



The Accreditation Review Committee
for the Anesthesiologist Assistant

Checklist for Program Directors

The following checklist is a tool to assist you, the Program Director, with tracking what is required by ARC-AA and CAAHEP to maintain accreditation. The checklist is an internal document for a program's use. Due dates will differ for each program; therefore, the due date column is empty in many cases. You may fill in the Program's due date. Where the due date is the same for every program, such as the annual fee, the date is listed.

What	Location	Comments	Due Date
Be Familiar with...			
The program's next comprehensive accreditation review, as listed in the most recent CAAHEP award level.			
CAAHEP Standards	www.arc-aa.org		
ARC-AA Policies	www.arc-aa.org		
ARC-AA + CAAHEP websites	www.arc-aa.org and www.caahep.org		
Annually			
Annual Report	arms.caahep.org	Contact CAAHEP for Login + Password (theresa@caahep.org)	September 15
Annual Fee		Invoiced January 15	March 15
Action plans		Based on results of annual report and/or resource assessment	
Advisory Committee meeting		Advisory Committee meets at least annually	

What	Location	Comments	Due Date
Resource Assessment	Tools available at www.arc-aa.org		
Faculty			
Students			
Advisory Committee			
Program Evaluation			
Student Survey			
Graduate Survey		Administer 6-12 months <u>after</u> graduation	
Employer Survey		Administer 6-12 months <u>after</u> graduation	
As Needed			
Notify Personnel Change			No later than 15 days following the effective date of replacement
Program Director	www.arc-aa.org	Submit personnel change form	
Medical Director			
CEO	updates@caahep.org and arc-aa@arc-aa.org	Name and contact information is sufficient	
Dean of health professions (or equivalent)			
Submit Self Study Report		ARC-AA will notify PD on record 6 months in advance of its due date	
Submit progress report		Date determined by ARC-AA	