| **Appendix List: Indicate Yes, No or NA (not applicable) in 'Included' column before including as a Word document** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Institution** |  | **Date** |  |  |  |  |
| **TYPE OF AASC**  **Check ALL that apply** | **\_\_\_\_ Change in delivery format**  **\_\_\_\_ Increase in number of cohorts**  **\_\_\_\_ Increase in class size**  **\_\_\_\_ Additional offering (expansion)**  **\_\_\_\_ Separation** | **Date of implementation** | **Date of graduation for first cohort** |  |  |  |
| **Elements if applicable** | **Required Appendices** | **Required Format** | **Required for** | **Required naming convention provided below. If have additional appendices, add rows** | **Included:**  **Y/N/NA (PROGRAM)** | **Staff Only** |
|  | Signature Page | Yes | All AASCs; print from Portal | Signature Page.pdf |  |  |
| Opening Description | AASC Summary Chart | Yes | All AASCs | AASC Summary Chart.docx  **Must be Word (or equivalent) document** |  |  |
| Needs Assessment | Yes | * Increase in class size * Any additional cohort | Needs Assessment.pdf  **Note: includes workforce needs** |  |  |
| 2A, 2B | Program Assessment Matrix | Yes | If change involves separation from parent program, or an additional cohort that is different from the established program or a change in delivery, respond to each item below.  For all other AASCs, if there are changes due to the substantive change in the overall assessment process, respond to each item listed below. If no change, the Program response should be: No change. | Assessment Matrix.pdf |  |  |
| 2C | Curriculum Assessment | No | If change involves separation from parent program, or an additional cohort that is different from the established program or a change in delivery, respond to each item below.  For all other AASCs, if there is a change due to the substantive change in the curriculum assessment process respond to each item below; if no change, the Program response should be: No change. | Curriculum Assessment.pdf |  |  |
| 3A, 3B | Institutional Approval | No | All AASCs | Approval-Institution.pdf |  |  |
| 3A, 3B | State Regulator Approval  On agency letterhead | No | All AASCs except increase in class size; if no approval needed statement to that effect from agency | Approval-State Regulator.pdf **OR**  Approval Not Needed-State Regulator.pdf |  |  |
| 3A, 3B | Institutional Accreditor Approval  On agency letterhead | No | All AASCs except increase in class size; if no approval is needed statement to that effect from agency | Approval-Institutional Accreditor.pdf **OR** Approval Not Needed-Institutional Accreditor.pdf |  |  |
| 3C | Policy Location Chart - the policies and procedures related to **faculty roles and workload** OR  If the policies delineated in this element are not found in supporting documents, provide a copy of the relevant policies in the bookmarked document titled: Other Policies.pdf | No | For all AASCs, except separation, respond to each item in the Evidence of Compliance listing.  If this is an AASC for separation, responses for each item in the Evidence of Compliance listing are required for both programs. | Policy location chart.pdf OR Other Policies.pdf |  |  |
| 3E | Policy Location Chart the policies and procedures related to the **rights, responsibilities, safety, privacy and dignity of program faculty and staff** OR  If the policies delineated in this element are not found in supporting documents, provide a copy of the relevant policies in the bookmarked document titled: Other Policies.pdf | No | For all AASCs, except separation, respond to each item in the Evidence of Compliance listing.  If this is an AASC for separation, responses for each item in the Evidence of Compliance listing are required for both programs. | Policy location chart.pdf OR Other Policies.pdf |  |  |
| 3F | Policy Location Chart the policies and procedures related to **handling complaints that fall outside the realm of due process and the prohibition of retaliation following complaint submission**.  If the policies delineated in this element are not found in supporting documents, provide a copy of the relevant policies in the bookmarked document titled: Other Policies.pdf | No | For all AASCs, except separation, respond to each item in the Evidence of Compliance listing.  If this is an AASC for separation, responses for each item in the Evidence of Compliance listing are required for both programs. | Policy location chart.pdf OR Other Policies.pdf |  |  |
| 3H | Policy Location Chart the policies and procedures related to **maintaining compliance with accreditation policies and procedures.**  If the policies delineated in this element are not found in supporting documents, provide a copy of the relevant policies in the bookmarked document titled: Other Policies.pdf | No | For all AASCs, except separation, respond to each item in the Evidence of Compliance listing.  If this is an AASC for separation, responses for each item in the Evidence of Compliance listing are required for both programs. | Policy location chart.pdf OR Other Policies.pdf |  |  |
| 4A, 4D | For any new hires, provide a written contract or letter of agreement (on institutional letterhead) of hire or future hire, signed by both institutional representative and faculty member. Salary may be redacted. | No | All AASCs | New faculty contract.pdf |  |  |
| 4B | Scholarship Form for new core faculty | Yes | For all AASCs, except separation, respond to each item in the Evidence of Compliance listing.  If this is an AASC for separation, responses for each item in the Evidence of Compliance listing are required for both programs. | Scholarship-Last Name.pdf  For example: Scholarship-Smith.pdf |  |  |
| 4G, 4I | CV | Yes | For all AASCs, except separation, respond to each item in the Evidence of Compliance listing.  If this is an AASC for separation, responses for each item in the Evidence of Compliance listing are required for both programs. | CV-last name.pdf |  |  |
| 5A | Policy Location Chart the policies and procedures related to **the student recruitment and admission**,  If the policies delineated in this element are not found in supporting documents, provide a copy of the relevant policies in the bookmarked document titled: Other Policies.pdf | No | For all AASCs, except separation, respond to each item in the Evidence of Compliance listing.  If this is an AASC for separation, responses for each item in the Evidence of Compliance listing are required for both programs. | Policy location chart.pdf OR Other Policies.pdf |  |  |
| 5B | Any of the items delineated in this element are only available online, provide a copy of the relevant webpages | No | For all AASCs, except separation, respond to each item in the Evidence of Compliance listing.  If this is an AASC for separation, responses for each item in the Evidence of Compliance listing are required for both programs. |  |  |  |
| 5C | Enrollment agreement, if applicable | No | For all AASCs, except separation, respond to each item in the Evidence of Compliance listing.  If this is an AASC for separation, responses for each item in the Evidence of Compliance listing are required for both programs. | Enrollment Agreement.pdf |  |  |
| 5D | The Policy Location Chart the policies and procedures related to **the rights, responsibilities, safety, privacy and dignity of program students.**  If the policies delineated in this element are not found in supporting documents, provide a copy of the relevant policies in the bookmarked document titled: Other Policies.pdf | No | For all AASCs, except separation, respond to each item in the Evidence of Compliance listing.  If this is an AASC for separation, responses for each item in the Evidence of Compliance listing are required for both programs. | Policy location chart.pdf OR Other Policies.pdf |  |  |
| 5E | The Policy Location Chart the policies and procedures related to **student retention, student progression and dismissal.**  If the policies delineated in this element are not found in supporting documents, provide a copy of the relevant policies in the bookmarked document titled: Other Policies.pdf | No | For all AASCs, except separation, respond to each item in the Evidence of Compliance listing.  If this is an AASC for separation, responses for each item in the Evidence of Compliance listing are required for both programs. | Policy location chart.pdf OR Other Policies.pdf |  |  |
| 6E (PTA); 6G (PT) | Syllabi | Yes | For all AASCs except change in delivery format, if there are changes in this element, respond to each item listed below. If no change, the Program response should be: No change.  If this is an AASC for a change in delivery format, responses for each item in the Evidence of Compliance listing are required. | S-prefix number.pdf; for example  S-PT999.pdf |  |  |
| 7A-7C | PT: 7A, 7B & 7C charts  PTA: 7B chart  Use appropriate 7B chart | Yes | For all AASCs, if there are changes in this element, respond to each item listed below for the areas that have changed. If no change, the Program response should be: No change. | 7A PT Chart.pdf  7B PTA Chart.pdf  7B PT Chart.pdf  7C PT Chart.pdf |  |  |
| 8C | For any AASC necessitating a change in budget provide budget data using the Allocations and Expense statements form. If the AASC is for a separation or additional cohort separate budgets must be provided for the current year through the year of graduation for the first cohort impacted by the change. | Yes | If this is an AASC for change in the delivery format of the curriculum, if there are changes due to the substantive change, respond to each item listed below. If no change, the Program response should be: No change.  If this is an AASC for separation, responses for each item are required for the separating and parent programs.  For all other AASCs, respond to each evidence of compliance item.  If the AASC is for any change that would necessitate a change in budgets respond to each Evidence of Compliance for both programs. | Allocation and Expense Form.pdf  **Note:** allocations refer to monies allocated to the program and not total tuition dollars, unless all tuition dollars are allocated to the program, in which case a statement to that effect must be included**.** |  |  |
| 8D1, 8D2, 8D3 | Room schedule per term for each year of the program that identifies capacity and proposed timing of classes | No | If this is an AASC for change in the delivery format of the curriculum, if there are changes due to the substantive change, respond to each item listed below. If no change, the Program response should be: No change.  If this is an AASC for separation, responses for each item in the Evidence of Compliance listing are required for the separating program. For the parent program, if there are changes, respond to each item listed under the Evidence of Compliance for this Element. If no change, the Parent Program response should be: No change.  If the AASC is for an additional program that is at a different location or offered at a different time than the established program, respond to each Evidence of Compliance item.  For all other AASCS, respond to each item listed in the Evidence of Compliance. | Room Schedule.pdf |  |  |
| Floor plans, including access to electricity and plumbing. | No | Floor plans.pdf |  |  |
| Evidence of contractual access to space | No | Contractual Access to Facility.pdf |  |  |
| 8D4 | Chart that lists equipment and identifies for each item the current number and number needed for each year through full implementation of the program and timeline to acquire, if applicable | No | If this is an AASC for change in the delivery format, increase in class size, or increase in cohorts of the curriculum, if there are changes due to the substantive change, respond to each item listed below. If no change, the Program response should be: No change  If this is an AASC for separation, responses for each item in the Evidence of Compliance listing are required for the separating program. For the parent program, if there are changes, respond to each item listed under the Evidence of Compliance for this Element. If no change, the Parent Program response should be: No change.  If the AASC is for an additional program that is at a different location or offered at a different time than the established program, respond to each Evidence of Compliance item. | Equipment List.pdf |  |  |
| 8F | 1. CE Sites Available form  2. Letters of Intent for any additional needed clinical experiences. Signature dates on LOI must be within one year of required CAPTE submission date  3. CE Student Experiences Chart for most recent graduating class demonstrating type of experiences each student had for each full-time clinical experience. Include name of facility and type(s) of experience (e.g., in-patient, out-patient, acute care, rehabilitation, home care, pediatrics, etc.) For programs with multiple cohorts, provide for each cohort. | Yes (CE Sites available form only) | For all AASCs, respond to each item listed in the Evidence of Compliance. |  |  |  |