ARC-AA/CAAHEP Annual Report User Guide

Welcome to the 2024 Annual Report for the Accreditation Review Committee for the Anesthesiologist Assistant (ARC-AA) operating under the auspices of the Commission on Accreditation of Allied Health Education Programs (CAAHEP). All Anesthesiologist Assistant Programs holding CAAHEP accreditation are required to complete the Annual Report.

The 2024 Annual Report reflects students who graduate in 2023; the report is submitted the following calendar year.

The filing deadline is September 15, 2024.

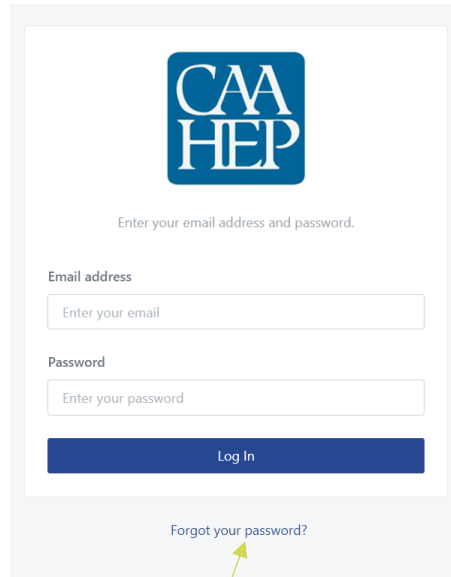| **Support** For questions about the Annual Report:	**TO: Theresa Sisneros**, Director of Accreditation Services, CAAHEP 303-794-6283 | theresa@caahep.org **CC: Jennifer Anderson Warwick**, Executive Director, ARC-AA 612.836.3311 | jennifer@arc-aa.org

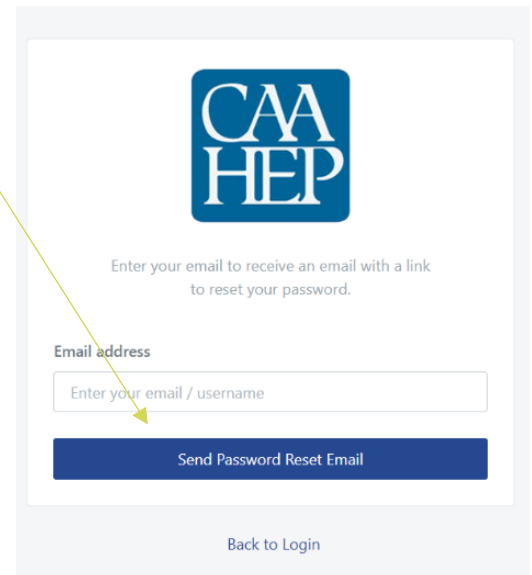Use the Chrome browser for the best experience with the CAAHEP Annual Report Management System (ARMS); Firefox works, too.

LOGIN

To access the Annual Report, log in at the following link using the program director of record's email address and password: https://app.caahep.org/login

If you forget the password, click the "Forgot your password?" link. In the screen that appears, enter your email address, click "Send Password Reset Email", and an email will be sent containing instructions to reset the password.
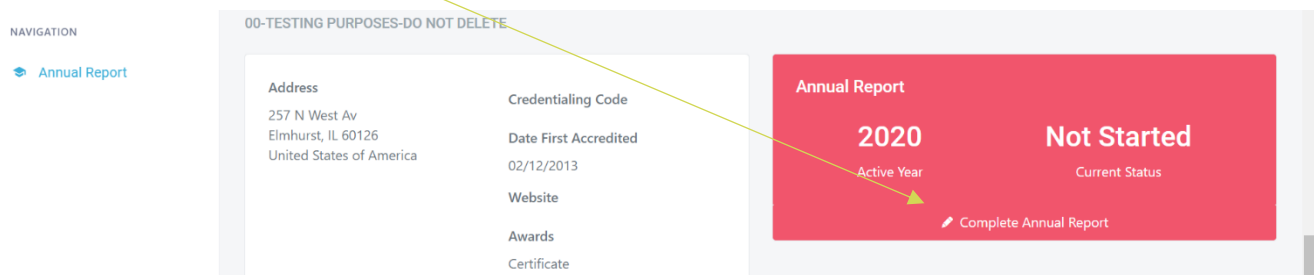
Neither CAAHEP nor the ARC-AA has access to the password. If you forget the password, the only way to access your report is to reset it.

Once you successfully log in, click the Annual Report link on the left side of the page.
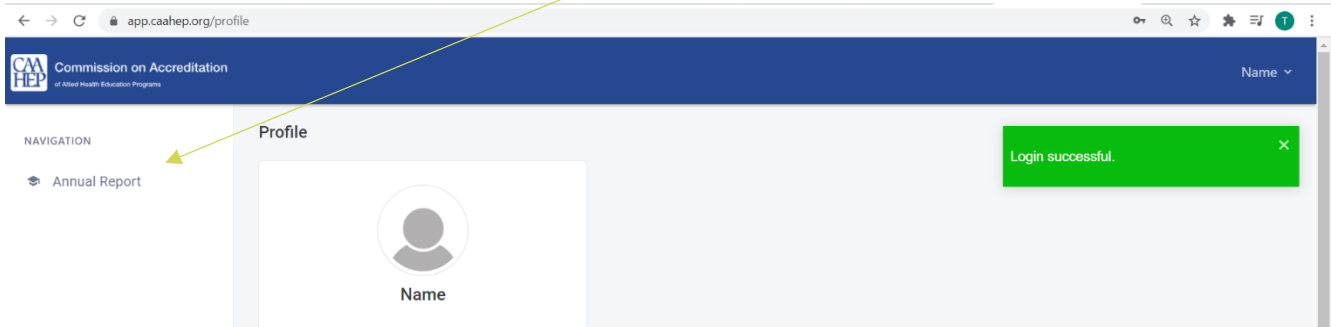

Then click Complete Annual Report to access to the report.

GENERAL INSTRUCTIONS AND NAVIGATION

Read the instructions that are included at the top of the screen in each Section of the report.

It is strongly recommended the user complete the report in the order the Sections appear. However, you may navigate to any Section by clicking the links on the left side of the page.

Each Section requires certain information to be completed for the Section to be marked as complete. A green check mark is visible next to the Section link to designate a completed Section.
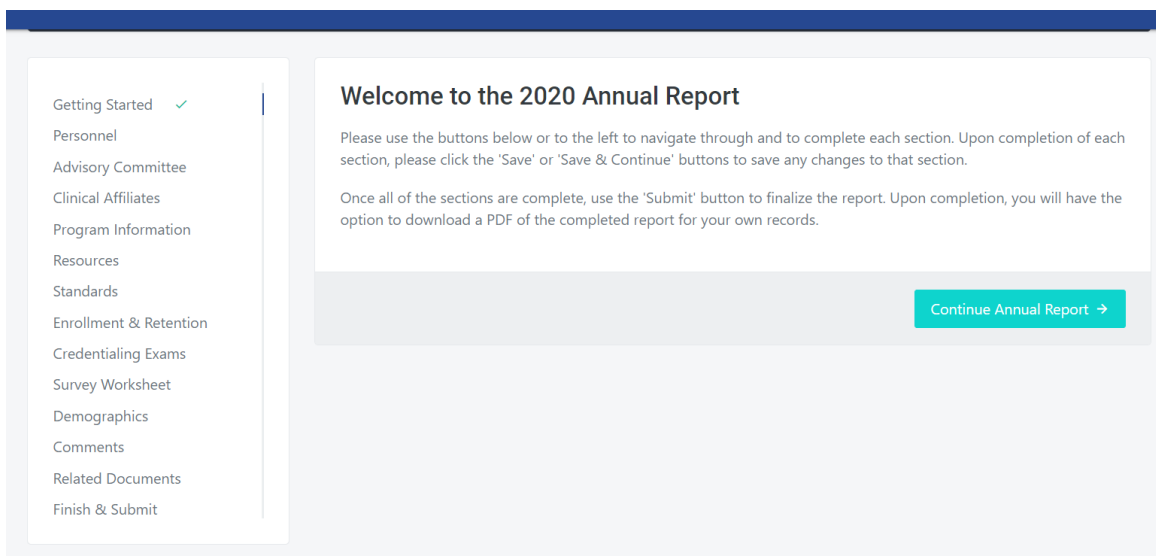
Some sections will have a blue Save button on the bottom of the screen. Click "Save" after entering information.

When you have completed all information in the section, click the "Save & Continue" button to mark the section as complete and advance to the next section. If there is missing information in the section, the report will not advance. Scroll through the section and correct items marked in red, then click "Save & Continue" again. Remember to look for the green check mark indicating the section has been completed.
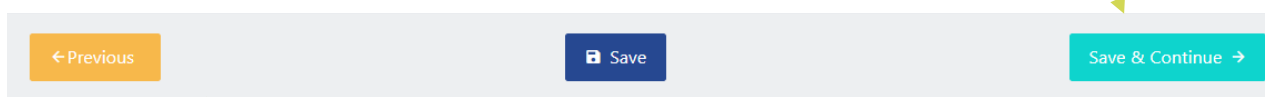
You can also navigate to the previous section by clicking on the Previous button that appears at the bottom of the screen.
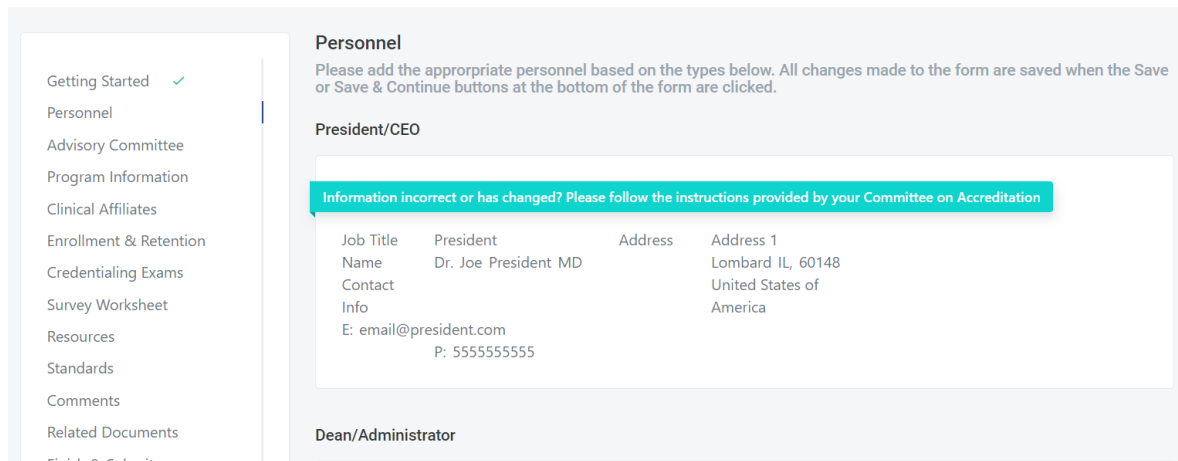
All data entered in the annual report will carry through to a PDF summary annual report document. You can PREVIEW the PDF at any time by clicking the Preview PDF button that appears at the top right of each section. *Be patient as the PDF generates and downloads for viewing.*
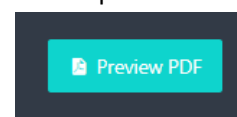
PERSONNEL

President/CEO, Dean/Administrator, and Program Director information are pre-filled from CAAHEP's database. **Changes to this information cannot be made directly in the annual report.**

To update any information contained in the President/CEO, Dean/Administrator and Program Director records, visit www.caahep.org/arc-aa, download the Personnel Change Form, and email the complete packet to jennifer@arc-aa.org. **ARC-AA will facilitate the change with the CAAHEP records.** Once CAAHEP records are updated, the correct information will populate in the annual report.

The category for Medical Director must have one individual entered. **If the Medical Director is changed, a Personnel Change Form must be submitted to jennifer@arc-aa.org.**

To add the medical director, click the blue "Add" box for each listed personnel category.

Provide requested information in the personnel contact form and click the blue Save button once information has been added. Once saved, a banner will appear indicating the individual listed is new.

CLINICAL AFFILIATES

All clinical affiliates utilized by the program must be entered in this section.

To **ADD** a clinical affiliate, click on the blue box and enter information requested under the Clinical Affiliate Detail.

+ Add New Clinical Affiliate

Add Clinical Affiliate ✕

Clinical Affiliate Detail

Name

Address | City | State

Address 2 | Zip / Postal Code | Country

Clinical Affiliate Personnel
Please select personnel to associate to this Clinical Affiliate

+ Add Person

Save Cancel

To **EDIT** information entered for a clinical affiliate, click on the green pencil next to the listed affiliate, make necessary edits/updates, and then click Save.

Children's Hopsital

Denver, CO - United States of America
Clinical Instructor - Jane Smith

To **REMOVE** an affiliate, click the green pencil next to the listed affiliate, and then click **🗑 Remove Affiliate**

The following message will appear stating "Click Save to Confirm". Once the blue Save box is clicked, the clinical affiliate will be removed from the list of clinical affiliates.

🗑 Click Save to Confirm   **Save** Cancel

Once you have confirmed your list of clinical affiliates is accurate and complete, click the acknowledgment statement, then the Continue box will appear. Once clicked, the Section will be marked as complete.

Acknowledgment

☐ All clinical affiliates and associated instructors listed above are current to the best of my knowledge.

Continue →

PROGRAM INFORMATION

All fields marked with an asterisk * are required.

The URL to program outcomes must be entered in https:// format. The URL provided must be a direct link to the area of the program's website where the program's outcomes are published, per the ARC-AA policy below:

Program Information

* denotes a required field

Program Title

Neurodiagnostic Technology

Name of certificate or degree awarded *

URL to program summary outcomes results required in Standard V.A.4. *

ARC-AA Policy on Posting Outcomes

XI. Outcomes Based Evaluation

E. Transparency of Outcomes

All programs must publish on their websites, the 3-year review-window average results of the outcomes for: national credentialing examination(s) performance, job (positive) placement, and programmatic retention/attrition. The Programs must publish the first-time pass rate and the cumulative pass rate for the national credentialing examination(s) performance. The Programs may publish additional outcomes, such as graduate satisfaction, employer satisfaction, and programmatic summative measures.

At all times, the published results must be consistent with and verifiable by the online Annual Report of the program.

Each year in the Comments tab of the Annual Report, the program must state the website link where its results are published.

Enter required Program Design information. **All fields will accept numeric values only, except for drop-down menus.**

Program Design

Award Level 1	Award Level 2
Type of award granted *	**Type of award granted**
Select... ▾	Select... ▾
Length of Program in Months *	**Length of Program in Months**
Length of Program in Academic Sessions *	**Length of Program in Academic Sessions**
Total Credit Hours Required *	**Total Credit Hours Required**
Type of Credits *	**Type of Credits**
Select... ▾	Select... ▾
Total Program Tuition and Fees - Resident *	**Total Program Tuition and Fees - Resident**
Total Program Tuition and Fees - Non-Resident *	**Total Program Tuition and Fees - Non-Resident**

Respond to questions about the program budget. If the budget is not sufficient to ensure achievement of goals and outcomes, text boxes will appear at the bottom of the screen and the program must provide a detailed analysis and action plan related to the budget sufficiency.

Program Budget

Program's fiscal year begins on (month/date) *

Select... ▾   Select... ▾

Is the budget sufficient to ensure achievement of the Program's goal and outcomes? *

○ Yes   ⦿ No
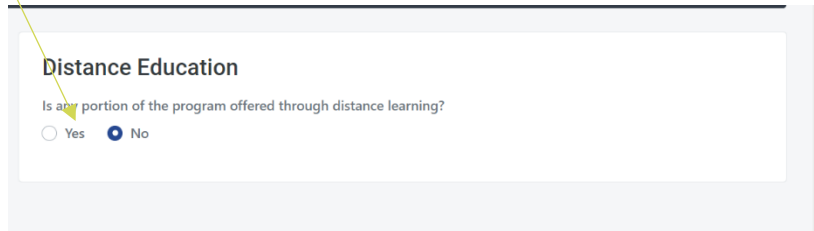
If budget is not sufficient, provide analysis and action plan

Detailed Analysis of Insufficient Budget

Action Plan for Insufficent Budget

DISTANCE EDUCATION

Respond to the question asking if any portion of the program is offered through distance learning by clicking Yes or No.

If Yes is selected, questions will appear. Click the blue Save button at the bottom of the screen to save responses. Once all responses have been provided click **Save & Continue →** for the section to be marked as complete.

ENROLLMENT & RETENTION

You can navigate through all cohorts for the reporting period by clicking the drop-down menu and highlighting the cohort you want to view.

The corresponding cohort detail chart will appear. To **EDIT** the information contained in a chart, click the Edit Cohort button. The enrollment and on-time graduation dates cannot be edited once the cohort is saved. To update these dates, email theresa@caahep.org for assistance.

Make necessary updates to information in the chart and click the Save button.

To **ADD** a cohort click   **+ Add Cohort**

> **NOTE:** Once a cohort is added to the system, neither the enrollment or on-time graduation dates can be edited, and the cohort cannot be deleted by the program; therefore, be careful when adding! (If you need to edit either date or delete a cohort, contact theresa@caahep.org for assistance.)

Enrollment Date: Use the drop-down calendar to enter the Enrollment Date. After opening the calendar, click the bold Month/Year that appears at the top of the calendar to navigate through the calendar**. Scroll UP** to choose an enrollment year earlier than the years appearing in the chart; **scroll DOWN** to enter an enrollment year later than the year shown.

After choosing the appropriate Enrollment Year, click on the applicable Enrollment Month, and a calendar will appear for the Year and Month selected. Highlight the specific day of Enrollment, and the date chosen will populate in the text field.

On-Time Graduation Date: Follow the steps as outlined above to enter the On-Time Graduation Date.

> **NOTE: you can only enter cohorts with an Enrollment Date on or prior to the date you are completing the annual report.** For example, if you are completing the annual report on June 14, 2024, you will only be able to enter cohorts with Enrollment Dates on or prior to June 14, 2024.

Programs that start multiple classes in a calendar year should enter each class as a separate cohort in the system.

New Cohort

Enrollment Date:	01/01/2019
	January 2019 ▾
	2018
	2019
On-Time Graduation Date:	**Jan** Feb Mar Apr
	May Jun Jul Aug
Estimated Number of Applicants:	Sep Oct Nov Dec
	2020
Maximum Number of Students (capacity) of the Class:	2021
	2022
Number of Students Initially Enrolled:	
Number Transferring/Joining After Enrollment Date:	
Attrition Due to Non-Academic Reasons	0
Attrition Due to Professional Courses	0
Attrition Due to General Education Courses	0
Graduated in 2019	0
Graduated in 2020	0

0	0	0	0	0.00%
Dropped Out	Graduated	In Progress or Stopped Out	Percent Retention	

03/09/2018	

March 2018 ▾	↑ ↓

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	1	2	3
4	5	6	7	8	**9**	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Today

Once enrollment and on-time graduation dates are chosen, enter the information requested in each row of the new cohort chart. The cohort can be saved after entering the Enrollment and On-Time Graduation dates, and additional data can be edited as needed by editing the cohort.

Estimated Number of Applicants and **Maximum Number of Students (capacity) of the Class** are for information purposes only and not used in outcomes calculations.

Retention is calculated in the system by adding the **Number of Students Initially Enrolled** and **Number Transferring/ Joining After Enrollment Date** to determine the total number of students in the cohort.

NOTE: The **Number Transferring/Joining After the Enrollment Date** does *not* include students that enrolled in a previous cohort and stopped-out. The status of students/graduates should always be updated in the **cohort in which they first entered the program.**

New Cohort

Enrollment Date:	01/01/2019
On-Time Graduation Date:	01/01/2019
Estimated Number of Applicants:	0
Maximum Number of Students (capacity) of the Class:	0
Number of Students Initially Enrolled:	0
Number Transferring/Joining After Enrollment Date:	0
Attrition Due to Non-Academic Reasons	0
Attrition Due to Professional Courses	0
Attrition Due to General Education Courses	0
Graduated in 2019	0
Graduated in 2020	0

0	0	0	0	0.00%
Students In Class	Dropped Out	Graduated	In Progress or Stopped Out	Percent Retention

Save   Cancel

Students that have dropped out of the program should be accounted for in one of the Attrition rows – for either Non-Academic reasons, Professional Courses, or General Education courses.

Once a student has graduated, they should be accounted for in the row showing the applicable year of graduation.

> For example, if a class of 10 students started on September 6, 2021 (with an "On-time" Graduation Date of June 2, 2023) and 8 of those students graduated in 2023, then the number "8" would be entered in the row labeled "Graduated in 2023". If 1 student of that Enrollment cohort had stopped-out for a year, but came back and graduated in 2024, then the number "1" would be entered in the row labeled "Graduated in 2024".

The system will automatically calculate the number of students **In Progress** or **Stopped Out**. If a student is not accounted for as graduated (in a "Graduated in XXXX" row) or in one of the Attrition categories, they are calculated as in-progress/stopped-out. The program is not penalized for any students categorized as in-progress/stopped-out.

Enrollment Date:	On-Time Graduation Date:	Estimated Number of Applicants:	Maximum Number of Students:	
09/30/2019	09/12/2020	12	16	Edit Cohort

Enrollment Detail

		Attrition		**Graduates By Graduation Year**	
Number of Students Initially Enrolled:	7	Non-Academic Reasons:	0	2019:	0
Number Added to Class:	0	Due to General Education Courses:	0	2020:	5
		Due to Professional Courses:	1		

Cohort Totals

7	1	1	5	85.71%
Total Students in Class	In Progress or Stopped Out	Dropped Out	Total Graduates	Percent Retention

Retention $=\dfrac{\text{\# Graduated + \# students in-progress or stopped-out}}{\text{Total Students in Class (\# initially enrolled + \# transferring/added to class)}}$

Programs should appropriately update any students showing **In Progress** or **Stopped-Out** in each cohort as soon as the student has either graduated or dropped out of the program permanently.

Programs can see the number of In-Progress students for each cohort listed in the drop-down menu, as well as in the detailed chart for each cohort.

Enrollment Date - 09/30/2019, On-Time Graduation Date - 09/12/2020, In-Progress or Stopped Out: 7

Enrollment Date - 09/30/2019, On-Time Graduation Date - 09/12/2020, In-Progress or Stopped Out: 7

Enrollment Date - 09/24/2018, On-Time Graduation Date - 09/14/2019, In-Progress or Stopped Out: 0

Enrollment Date - 09/25/2017, On-Time Graduation Date - 09/08/2018, In-Progress or Stopped Out: 0

Enrollment Date - 09/26/2016, On-Time Graduation Date - 09/14/2017, In-Progress or Stopped Out: 0

Enrollment Date - 09/28/2015, On-Time Graduation Date - 09/10/2016, In-Progress or Stopped Out: 0

Enrollment Date - 09/29/2014, On-Time Graduation Date - 09/12/2015, In-Progress or Stopped Out: 0

The **Retention Average by Graduation Year** chart pulls data from all cohorts entered. This chart is a summary of retention, attrition, and in-progress students and cannot be edited. Data must be updated within the specific cohort detail chart to appear in the summary chart below.

2019 - 2015 Retention Average By Graduation Year

Graduation Year	2019	2018	2017	2016	2015
# Initially Enrolled	5	12	9	14	16
# Added to Class	0	0	1	0	0
Attrition Due to General Education Courses	0	0	0	0	0
Attrition Due to Non-Academic Reasons	0	0	2	0	3
Attrition Due to Professional Courses	0	0	0	1	0
# Dropped Out	0	0	2	1	3
# In-Progress or Stopped Out	1	0	0	0	0
# Graduated	4	12	8	13	13
Retention Percentage	100.00%	100.00%	80.00%	92.86%	81.25%

57	6	70.00%	89.47%	92.59%
Total Students	Dropped Out	Threshold	Percent Retention	3-Year Average

One-year retention results show at the bottom of each cohort column.

The 3-Year Retention averages appear at the bottom of the chart.

Analysis and Action Plan text boxes will appear in the report if the 3-year threshold is not met; however, **no response is required if the 1-year threshold is not met.**

> **NOTE: Retention charts must be completed for the correct number of graduates to appear in the Positive Placement Detail chart that follows.**

Retention Positive Placement Detail

The Retention Positive Placement chart will populate the Total Graduates based on data entered in the cohort charts.

The text boxes indicate editable fields.

Enter the # Employed and # Continuing Education or Active Military, but **not** Employed – and then click the button at the bottom of the screen.

2019 - 2015 Retention Positive Placement Detail

Graduation Year	2019	2018	2017	2016	2015
Total Graduates	4	12	8	13	13
# Employed	0	11	8	12	13
# Continuing Education or Active Military, but NOT Employed	0	0	0	0	0
Positive Placement	0	11	8	12	13
Placement Percentage	0.00%	91.67%	100.00%	92.31%	100.00%

50	44	75.00%	88.00%	79.17%
Total Graduates	Total Positive Placement	Threshold	Percent Positive Placement	3-Year Average

Analysis and Action Plan text boxes will appear in the report if the 3-year threshold is not met; however, **no response is required if the 1-year threshold is not met.**

> **NOTE: The Positive Placement Chart must be completed and saved, including the # Employed, for the correct data to populate in the Survey Worksheet section.**

CREDENTIALING EXAM

Enter data for the credentialing exam(s) that appear in your annual report. The chart is marked Incomplete until data is appropriately updated.

Credentialing Exams

Edit the details for each exam and a 'Continue' button will appear at the bottom of the list to proceed to the next step.

NCCAA Certifying Exam	Threshold	Passing Average	complete	✎
	90%	**2020:** 100% **3-Year:** 100%		

To edit, click the Green Pencil.

The number of graduates is carried through from the Enrollment & Retention section. Enter the # Graduates attempting the exam, as well as the # that passed on the first attempt and subsequent attempts and click Submit.

R EEG T - 2019 Graduates

# Graduates	7
# Graduates Attempted	0
# Graduates Passed - 1st Attempt	0
# Graduates Passed - Subsequent Attempts	0

Submit   Cancel

NOTE: Past years' results are always editable so the program can account for any additional students that passed the exam on the first or subsequent attempts.

Once the exam chart has been updated, the chart will be marked Complete.

NCCAA Certifying Exam	Threshold	Passing Average	complete
	90%	**2020:** 100% **3-Year:** 100%	

NOTE: If there are no attempts on an exam, you still must click Edit, assure zeros are entered into the text boxes, and click Submit. This will mark the chart as complete.

Analysis and Action Plan text boxes will appear in the report if the 3-year threshold is not met; however, **no response is required if the 1-year threshold is not met.**

NOTE: The Enrollment & Retention section must be completed and saved for the number of graduates to populate in the Survey Worksheet section.

SURVEY WORKSHEET

To enter Graduate and Employer Survey results, start by entering data on surveys sent and returned by clicking Edit Worksheet.

NOTE: Before you can enter data in the worksheet, the # of employed graduates must be entered into the Retention Graduate Placement chart in the Enrollment & Retention section.

Graduate Surveys Sent / Returned

Graduation Year	2020	2019	2018
Total Graduates	9	0	0
Graduate Surveys Sent	9		
Graduate Surveys Returned	5		
Graduate Survey Sent Rate (100% Threshold)	**100.00%**	**0.00%**	**0.00%**

Enter the number of surveys sent and returned into text boxes, and then click SAVE.

NOTE: Satisfaction is calculated based on the # Returned (not the number sent).

2020 Graduate & Employer Surveys Sent & Returned

2020 Graduates Surveys

# Graduates	Sent	Returned	Sent Rate	Sent Threshold
9	9	5	**100.00%**	**100%**

Employer Surveys

# Employed	Sent	Returned	Sent Rate	Sent Threshold
9	8	5	**88.89%**	**100%**

Save   Cancel

The Graduate Surveys Sent/Returned and Employer Surveys Sent/Returned charts will populate with summary sent/return data. These charts are for information only and cannot be edited.

Employer Surveys Sent / Returned

Graduation Year	2020	2019	2018
Total Employed Graduates	9	0	0
Employer Surveys Sent	8		
Employer Surveys Returned	5		
Employer Survey Sent Rate (100% Threshold)	**88.89%**	**0.00%**	**0.00%**

Analysis and Action Plan text boxes will appear if the program does not meet the 3-year threshold for survey return; however, **no response is required if the 1-year threshold is not met.** A detailed analysis and action plan are required if the 3-year threshold is not met.

Description/Analysis of each insufficient resource

Action Plan for each insufficient resource

After survey return data is entered, Graduate Survey Results and Employer Survey Results charts become visible.

Graduate Survey Results

Graduate Survey - Cognitive	Responses Incomplete	View
Graduate Survey - Psychomotor	Responses Incomplete	View
Graduate Survey - Affective	Responses Incomplete	View

Click View in any row to view a summary of results for the applicable survey and domain.

Employer Survey Results

Employer Surveys - Cognitive	Responses Incomplete	View
Employer Surveys - Psychomotor	Responses Incomplete	View
Employer Surveys - Affective	Responses Incomplete	View

← Previous   💾 Save   Save & Continue →

The results chart contains summary information. To enter satisfaction data, click Edit under the applicable graduation year.

In the chart that appears, enter the distribution of responses for each question item in the text boxes that appear. The distribution includes the number of responses greater than or equal to 4, the number marked N/A, and the number marked Omitted.

NOTE: The total number of responses to each question cannot exceed to Total # of Returned Surveys.

Once responses for all question items are entered, click Save.

80% of the responses to each question item must be greater than or equal to 4 for the survey item to be marked positive. Any item not meeting the 80% threshold is marked negative. Any responses of N/A and Omitted are subtracted from the # of surveys returned before the calculation is made.

After saving each satisfaction chart, the Survey Results summary chart will reappear and provide a summary of positive and negative items. Additionally, the red "Responses Incomplete" notation will disappear.

If there are any negative items for the **current reporting year**, the summary chart will show a red Analysis and Action Plan Required message, and text boxes will appear. The program must write a detailed Analysis and Action plan addressing all negative items.

Graduate Survey Results

Graduate Survey - Cognitive	Analysis and Action Plan Required				View
Graduation Year	2019	2018	2017	2016	2015
Postive / Negative Indicator	☒		☑	☒	☑
# Positive Items (>= 80%)	4		5	5	9
# Negative Items (< 80%)	1		0	4	0
	Edit	View	View	View	View

Repeat the process of providing the distribution of responses to all question items for each survey in each learning domain. Provide a detailed analysis and action plan for all negative items in the text boxes that appear.

STANDARDS

Review the CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in Anesthesiologist Assistant (2016)*, which can be found at https://caahep.org/arc-aa. Mark each listed section of the Standards section as Met (YES) or Not Met (No).

Additionally, respond appropriately to Standard II questions related to the Advisory Committee.

For any "No" response, a detailed analysis and action plan must be provided in the text boxes that appear at the bottom of the screen.

Standards

To the best of your knowledge, does your program meet each standard?

Standard I

Sponsorship

○ Yes   ○ No

Standard II

Program Goals

○ Yes   ○ No

Does the Advisory Committee have required representation?

○ Yes   ○ No

Has the Advisory Committee met at least annually?

○ Yes   ○ No

Does the Advisory Committee fulfill its required role?

○ Yes   ○ No

Description/Analysis of each insufficient resource

Action Plan for each insufficient resource

Click the **blue Save** button at the bottom of the screen to save responses provided for each Standard and question. Once all responses have been provided, including required analysis and action plan(s), click [Save & Continue →] for the section to be marked as complete.

RESOURCES

Mark each listed resource as sufficient (YES) or not sufficient (NO). For any "No" response, a detailed analysis and action plan must be provided in the text boxes that appear at the bottom of the screen.

Mark whether there have been changes to each of the listed resources since submission of the last annual report. If "Yes" is marked, provide a detailed description of the changes in the text box that appears.

Resources

Are the following resources sufficient to ensure the achievement of a program's goals and outcomes?

ancillary student facilities

○ Yes   ○ No

Have these resources changed over the past year?

◉ Yes   ○ No

Describe changes to this resource

[   ]

---

clerical and support staff

○ Yes   ○ No

Have these resources changed over the past year?

○ Yes   ○ No

---

clinical affiliations

○ Yes   ○ No

Description/Analysis of each insufficient resource

[   ]

Action Plan for each insufficient resource

[   ]

Click the **blue Save** button at the bottom of the screen to save responses provided for each Resource. Once all responses have been provided, including detailed descriptions of any changed Resources, as well as required analysis and action plan(s), click **Save & Continue →** for the section to be marked as complete.

COMMENTS

Enter any comments, suggestions, or concerns related to your program or generally to the profession.

If you do not have any comments, enter "No Comments" in the text box for the section to be marked as complete.

Click "Save" at the bottom of the screen to save comments entered. Once all comments have been provided, or "No comments" has been entered into the text box, click "Save & Continue" for the section to be marked as complete.

Comments

Please provide your comments, suggestions or concerns relating specifically to your Program or generally to Perfusion education. If you do not have any comments, please enter 'No comments'

[text box]

← Previous   🖫 Save   Save & Continue →

DEMOGRAPHICS

The total number of graduates in each calendar year automatically carries through from data input in the Enrollment and Retention section.

Enter the demographic information for all graduates of the calendar year specified in the corresponding column. Edit mode is indicated by boxes appearing in the cells.

NOTE: Provide the data at the time of graduation. For example, if the student graduated in 2021 at the age of 25, they will be counted in the 25 to 35 years category.

Demographics

Graduation Year	2019	2018	2017	2016	2015
Graduates	0	0	0	0	0
Gender					
Male	12	7	4	10	4
Female	3	6	11	3	7
Age					
Age less than 25 years	2	1	1	2	1
25 to 35 years	9	10	13	7	9
36 to 45 years	3	2	1	4	1
46 or more years	1	0	0	0	0
Unknown	0	0	0	0	0
Ethnicity					
African American	1	0	3	1	1
American Indian	0	0	0	0	0
Asian	5	4	2	2	4
Caucasian	3	4	3	5	2
Hispanic	2	4	4	2	4
Other	4	1	3	3	0

[← Previous] [🖫 Save] [Save & Continue →]

Click "Save" to save data entered in the chart.

Once all data is provided, click "Save & Continue" for the section to be marked as complete.

RELATED DOCUMENTS

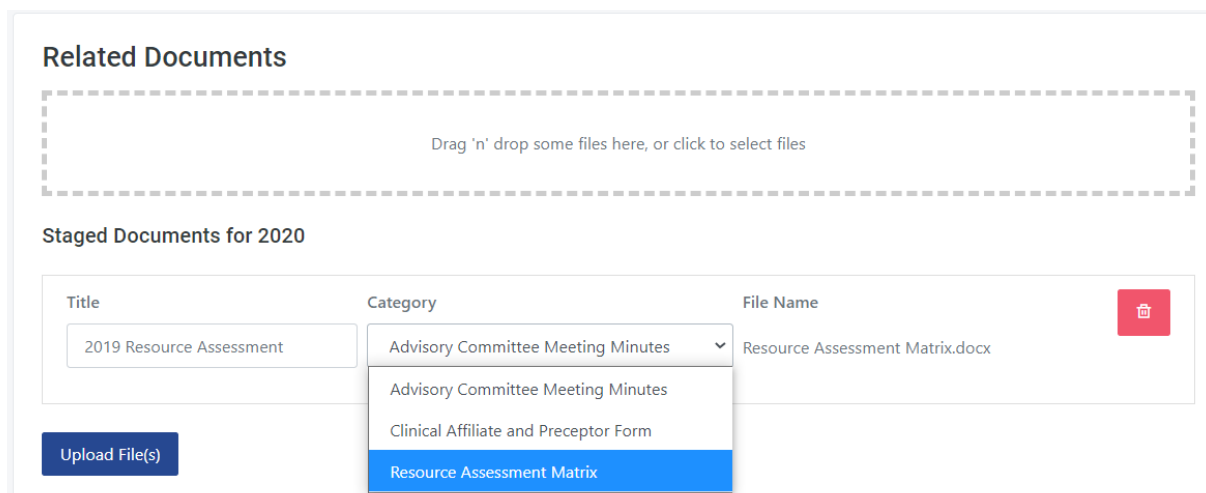The following documents are required to be uploaded:

1. **Advisory Committee Meeting Minutes** for any meetings since January 1, 2023
2. **Resource Assessment Matrix** for 2023
3. **Survey Comments from Graduates** of 2023
4. **Survey Comments from Employers** on Graduates of 2023
5. **Survey Comments from current Students** (only Programs with **Initial Accreditation**)
6. **Survey Comments from current Program Personnel** (only Programs with **Initial Accreditation**)
7. **Clinical Sites** (only Programs with **Initial Accreditation**): Programs that hold Initial Accreditation must submit the Program's Clinical Sites used by students during their 1st Year and 2nd Year (and 3rd Year, if applicable) of the program. The verifiable clinical sites show rotations – primary subspecialties; and additional items previously submitted.
   o AA-Clinical Sites – 1st Year
   o AA-Clinical Sites – 2nd Year
   o AA-Clinical Sites – 3rd Year, if applicable

To upload documents, either drag and drop the document into the designated box, or click the box, browse to the file on your computer, and double-click to choose the document.
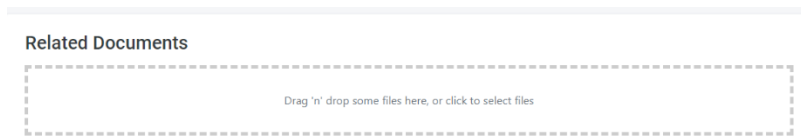
Once the file has been chosen and populates in the window, the File Name will appear.

Enter the Title of the Document and choose the appropriate document Category from the drop-down list.

Repeat these steps for each document you want to upload.

Then click Upload File(s).

NOTE: **If multiple files are being uploaded, please be patient as the upload process is completed.**

Once you have finished uploading files, they will appear in the Uploaded Documents list.

To DELETE a document, click the green pencil and then click the red trash can.

Finally, click Save to confirm the deletion.

Once you have uploaded all necessary documents, click the Acknowledgement at the bottom of the screen, and then click the green Continue button to mark the section as complete.

FINISH & SUBMIT

Once you arrive at Finish & Submit, any section that has not been completed and marked with a green check mark will show in a red block.

Go back to each unfinished section and complete the steps needed to mark the section as complete.

Submit Report

It looks like there are some sections of the report that still need to be completed. Please use the buttons below or the navigation menu to the left to jump to any uncompleted sections. Uncompleted sections are indicated as such by the lack of a green check mark next to the name of the section in the navigation menu to the left.

Once all of the sections are complete and have a green check mark next to them, you can come back here to the 'Finish & Submit' section to submit your completed report.

Survey Worksheet	Demographics	Comments	Related Documents

Once all sections are marked with a green check mark, you are ready to submit the report. Click Submit Annual Report and a copy of the PDF report will be emailed to the ARC-AA.

Submit Report

Congratulations! It looks like you're ready to submit your Annual Report. When you're ready to do so, click the button at the bottom.

Submit Annual Report

NOTE: After the Annual Report is submitted, changes cannot be made. If changes are needed, request the annual report be 'unlocked' with an email to theresa@caahep.org and copy jennifer@arc-aa.org.

Remember, you can view the PDF document at any time by clicking the Preview PDF button that appears at the top right of each section.

Preview PDF