



## ARC-AA/CAAHEP Annual Report User Guide

Welcome to the 2026 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 2026 Annual Report reflects students who graduated in 2025;** the report is submitted the following calendar year.

The filing deadline is September 15, 2026.

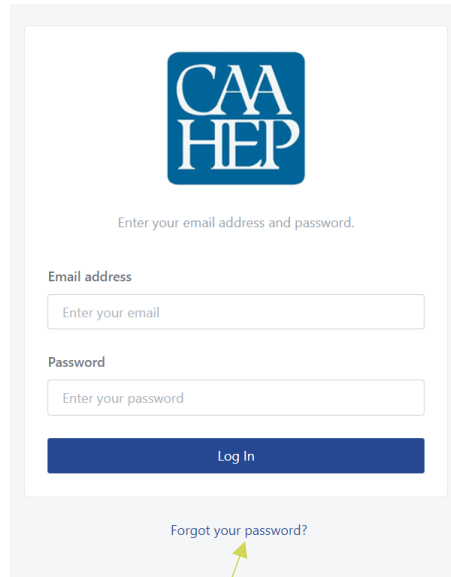
<p style="text-align: center;"><b>Support</b></p> <p>For questions about the Annual Report:</p>	<p><b>TO: Theresa Sisneros</b>, Director of Accreditation Services, CAAHEP 303-794-6283   <a href="mailto:theresa@caahep.org">theresa@caahep.org</a></p> <p><b>CC: Jennifer Anderson Warwick</b>, Executive Director, ARC-AA 612.836.3311   <a href="mailto:jennifer@arc-aa.org">jennifer@arc-aa.org</a></p>
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For the best experience with the CAAHEP Annual Report Management System (ARMS), use the Chrome browser; Firefox also works.

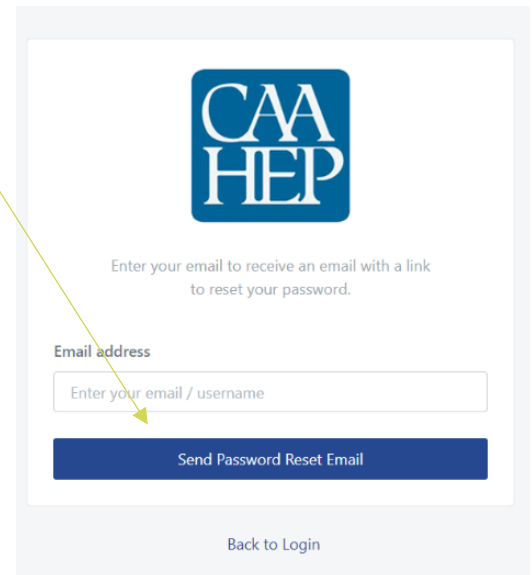
## LOGIN

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>

A screenshot of the CAAHEP login page. At the top center is the CAAHEP logo. Below it is the instruction "Enter your email address and password." There are two input fields: "Email address" with the placeholder "Enter your email" and "Password" with the placeholder "Enter your password". Below these fields is a blue "Log In" button. At the bottom center, there is a link that says "Forgot your password?".

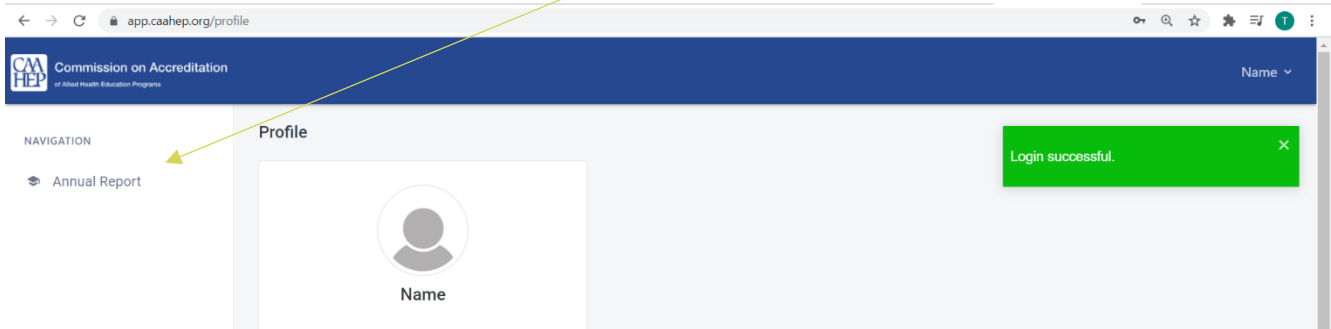
If you forget the password, click the "Forgot your password?" link. In the screen that appears, enter your email address, click "Send Password Reset Email", and an email will be sent containing instructions to reset your password.

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.

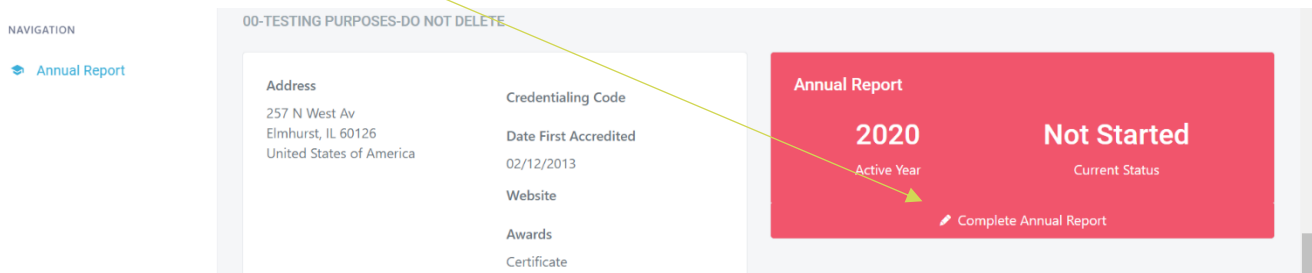
A screenshot of the CAAHEP password reset page. At the top center is the CAAHEP logo. Below it is the instruction "Enter your email to receive an email with a link to reset your password." There is one input field labeled "Email address" with the placeholder "Enter your email / username". Below this field is a blue "Send Password Reset Email" button. At the bottom center, there is a link that says "Back to Login".



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.

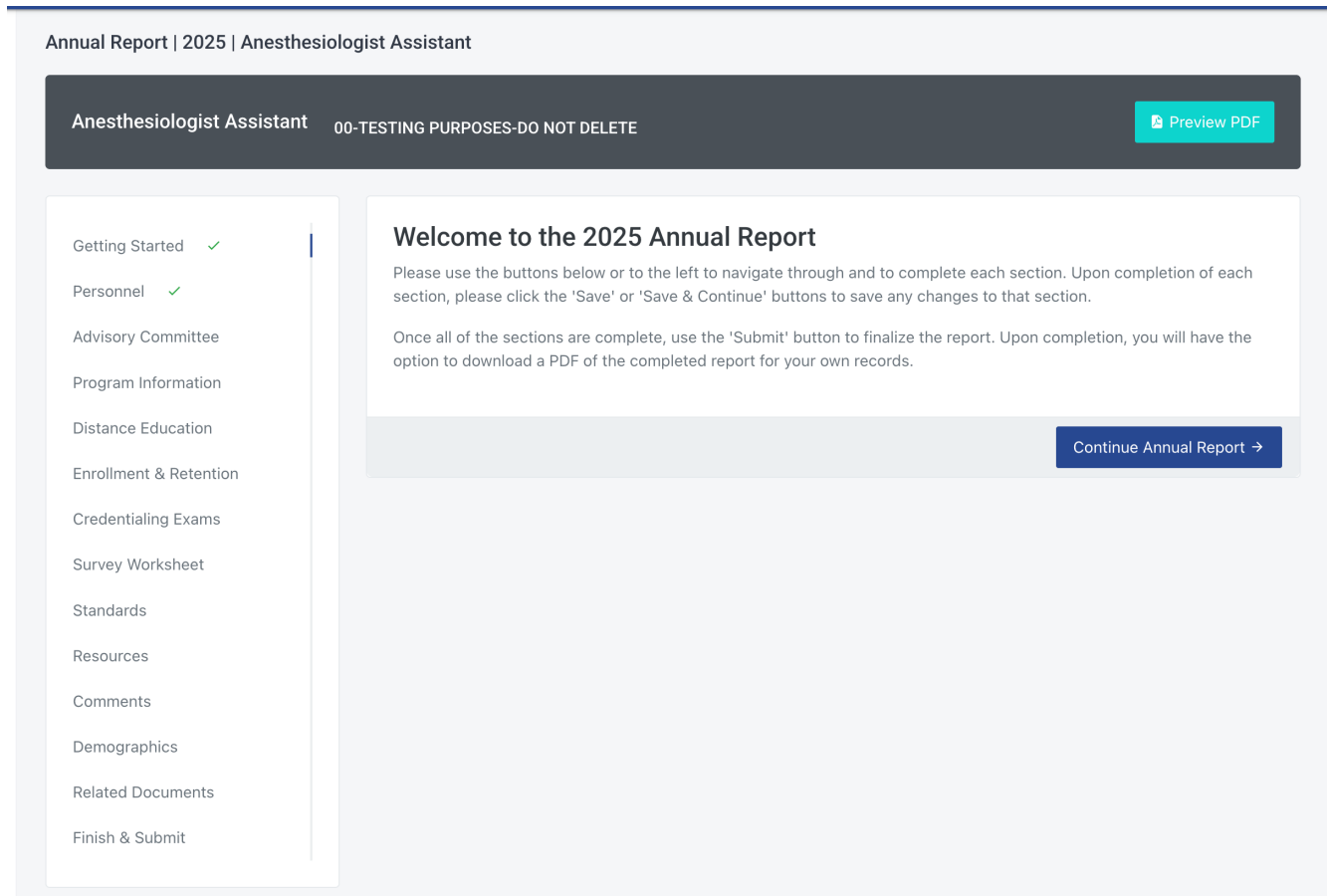


## GENERAL INSTRUCTIONS AND NAVIGATION

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

**You are strongly encouraged to complete the report in the order in which the Sections appear.** 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 indicate that a Section has been completed.



Annual Report | 2025 | Anesthesiologist Assistant

Anesthesiologist Assistant 00-TESTING PURPOSES-DO NOT DELETE [Preview PDF](#)

- Getting Started ✓
- Personnel ✓
- Advisory Committee
- Program Information
- Distance Education
- Enrollment & Retention
- Credentialing Exams
- Survey Worksheet
- Standards
- Resources
- Comments
- Demographics
- Related Documents
- Finish & Submit

### Welcome to the 2025 Annual Report

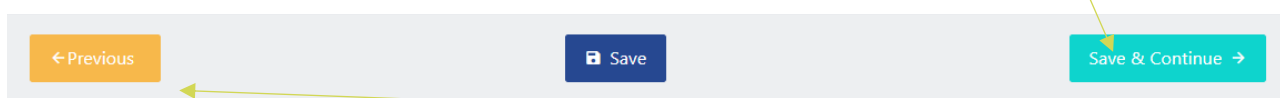
Please use the buttons below or to the left to navigate through and to complete each section. Upon completion of each section, please click the 'Save' or 'Save & Continue' buttons to save any changes to that section.

Once all of the sections are complete, use the 'Submit' button to finalize the report. Upon completion, you will have the option to download a PDF of the completed report for your own records.

[Continue Annual Report →](#)

Some sections will have a blue Save button on the bottom of the screen. Click "Save" after entering information.

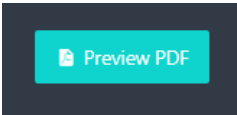
When you have completed all information in the section, click the "Save & Continue" button to mark the section as complete and advance to the next section. If there is missing information in the section, the report will not advance. Scroll through the section and correct items marked in red, then click "Save & Continue" again. Remember to look for the green check mark indicating the section has been completed.



← Previous [Save](#) [Save & Continue →](#)

You can also navigate to the previous section by clicking on the Previous button that appears at the bottom of the screen.

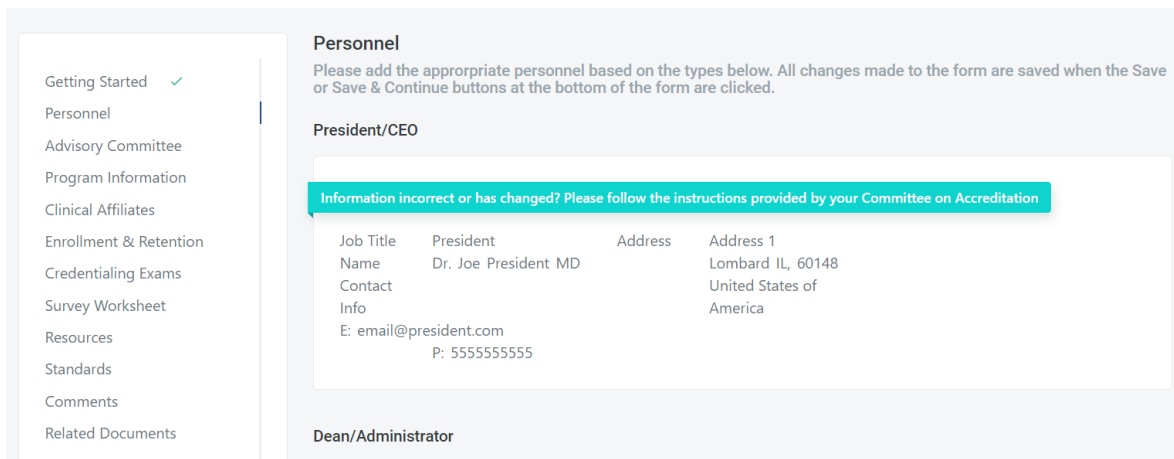
All data entered in the annual report will carry over to the PDF summary annual report. You can PREVIEW the PDF any time by clicking the Preview PDF button that appears at the top right of each section. *Be patient as the PDF is generated and downloaded for viewing.*



## PERSONNEL

The [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 information contained in the President/CEO, Dean/Administrator, and Program Director records, visit [www.arc-aa.org](http://www.arc-aa.org) to download the Personnel Change Form, and email the complete packet to [jennifer@arc-aa.org](mailto: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](mailto:jennifer@arc-aa.org).**

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

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

## ADVISORY COMMITTEE

In this section, you will add your Advisory Committee roster. Communities of Interest that must be represented on the Advisory Committee are listed (e.g., Student, Graduate, Faculty). Each Community of Interest must have at least one member entered for the section to be marked as complete.

To add a member, click on the blue “Add” box for each listed Community of Interest.

**Advisory Committee**  
Please add the appropriate members based on the communities of interest below. For Members from the prior year, please indicate if the Member's information is still current, has changed, or if the person is no longer at the program.

**Student**

**Graduate**

Provide requested information and click Save once information has been added.

Job Title				Address		
<input type="text"/>				<input type="text"/>		
Salutations	First Name	Last Name	Credentials	Address 2		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Email	Phone	Ext	City	St. / Pro...	Zip / Post...	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Fax				Country		
<input type="text"/>				<input type="text"/>		

**If the program does not have an individual serving in the listed category, a record still must be added for the section to be marked as complete.** Click the blue “Add” box and enter “NA” in the Job Title text box, then click “Save”.

Each program should have a member representing each Community of Interest, but a new program that has not yet graduated a class cannot fill the Graduate position.

Job Title				Address		
<input type="text" value="NA"/>				<input type="text"/>		

Once all Communities of Interest have at least one member entered (or a record marked NA has been entered),  click for the Section to be marked as complete.



## CLINICAL AFFILIATES

This section has been eliminated for this year.

## 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. \*

\* policy revised March 2025 \*

### ARC-AA Policy on Posting Outcomes

#### VI. Outcomes-Based Evaluation

#### E. Transparency of Outcomes

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

At all times, the published results must be consistent with and verifiable by the Annual Report submitted to the ARC-AA.

Programs with less than 3 years of outcomes must publish the cumulative pass rate and must publish the first-time pass rate for the national credentialing examination(s) performance.

**Recommended language is available [here](#).**



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

### Program Design

#### Award Level 1

Type of award granted \*

Length of Program in Months \*

Length of Program in Academic Sessions \*

Total Credit Hours Required \*

Type of Credits \*

Total Program Tuition and Fees - Resident \*

Total Program Tuition and Fees - Non-Resident \*

#### Award Level 2

Type of award granted

Length of Program in Months

Length of Program in Academic Sessions

Total Credit Hours Required

Type of Credits

Total Program Tuition and Fees - 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) \*

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

Yes  No

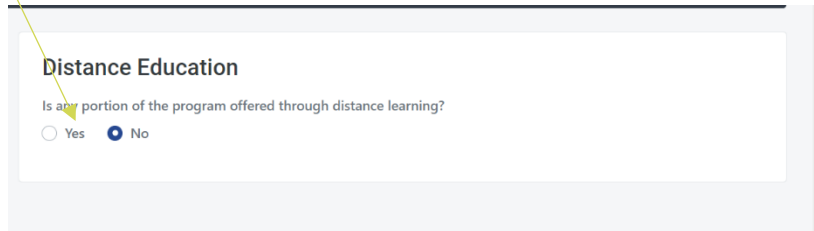
If budget is not sufficient, provide analysis and action plan

Detailed Analysis of Insufficient Budget

Action Plan for Insufficient Budget

## DISTANCE EDUCATION

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

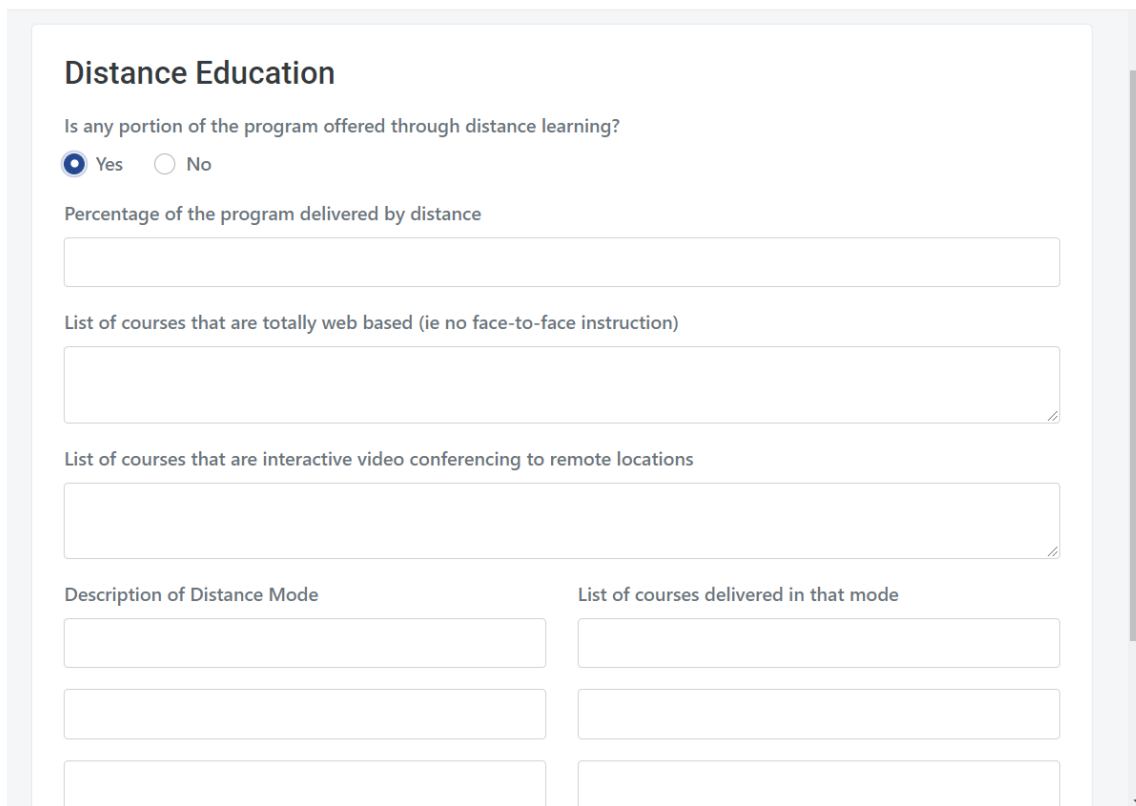


**Distance Education**

Is any portion of the program offered through distance learning?

Yes  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.



**Distance Education**

Is any portion of the program offered through distance learning?

Yes  No

Percentage of the program delivered by distance

List of courses that are totally web based (ie no face-to-face instruction)

List of courses that are interactive video conferencing to remote locations

Description of Distance Mode	List of courses delivered in that mode
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

## 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.

**Enrollment & Retention**

**Cohort Information**  
For any Cohorts listed below, please make any necessary updates to Cohorts that had students In Progress or Stopped out and add any new Cohorts that were enrolled within the 2019 calendar year.

[+ Add Cohort](#)

Cohorts:  ▾

- 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 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](mailto:theresa@caahep.org) for assistance.

Enrollment Date:	On-Time Graduation Date:	Estimated Number of Applicants:	Maximum Number of Students:	<a href="#">Edit Cohort</a>
09/08/2015	03/11/2017	25	8	

Enrollment Detail	Attrition	Graduates By Graduation Year			
Number of Students Initially Enrolled:	6	Non-Academic Reasons:	1	2015:	0
Number Added to Class:	0	Due to General Education Courses:	0	2016:	0
		Due to Professional Courses:	0	2017:	5
				2018:	
				2019:	

Cohort Totals				
<b>6</b>	<b>0</b>	<b>1</b>	<b>5</b>	
Total Students in Class	In Progress or Stopped Out	Dropped Out	Total Graduates	

Enrollment Date:	<input type="text" value="09/08/2015"/>
On-Time Graduation Date:	<input type="text" value="03/11/2017"/>
Estimated Number of Applicants:	<input type="text" value="25"/>
Maximum Number of Students (capacity) of the Class:	<input type="text" value="8"/>
Number of Students Initially Enrolled:	<input type="text" value="6"/>
Number Transferring/Joining After Enrollment Date:	<input type="text" value="0"/>
Attrition Due to Non-Academic Reasons:	<input type="text" value="1"/>
Attrition Due to Professional Courses:	<input type="text" value="0"/>
Attrition Due to General Education Courses:	<input type="text" value="0"/>
Graduated in 2015:	<input type="text" value="0"/>
Graduated in 2016:	<input type="text" value="0"/>
Graduated in 2017:	<input type="text" value="5"/>
Graduated in 2018:	<input type="text" value="0"/>
Graduated in 2019:	<input type="text" value="0"/>
Graduated in 2020:	<input type="text" value="0"/>

6	1	5	0	83.33%
Students in Class	Dropped Out	Graduated	In Progress or Stopped Out	Percent Retention

[Save](#) [Cancel](#)

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](mailto: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, 2026, you will only be able to enter cohorts with Enrollment Dates on or prior to June 14, 2026.**

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

**New Cohort**

Enrollment Date:

On-Time Graduation Date:

Estimated Number of Applicants:

Maximum Number of Students (capacity) of the Class:

Number of Students Initially Enrolled:

Number Transferring/Joining After Enrollment Date:

Attrition Due to Non-Academic Reasons:

Attrition Due to Professional Courses:

Attrition Due to General Education Courses:

Graduated in 2019:

Graduated in 2020:

0.00%

Dropped Out    Graduated    In Progress or Stopped Out    Percent Retention

**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.

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

**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.**

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, 2023 (with an “On-time” Graduation Date of June 2, 2025) and 8 of those students graduated in 2025, then the number “8” would be entered in the row labeled “Graduated in 2025”. If 1 student of that Enrollment cohort had stopped out for a year, but came back and graduated in 2026, then the number “1” would be entered in the row labeled “Graduated in 2026”.



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:	<a href="#">Edit Cohort</a>
09/30/2019	09/12/2020	12	16	

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

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

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	<input type="text" value="0"/>	11	8	12	13
# Continuing Education or Active Military, but NOT Employed	<input type="text" value="0"/>	0	0	0	0
Positive Placement	0	11	8	12	13
Placement Percentage	0.00%	91.67%	100.00%	92.31%	100.00%

<b>50</b>	<b>44</b>	<b>75.00%</b>	<b>88.00%</b>	<b>79.17%</b>
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 90%	Passing Average 2020: 100% 3-Year: 100%	complete	
-----------------------	------------------	--	----------	---

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.

REEG T - 2019 Graduates

# Graduates	7
# Graduates Attempted	<input type="text" value="0"/>
# Graduates Passed - 1st Attempt	<input type="text" value="0"/>
# Graduates Passed - Subsequent Attempts	<input type="text" value="0"/>

Submit
Cancel

**NOTE: Past years' results are always editable, so the program can account for any additional students who 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 90%	Passing Average 2020: 100% 3-Year: 100%	complete
-----------------------	------------------	--	----------

**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 be populated 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 the text boxes, and then click SAVE.

### 2020 Graduate & Employer Surveys Sent & Returned

#### 2020 Graduates Surveys

# Graduates	Sent	Returned	Sent Rate	Sent Threshold
9	<input type="text" value="9"/>	<input type="text" value="5"/>	100.00%	100%

#### Employer Surveys

# Employed	Sent	Returned	Sent Rate	Sent Threshold
9	<input type="text" value="8"/>	<input type="text" value="5"/>	88.89%	100%

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	<a href="#">View</a>
Graduate Survey - Psychomotor	Responses Incomplete	<a href="#">View</a>
Graduate Survey - Affective	Responses Incomplete	<a href="#">View</a>

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	<a href="#">View</a>
Employer Surveys - Psychomotor	Responses Incomplete	<a href="#">View</a>
Employer Surveys - Affective	Responses Incomplete	<a href="#">View</a>

← Previous
Save
Save & Continue →

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

Graduate Survey Results

Graduate Survey - Cognitive Responses Incomplete View

Graduation Year	2019	2018	2017	2016	2015
Postive / Negative Indicator			☑	✘	☑
# Positive Items (>= 80%)			5	5	9
# Negative Items (< 80%)			0	4	0

Edit
View
View
View
View

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.

Graduate Survey - Cognitive

	# Returned	>= 3	N/A	Omitted	Pos / Neg
GC-1	7	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	✘
GC-2	7	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	✘
GC-3	7	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	✘
GC-4	7	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	✘
GC-5	7	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	✘

Save
Cancel

**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 that does not meet 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, showing 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

Graduation Year	2019	2018	2017	2016	2015
Postive / Negative Indicator	<span style="color: red;">✘</span>		<input checked="" type="checkbox"/>	<span style="color: red;">✘</span>	<input checked="" type="checkbox"/>
# Positive Items (>= 80%)	4		5	5	9
# Negative Items (< 80%)	1		0	4	0
	<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>

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 [www.arc-aa.org](http://www.arc-aa.org). 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  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'

← PreviousSaveSave & 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 2024 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	<input type="text" value="12"/>	7	4	10	4
Female	<input type="text" value="3"/>	6	11	3	7
Age					
Age less than 25 years	<input type="text" value="2"/>	1	1	2	1
25 to 35 years	<input type="text" value="9"/>	10	13	7	9
36 to 45 years	<input type="text" value="3"/>	2	1	4	1
46 or more years	<input type="text" value="1"/>	0	0	0	0
Unknown	<input type="text" value="0"/>	0	0	0	0
Ethnicity					
African American	<input type="text" value="1"/>	0	3	1	1
American Indian	<input type="text" value="0"/>	0	0	0	0
Asian	<input type="text" value="5"/>	4	2	2	4
Caucasian	<input type="text" value="3"/>	4	3	5	2
Hispanic	<input type="text" value="2"/>	4	4	2	4
Other	<input type="text" value="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.

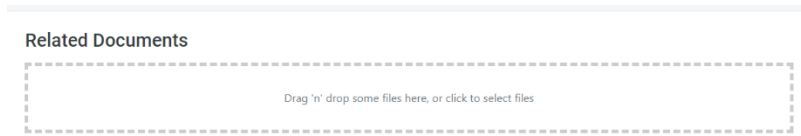


## RELATED DOCUMENTS

The following documents are required to be uploaded:

1. **Summary Tracking for 2025 graduates:** Programs with graduates in 2025 must submit a tracking report showing each graduate on a row, with the hours and cases achieved to the right.
2. **Advisory Committee Meeting Minutes** for any meetings since January 1, 2025
3. **Resource Assessment Matrix** for 2025
4. **Survey Comments from Graduates** of 2025
5. **Survey Comments from Employers** on Graduates of 2025
6. **Survey Comments from current Students** (only Programs with **Initial Accreditation**)
7. **Survey Comments from current Program Personnel** (only Programs with **Initial Accreditation**)
8. **Clinical Sites** (only Programs with **Initial Accreditation**): Programs that hold Initial Accreditation must submit the list of Clinical Sites used by students during their 1<sup>st</sup> Year of the program and the list of Clinical Sites used during their 2<sup>nd</sup> Year (and 3<sup>rd</sup> Year, if applicable) of the program. The verifiable clinical sites show rotations for the primary subspecialties.
  - o AA-Clinical Sites – 1<sup>st</sup> Year
  - o AA-Clinical Sites – 2<sup>nd</sup> Year
  - o AA-Clinical Sites – 3<sup>rd</sup> 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 populated 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.

Title	Category	File Name	
2019 Resource Assessment	Advisory Committee Meeting Minutes	Resource Assessment Matrix.docx	
	Advisory Committee Meeting Minutes		
	Clinical Affiliate and Preceptor Form		
	Resource Assessment Matrix		



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 while the upload completes.**

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

Uploaded Documents for 2020

 2019 Resource Assessment  
Resource Assessment Matrix.docx Last Edited: Sun Oct 18 2020 

**Acknowledgment**



I have uploaded all required and appropriate documents.

[< Previous](#)

Please check the acknowledgement checkbox above to continue.

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

Uploaded Documents for 2020

 Meeting Minutes  
VoWithdrawalRequestTemplate-3-17 (1).doc Last Edited: Mon Oct 26 2020 

Title:  Category: Meeting Minutes

Meeting Minutes

Finally, click Save to confirm the deletion.

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

**Acknowledgment**

I have uploaded all required and appropriate documents.

## FINISH & SUBMIT

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

Return to each unfinished section and complete the necessary steps to mark it 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, please request that the annual report be 'unlocked' by sending an email to [theresa@caahep.org](mailto:theresa@caahep.org) and copying [jennifer@arc-aa.org](mailto: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.

