission
- I. International Committee
1. The purpose of the International Committee is to assist institutions outside the United States navigating the Standards for CAATE accreditation and provide recommendations to the Commission regarding policies/procedures that may differently impact international programs.
 2. Qualifications include: (exceptions by The Executive Committee may be considered on occasion)
 - a. See section II. A.3 above
 - b. Demonstrated experience and/or understanding of the international athletic training/therapy education and/or international accreditation processes
 3. Application and Selection:
 - a. See section II.A.4. above
 - b. The Executive Committee reviews (or identifies) qualified candidates and forwards recommendation to the Commission
 - c. Final selection and appointment approved by the Commission
- J. 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”)
- K. Nominating Committee (Ad Hoc Committee)
1. Make up of Committee
 - a. Two (2) Members of the Commission
 - b. One (1) Former member of the Commission
 - c. Two (2) Current Program Directors
 2. Selection
 - a. Selected by the President in conjunction with the EC
 3. Duties/Roles & Responsibilities
 - a. Identified qualified candidates for commission openings
 - b. Review credentials and professional qualifications
 - c. Present a slate of two candidates to the Commission. The Commission reserves the right to review and accept the nominations. If the Nominating Committee sends more than two candidates for each position, the commission reserves the right to narrow the slate.
- L. Site Visitors
1. Qualifications
 - a. See section II.A.3. above.
 - b. Site visitors are appointed for an initial 3 year term and can be renewed for additional terms.
 2. Application— Please submit materials from II.A.4 and below through the Site Visitor application in e-Accreditation:
 - a. Letter of recommendation which addresses the candidate’s qualifications and interest in being a site visitor (may not be from a Commissioner or Site Visit Committee member)
 - b. List of three (3) additional references (provide name, position, phone and email)
 3. Duties and Roles
 - a. Complete conflict of interest forms
 - b. Attend required training sessions (i.e. eAccreditation, Site Visitor Training)
 - c. Review self-study materials for assigned program
 - d. Complete Site Visits as assigned
 - (1) Complete all required reports and documentation in a timely fashion (Site Visit Reports, expense reports, quality assurance documents, etc.)
 - (2) Stay current with all Site Visitor Policies and Procedures Invitation to renew status as a site visitor is based on assessment of performance via the Quality Assurance Process which includes assessment of performance and professional behaviors
 4. Assignment of Site Visits
 - a. Complete Conflict of Interest forms

- b. Site Visitors are assigned to institution by staff taking into consideration factors such as 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 positive evaluations prior to being assigned as Chair of a Site Visit Team.

III. FIDUCIARY RESPONSIBILITIES

A. Investments

- 1. 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. Finance Policy Review

- 1. 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, Accreditation 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 (including international travel policies) 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 or electronic date stamp of sent material (see Sections VI.E and VIII.A.2.n).
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 VII of this document.

V. INSTITUTIONAL AUTONOMY

A. Rights of Institutions/Entities Sponsoring Programs:

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

B. 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.

C. Resources:

1. The institution/entity has the right:
 - a. 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.
 - b. 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.

- c. 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.
- d. 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.

D. 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.

E. Students:

- 1. The institution has the right, while abiding by the Standards to:
 - a. Establish admission requirements and to select students in accord with its policies.
 - b. 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.

F. Fair Practices:

- 1. The institution has the right to determine the manner in which it observes and satisfies the fair practice requirements of accredited programs.

G. Self-Evaluation:

- 1. 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.

H. Institutional Accreditation

- 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. (excluding Residency Programs)

VI. ACCREDITATION STANDARDS

A. Program Requirements

- 1. 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.
- 2. Institutions are encouraged to develop programs that substantially exceed these Standards through the development of sound innovative educational approaches.

3. 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.

B. Accreditation Process

1. 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:
2. Programs seeking accreditation
 - a. 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.
 - b. 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.
 - c. A registration fee is required for each year the program is in process. The fee grants the program access to the resources available in the electronic accreditation services offered by the CAATE. Please see the CAATE website for current fee structure. <http://caate.net/accreditation-fees/>

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 seven 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
3. Failure to submit the required self-study documents within the designated time period will result in the program being placed on Administrative Probation. The program will be placed on Academic Probation at 30 days past the deadline. Failure to submit the Self-Study within 60 days of the deadline will result in the CAATE initiating Withdrawal of Accreditation for the program. Initial programs that miss the July 1 deadline for submission must wait until the following July 1st to resubmit materials.
4. A site visit team is identified by the CAATE Site Visit Committee and assigned to the accreditation review for the program. The program is sent the names of the site visit team and may ask to have a different team member if there is a conflict of interest.
5. 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.
6. 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.

7. 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.
8. 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.
9. The rejoinder is submitted electronically 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. Reports may 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.
10. Programs will receive written documentation (sent electronically) from the CAATE regarding the status of their program following regularly scheduled meetings for accreditation action.
11. 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.
12. Programs applying for continuing accreditation and having zero citations remaining after the review of the initial site visit report rejoinder may be awarded the maximum accreditation award of ten (10) years. Other programs applying for continuing accreditation and having remaining citations requiring a follow-up progress report may be awarded a shorter length of accreditation determined by the Commission.
13. If programs have a progress report due or are on probation, discovery of additional non-compliances may result in probation, continuation of probation or withdrawal.

D. 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 (7 years for post-professional programs).
4. Program personnel changes (e.g. Clinical Education Coordinator, Medical Director,) and/or Administrative personnel changes (e.g. President, Dean, Department Chair) should be updated on eAccreditation as needed. See Section XI.
5. The sponsoring institution must inform CAATE of its intent to transfer program sponsorship in accordance with CAATE policy. Please contact the CAATE office for more information. 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 30 days. Late fees will be assessed after 30 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.
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.

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 XI for specific changes that must be reported.

E. 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 VII.
3. Institutions self-reporting a non-compliance(s) with one or more Standard(s) or found to be in non-compliance with the standards will be required to submit additional documentation in a rejoinder and/or progress report, 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 after the rejoinder from 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 VII.
7. If programs have a progress report due or are on probation, discovery of additional non-compliances may result in probation and/or continuation of probation.

F. 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.

G. 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.

- H. 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):
 2. CAATE supports professional education (entry-level) at both the baccalaureate and master's degree levels. To that end, the accreditation requirements for professional programs at the master's 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.
 3. Institutions that sponsor two professional programs at different degree levels (baccalaureate and masters) 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.
 4. 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.
- I. Dissolution of One Program and Creation of a New Program
 1. Institutions with an existing-accredited Professional program at the baccalaureate level that wish to transition to a Professional program at the master's degree with dissolution of the existing program or a Post-Professional program at the master's degree level that wishes to transition to a doctoral degree with dissolution of the existing master's program must complete the following:
 2. Complete the Notification of Intent to apply for Substantive Change. There are currently three due dates for notification of intent and application materials. Please see CAATE website for current dates. <http://caate.net/substantive-documents/>
 3. A \$3000 application fee must be submitted with Notification of Intent. All documents for the Degree Change (Substantive Change) Document must be submitted by the due date indicated in the the application. Failure to submit documentation by the due date assigned, will result in forfeiture of the fee.
 4. Professional Programs: With the degree change from baccalaureate to master's degree programs, baccalaureate programs may not admit, enroll, or matriculate students into the athletic training program after the start of the fall term 2022.

VII. 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 for professional programs is ten (10) years. The maximum length of continuing accreditation for post-professional programs is seven (7) years.
 - 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 maximum of 10 years for continuing for Professional Programs, and a maximum of 5 years for initial and maximum of 7 years for Post-Professional Degree and Post-Professional Residency Programs.
- c. Continuing Accreditation with Progress Report due is awarded when the program is non-compliant with one or more standards. The Progress Report is requested at appropriate intervals to ensure the program is addressing the non-compliant Standard. Programs awarded continuing accreditation with Progress Report due will be awarded a length of continuing accreditation of less than 10 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.
 - (1) At the time of reconsideration, the institution must provide explanation and all appropriate supporting documentation and evidence to demonstrate that the program is compliant with the Standard cited in this letter. Plans and other proposed methods by which an institution intends to come into compliance with a non-compliant Standard is not evidence of compliance. If documentation to show compliance with the Standard cited in this letter is not received or is insufficient, the CAATE may give notice of withdrawal of accreditation in accordance with the procedures outlined in Article VIII.
 - (2) Reconsideration action by the CAATE will occur at the next scheduled meeting, and the decision made at that meeting is final. The program must submit all materials electronically, and this process should be completed within eAccreditation through the Substantive Change tab. **Instructions on this process will be sent to the program director in a separate email**, and questions about this process can be directed to the CAATE Office.
- d. The institution **accepting probationary action** must submit official notification to the CAATE office that includes:
 - (1) A letter accepting probationary action authorized and signed by the President/CEO, must be received within fifteen (15) days of receipt of the probation letter. The program must submit all materials electronically, within eAccreditation through the Substantive Change tab. Instructions on this process will be sent to the program director in a separate email, and questions about this process can be directed to the CAATE Office.
 - (2) The program accepting probation must then complete a Progress Report addressing the non-compliant standards.
 - (3) **The program must announce this change in accreditation status in all of its publicly accessible documents and announcements that reference CAATE accreditation until such time that the status is changed or the program's CAATE accreditation is withdrawn. The program must notify all students currently enrolled in the program of this change in program status. A description of this communication, and copies of any affiliated documents, must be included in the submission for acceptance of probation submitted to the CAATE office.**

- e. 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.
- f. The institution's regional accreditor will be notified when a program is placed on probation.

4. Defer Action

- a. Defer action is used when there is insufficient information on which to judge compliance. In such case, the action is deferred until a time specified by the Commission.
- b. The CAATE will notify the program when an action is being deferred, and may request that a program submit additional information or materials by a specified date for consideration by the members of the Commission in taking an accreditation action.
- c. A program's accreditation status remains unchanged during a period of deferral.

5. Show Cause

- a. A show cause action requires that a program provide evidence why the CAATE should not withdraw accreditation.
- b. A Show Cause accreditation action is a notice of impending Withdrawal of Accreditation unless the program can justify within the specified time why this action should not be taken.
- c. Show cause may be taken when the CAATE judges that there is clear evidence of egregious non-compliance that either jeopardizes the capability of the sponsoring institution to achieve minimal levels of acceptable educational quality, or significantly impacts the safety and well-being of students or patients.
- d. The CAATE will notify the program of a Show Cause accreditation action, and will request that a program submit additional information or materials by a specified date (not to exceed 30 days) for consideration by the members of the Commission in taking further accreditation action.

6. Focused Site Visit

- a. The CAATE may, at its discretion, conduct a special evaluation site visit to further investigate a particular issue to determine whether the program is in compliance with specific Standards.
- b. The CAATE will indicate to the program the reasons that such a visit is necessary. Such visits may be conducted by members of the site visitor pool or by Commissioners. These site visitors will write a report to be considered by the Commission at a time specified by the Commission.
- c. The program must submit a focused self-study document which addresses the reason(s) for the visit.
- d. The cost of a focused Site Visit will be the responsibility of the program.
- e. The focused site-visit will occur within 90 days of notifying the program.

7. Administrative Probation

- a. Administrative probation is levied on currently accredited programs that fail to follow administrative requirements of an accredited program.
- b. 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.

8. **Withdrawal or Withhold Accreditation (non-voluntary)**

- a. Before accreditation can be withheld or withdrawn, 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.
- b. Withholding of accreditation is only used for programs seeking initial accreditation.
- c. An institution may request that CAATE reconsider the decision to withdraw or withhold accreditation. A decision by CAATE to deny the reconsideration of a withdraw or withhold accreditation may be appealed. A copy of the CAATE Appeals Procedures for Withdrawing Accreditation is enclosed with the letter of notification of negative accreditation actions and may be found in Section VIII of this document.
- d. The institution's regional accreditor will be notified when the program's accreditation is withdrawn.

A plan for protecting the currently enrolled students, including either teachout or transfer will be agreed upon by the institution and the Commission. If the withdrawal is due to non-compliant standard(s) impacting student safety, appropriate instruction, fair practice, employability, or other student concerns, the Commission may require the program complete the academic term and assist the current students in transferring to another program.
- e. If the CAATE moves to withdraw accreditation, the program may not submit intent to start a new program while current students are in a teach-out plan.
- f. When accreditation is 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.

C. **Voluntary Withdrawal of Accreditation**

1. For Professional Programs: Any institution/entity sponsoring a program 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 desire to discontinue the program's accreditation status. The notification must include:
 - a. Signatures of appropriate institutional officials. The notification of withdrawal must be signed by the president/CEO or an administrator who has the authority to speak and act on behalf of the institution/entity.
 - b. The desired effective date of the voluntary withdrawal must be clearly stated. Students who graduate after the effective date of withdrawal will not graduate from an accredited program and therefore will not be eligible to sit for the BOC examination.
 - (1) The program must indicate when the last class of students graduated or will graduate and how current or recruited students will be informed of the institution's decision to withdraw accreditation.
 - (2) The program must provide a "teach-out plan" for any currently enrolled students or students who will be enrolled prior to the withdrawal. This includes documentation of how currently enrolled students will be protected and assisted in 1) completing the program, or 2) identifying an alternative academic program within the institution, or 3) assisted in transferring to another program.

The plan for protecting currently enrolled students, 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) impact student safety, appropriate instruction, fair practice or employability or other student concerns, the Commission may choose to not recognize the voluntary withdrawal.

- (3) The program must provide documentation available to the public that the AT program has voluntarily withdrawn from accreditation.
 - (4) Students must be informed that if they graduate after the effective date of withdrawal, they will not be eligible to sit for the BOC examination.
- c. Programs must identify the location where all records for students who have completed the program will be kept.
 - d. 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 voluntary withdrawal, 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.
 - e. 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.
 - f. If a program voluntarily withdraws their accreditation, the program may not submit intent to start a new program while students are still in teach-out.
 - g. Students may not be admitted, enrolled, or matriculated into the program after the notification of intent to withdrawal has been accepted by the CAATE.
 - h. Regional accreditor will be notified when a program Voluntarily Withdraws accreditation.
2. For Post-Professional Programs: 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 Office in writing of its desire to discontinue the program's accreditation status. The notification must include:
- a. Signatures of appropriate institutional officials. The notification of withdrawal must be signed by the president/CEO or an administrator who has the authority to speak and act on behalf of the institution/entity.
 - b. The desired effective date of the voluntary withdrawal must be clearly stated. Students who graduate after the effective date of withdrawal will not have graduated from a CAATE accredited program.
 - (1) The program must indicate when the last class of students graduated or will graduate and how current or recruited students will be informed of the institution's decision to withdraw accreditation.
 - (2) The program must provide a "teach-out plan" for any currently enrolled students or students who will be enrolled prior to the withdrawal.
 - (3) The program must provide documentation available to the public that the AT program has voluntarily withdrawn from accreditation.
 - c. Programs must identify the location where all records for students who have completed the program will be kept.
 - d. 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 voluntary withdrawal, 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.

- e. 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.
 - f. If a program voluntarily withdraws their accreditation, the program may not submit intent to start a new program while in a teach out.
 - g. Students may not be admitted, enrolled, or matriculated into the program after the notification of intent to withdrawal has been accepted by the CAATE.
 - h. Regional accreditor will be notified when a program Voluntarily Withdraws accreditation.
- D. 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. If the plan for currently enrolled students is not accepted by the Commission, the CAATE may vote to involuntarily withdraw accreditation from the program and require that current students be allowed to transfer or change majors.
 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 VIIE 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. Inactive Status.
 - a. 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 status.
- E. Public Notification of Accreditation Status
1. The public will be notified of a non-compliance when information leading to the non-compliance is readily available to the public (e.g, pass-rate data, self-report) or after if a non-compliance remains after a rejoinder from a site visit or annual report.
 2. The CAATE confers the following statuses of public recognition related to accreditation:
 - a. Accreditation: Initial or Continuing
 - b. In good standing (no progress report due)
 - c. Accredited- progress report due
 - d. Probationary Accreditation
 - e. Administrative Probation
 - f. Withhold Initial Accreditation
 - g. Withdraw Accreditation: Voluntary or Involuntary
 - h. Degree change pending (for programs who have submitted materials to change level of degree).

3. 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.
 4. The CAATE considers a program that is on probation to retain its status as an accredited program.
 5. 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.
- F. 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 and/or 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, the following statement must appear in all public materials (including websites): "(Name of Institution) is currently seeking accreditation for their new Athletic Training program and is not accredited by the Commission on Accreditation of Athletic Training Education (CAATE). The institution will be submitting a self-study to begin the accreditation process on July 1, _____. Submission of the self-study and completion of a site visit does not guarantee that the program will become accredited. Students that graduate from the program prior to accreditation WILL NOT be eligible to sit for the credentialing examination for athletic trainers and will not be eligible for licensure in most states."
 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), 6850 Austin Center Blvd, Suite 100, Austin, TX 78731-3184". 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, 6850 Austin Center Blvd, Suite 100, Austin, TX 78731-3184 (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.
- G. 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.
3. 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"
4. 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.

VIII. **APPEAL OF WITHDRAWAL OR WITHHOLD**

- A. The CAATE provides a program's sponsor institution/entity the mechanism to appeal the denial of a reconsideration of a recommendation for withdrawing accreditation ("Denial of Reconsideration").
 1. Procedure
 - a. The Chief Executive Officer of the program's sponsoring institution/entity may file a Notice of Appeal of a CAATE Denial of Reconsideration. The Notice of Appeal must be sent to CAATE's address as provided on CAATE's website, addressed to the President of CAATE and, sent via recognized overnight courier or certified mail, return receipt requested. In order to be effective, the Notice of Appeal must: (i) be correctly addressed and postmarked or placed with the overnight carrier within 15 days of the date of CAATE's letter of the Reconsideration Action; (ii) must include payment of an appeal fee payable to CAATE by certified check or money order; and (iii) must include payment by certified check of any membership fees or other fees, if any, currently owed by the institution.
 - b. Upon receipt of the Notice of intent to appeal, the adverse decision will be set aside, leaving the accreditation status of the program in place until the appeal has been conducted and a decision has been rendered.
 - c. Within 30 days of the postmark of the Notice of Appeal or the date placed with the overnight carrier, as applicable, the program's sponsoring institution must submit an electronic copy of a statement of appeal to CAATE office, including a statement with respect to whether the institution requests to have and attend a hearing or chooses to have the appeal decided on the written materials only ("Statement").
 - d. The institution has the burden of proving that CAATE's status decision was:
 - (1) Not reasonably supported by substantial evidence considering the reliable and probative evidence in the Record (as defined below) as a whole; or
 - (2) Arbitrary or capricious or characterized by abuse of discretion or clearly unwarranted exercise of discretion.
 - e. CAATE will send to the program's sponsoring institution the names of at least five (5) individuals who meet the requirements of an Appeal Committee member ("Committee List").
 - f. Within 10 days of receipt of the Committee List, the institution must designate to CAATE in writing three (3) of the individuals listed (in A.1.d. above) who will 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 will appoint, from the Committee List, as many members as are needed to create a three (3) member Appeal Committee. The President will designate one of the members to be the Chairperson.

- g. After constituting the Appeal Committee, CAATE will provide each Appeal Committee member and the institution with the complete Record, the Statement submitted by the institution, and any correspondence between CAATE and the institution. CAATE may provide a written response to the Statement within a timeframe to be decided by the Appeal Committee.
- h. After constituting the Appeal Committee, CAATE will schedule a hearing, if requested by the institution, to be conducted within a reasonable time (30-60 days). Once scheduled, CAATE will provide notice of the date and time of the hearing to the members of the Appeal Committee and the program sponsor, with copies of the notice sent to the CAATE President. All hearings will be held at the office of the CAATE legal counsel.
- i. If the institution chooses to have the appeal decided on the written materials only, the Appeal Committee will meet on a mutually agreeable date. Only the Appeal Committee, its legal advisor, if any, will be present at such meeting.
- j. Any hearing will be conducted before the Appeal Committee and presided over by the Appeal Committee Chair according to the "CAATE Hearing Format" set forth below. The Appeal Committee will record the hearing except for any executive session or other closed deliberations of the Appeal Committee. The program representative(s) and CAATE representatives may present oral argument in person or by telephone conference in support of its position. The Appeal Committee may ask questions of the program's sponsoring institution/entity, and/or the CAATE representative, in its discretion.
- k. Any party may have a lawyer present at its sole cost and expense.
- l. Brief executive sessions may be called by the Appeal Committee to ensure its complete understanding of the information or consult with its lawyer, if any.
- m. Only facts and evidence contained in the Record may be presented to the Appeal Committee and considered by the Appeal Committee in reaching its decision.
- n. Subsequent to the hearing or meeting, as applicable, the Appeal Committee may request that the institution file additional written materials to support its position. Electronic copies of the additional materials must be sent to the CAATE Executive Office and must be postmarked or placed with the overnight carrier within 10 days of the adjournment of the hearing or the date of the request for additional information after a meeting, whichever is later. At the conclusion of oral arguments and questioning, the hearing will be adjourned by the Appeal Committee Chair.
- o. After the later of: (i) the adjournment of the hearing/meeting; or (ii) the receipt of additional written materials from the institution within the 10-day limit, the Appeal Committee will recommend in writing to the CAATE Board either to "deny the appeal" or "sustain the appeal" ("Recommendation") and submit its Recommendation to the President of CAATE [See Appendices]. The Appeal Committee may explain its Recommendation. The Appeal Committee should submit its Recommendation within twenty (20) days after the later of (i) the adjournment of the hearing/meeting; or (ii) the receipt of additional written materials from the institution within the 10-day limit; provided, however, the failure of the Appeal Committee to make its Recommendation in such time will not be the basis to sustain the appeal or grant the institution other relief.
- p. After receipt of the Recommendation, the President of CAATE will forward a copy of the Recommendation 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).
- q. If the CAATE Board's decision is to deny the appeal, then the status of public recognition will immediately be changed to that which was originally decided by CAATE.
- r. If the decision is to sustain the appeal, then there will be no change of the accreditation status. Institutions recommended for withhold will be granted accreditation.
- s. The President will notify the institution/entity of the decision of the Board.
- t. The decision of the Board will 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.
- c. Appeal Committee Chair makes opening statement and reads the Confidentiality Statement.
- d. Review of Hearing Ground Rules:
 - (1) Only information and evidence about the conditions of the program available to the CAATE when it formulated its Denial of Reconsideration and information submitted through Reconsideration of that recommendation may be considered.
 - (2) The institution/entity may not present new, revised, or updated information or evidence that was not available to the CAATE for its recommendation or reconsideration of that recommendation.
 - (3) The purpose of the hearing is to determine whether the record of information and evidence available to CAATE at the time CAATE formulated its Denial of Reconsideration supports the decision.
- e. Appellant's oral presentation (not to exceed 30 minutes, from which Appellant may reserve time to respond to CAATE's presentation).
- f. Committee's clarification of appellant's presentation.
- g. CAATE's oral presentation (not to exceed 30 minutes).
- h. Committee's clarification of CAATE's presentation.
- i. Appellant's response, if any, utilizing time reserved from Appellant's initial oral presentation.
- j. Recess for Committee Executive Session to review material presented.
- k. Additional clarification from attendees, if needed.
- l. Review of timetable of remaining steps in appeal.
- m. Chair's concluding remarks.
- n. Hearing Adjourned.

IX. ANNUAL DUES AND FEES

A. Establishment and Review of Fees

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

B. Invoices

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 are due upon receipt.
 - a. Payments beyond 60 days 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.

C. Multiple Programs at an institution

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

D. Late Payments

1. Procedures for Those Institutions Failing to Pay Fees
 - a. Sponsoring institutions that do not respond and/or that remain unpaid as of 60 days past the invoice date will be charged an additional \$200 late fee.
 - (1) Failure to pay by fees within 90 days 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. Procedures

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

2. 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.
3. 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. 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 updated on eAccreditation.
 - b. Program Director change must be made according to the instructions below and is 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 uploads a formal letter to the CAATE on institutional letterhead in e-Accreditation through the Substantive Change Tab 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 member 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's current curriculum vitae.
 - c. A copy of new Program Director's BOC card verification
 - d. A copy of new Program Director's 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 within e-Accreditation, documentation of BOC certification, and state practice credential. This individual should be included on the faculty workload distribution form requested previously.
- B. Change in institution accreditation status (by regional or other recognized accreditor).
- C. 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)
- D. Changes to be noted on the Annual Report (electronically) may include, but are not limited to:
 1. Directory information (Faculty, Clinical Sites, and Preceptors)
 2. Program Profile, Officials and Student information.

3. Curricular Changes
4. Substantial increase or decrease in the number of students accepted in a cohort
5. Requirements for the Annual Report can be found on the CAATE website.

XII. 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 the CAATE office, complaints are reviewed by staff and additional information is obtained from the complainant as necessary.
 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. Upon 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 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.

XIII. ETHICAL STANDARDS

- A. Adherence to Ethical Standards
1. 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 A]. Signed statements are maintained in the executive office.
 - c. Commissioners and staff will not serve as Site Visitors except if there is exigent need.

- d. Commissioners and staff will not serve as paid consultants on matters of CAATE accreditation; Other consulting must be disclosed to the Commission and the individual must recuse themselves from any action involving the program. (section revised August 2015)
 - e. Any CAATE accreditation consulting by committee members must be disclosed to the Commission. The Committee member must recuse themselves from any action involving the program.
 - f. 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, and/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(ies).

D. Full Investigative Procedures

1. If the CAATE President, in consultation with the CAATE Ethics Committee Chair, determines a violation may exist, he/she 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 prejudice. 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. Ethics Violation 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.

Show Cause is an action that requires a program provide evidence why the CAATE should not withdraw accreditation.

Defer Action is used when there is insufficient information on which to judge compliance. In such case, the action is deferred until a time specified by the Commission.

Administrative Probationary Accreditation is conferred when a program has not complied with administrative requirements.

Voluntary Withdrawal of Accreditation- is granted when a sponsoring institution requests that its program(s) be removed from CAATE.

Withhold Accreditation is conferred when a program seeking initial accreditation is not in compliance with the accreditation Standards.

Withdraw Accreditation-Involuntary is conferred when a program is no longer in compliance with the accreditation Standards.

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, 3 sponsoring organization members, 1 public member and 1 administrator member.

Day - a calendar day.

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

Executive Office- Commission on Accreditation of Athletic Training Education (CAATE), 6850 Austin Center Blvd., Suite 100, Austin, TX 78731-3184 (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.



Appendices



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



CONFIDENTIALITY AGREEMENT
CAATE Site Visitors

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
- Not recruit potential personnel from the institution being visited.
- Not accept any gratuity from the institution being visited (i.e. small gifts, business wares and/or products).
- Not promote self as a potential consultant or employee of the institution being visited.
- Present the facts as validated by the visit.
- Not compare the program and/or institution being visited with any other program and/or institution.
- Submit all required documents in the time frame and format described within CAATE documents.

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



ASSIGNMENT OF RIGHTS

FOR INDIVIDUALS RECEIVING NO COMPENSATION FROM THE CAATE

I am a contributor to:

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