2018 CAAHEP Annual Meeting

April 15-16, 2018

Hyatt Regency Louisville
Louisville, Kentucky

“CAAHEP Accreditation: The Gateway to the Future”
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2018 CAAHEP Annual Meeting
“CAAHEP Accreditation:
The Gateway to the Future”

Hyatt Regency Louisville

Sunday – April 15th

12:00 – 1:15 PM  Welcome Luncheon  1/2 REG B-Room South
Introductions and Preliminary Nominating and Elections Report

1:30 – 2:15 PM  Annual Meeting  1/2 REG B-Room North
Keynote Address: “The Next Generation of Employer Leadership”
Jason Tyszko, MA, Executive Director, Center for Education & Workforce, U.S. Chamber of Commerce Foundation, Washington, DC

2:15 – 3:00 PM  Washington Update
Elise Scanlon, J.D., Elise Scanlon Law Group, Washington, DC

3:00 – 3:15 PM  Break

3:15 – 4:15 PM  “The Expanding Role of Employers in Preparing the Healthcare Workforce”
Jackie Beard, Norton Healthcare and Christie Ralston, Norton Healthcare

4:15 – 5:30 PM  Concurrent Sessions
1) What Does CAAHEP REALLY Do?  1/2 REG B-Room North
A Look “Behind the Curtain”
and
The Value of Sponsorship in CAAHEP:
Some Talking Points for Commissioners

2) “Questions and Answers with representatives from CoAs” (for program directors, faculty, deans)
Here’s your chance to meet with leaders of CAAHEP’s largest Committees on Accreditation:
- Diagnostic Medical Sonography  Derby
- Emergency Medical Services Professions  Oaks
- Medical Assisting  Cherokee-Shawnee
- Surgical Technology  Seneca-Iroquois

5:30 PM  Open Hearing – Proposed Lactation Standards  Conference Theater

6:00 – 8:00 PM  Welcome Reception  1/2 REG B-Room South
### Monday, April 16th

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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<tr>
<td>7:45 – 8:45 AM</td>
<td>Breakfast</td>
<td>1/2 REG B-Room South</td>
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<tr>
<td>9:00 – 10:00 AM</td>
<td><strong>Introducing two professions new to CAAHEP</strong></td>
<td>1/2 REG B-Room North</td>
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<td></td>
<td>Orthoptics – Alex Christoff, Vice President, American Orthoptic Council, Assistant Professor, Krieger Children’s Eye Center, Wilmer Eye Institute, Johns Hopkins University School of Medicine</td>
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<td></td>
<td>Rehabilitation/Disability Studies – Penny P. Willmering, Ph.D, Director and Professor of Rehabilitation Science, Arkansas Tech University</td>
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<tr>
<td>10:00 – 10:15 AM</td>
<td>Break</td>
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<tr>
<td>10:15 – 11:00 AM</td>
<td>“NC-SARA – What is the Current Status and the Future of State Authorization Agreements?”</td>
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<td>Marshall A. Hill, PhD, Executive Director, NC-SARA, Boulder, CO</td>
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<tr>
<td>11:00 AM – 12:15 PM</td>
<td>Commission Business Meeting</td>
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<tr>
<td>12:30 – 1:45 PM</td>
<td>Awards Luncheon</td>
<td>1/2 REG B-Room South</td>
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<tr>
<td>2:00 – 4:45 PM</td>
<td><strong>Curriculum Mapping</strong></td>
<td>1/2 REG B-Room North</td>
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<tr>
<td></td>
<td>Jackie Long-Goding, PhD, RRT-NPS, Executive Director of JRC-CVT &amp; CoA-NDT, Whitinsville, MA and Glen Mayhew, DHSc, NRP, Dean for Institutional Effectiveness, Chair, Rehabilitation &amp; Wellness Department, Jefferson College of Health Sciences, Roanoke, VA</td>
<td></td>
</tr>
<tr>
<td>4:45 PM</td>
<td>Wrap-up and Adjourn</td>
<td></td>
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</tbody>
</table>
Speaker Biographies

Jason Tyszko, MA
Executive Director
Center for Education & Workforce, U.S. Chamber of Commerce Foundation, Washington, DC

Through events, publications, and policy initiatives, the Center for Education and Workforce—in partnership with Chamber members and business leadership seeks to cultivate and develop innovative thinking that spurs action to preserve America’s competitiveness and enhance the career readiness of youth and adult learners.

Jason Tyszko’s prior experience focused on coordinating interagency education, workforce, and economic development initiatives. In 2009, he served as a policy adviser to Illinois Gov. Pat Quinn’s administration and as a member of the Executive Committee that directed more than $10 billion in investments to aid in the state’s recovery. While in the Office of the Governor, Tyszko chaired the interagency Job Training Working Group and developed Illinois Pathways, the signature public private STEM education strategy included in the state’s Race to the Top proposal.

In addition, Tyszko was deputy chief of staff and senior policy adviser to the Illinois Department of Commerce and Economic Opportunity. There he oversaw the design and launch of the STEM Learning Exchanges, an innovative network of statewide public-private partnerships tasked with coordinating planning and investing to support regional STEM education and workforce programs. He further provided lead staff and policy support to the Illinois Workforce Investment Board.

Tyszko also managed innovative technology projects. This included the build-out of integrated education and workforce statewide longitudinal data systems and the implementation of the Illinois Shared Learning Environment, a transformative learning management system that enables personalized learning through integrated data in a cloud environment.

Tyszko received his Master of Arts from the University of Chicago and his Bachelor of Arts from DePaul University. He is a certified teacher in the state of Illinois. Tyszko resides in Washington, D.C.
Elise Scanlon, JD
Elise Scanlon Law Group, Washington, DC

Elise Scanlon has more than 20 years of experience in higher education accreditation having served as Executive Director of the Accrediting Commission of Career Schools and Colleges (ACCSC) from 1999-2008. As ACCSC’s Executive Director, Elise managed an accreditation process that included more than 700 higher education institutions. During her time at ACCSC, Elise was a national voice on issues pertaining to accreditation and for-profit institutions of higher education.

Elise’s practice focuses on advising accrediting organizations and higher education institutions on the implications of federal policy, state and federal regulation and quality assurance and improvement protocols. She also advises nonprofit organizations with a focus on board governance, management best practices and strategic planning and development. Elise’s practice includes advising organizations on due process measures and risk management strategies. She frequently serves as a legal advisor to accreditation appeals panels.

Elise interacts routinely with the U.S. Department of Education, key congressional committees, state oversight agencies and regional and national accrediting organizations. She also has experience guiding accrediting agencies through the recognition process of the U.S. Department of Education. In 2007, Elise was appointed by Secretary of Education Margaret Spellings to serve on a Negotiated Rulemaking panel charged with revising accreditation regulations. Since then, she has participated, with other higher education professionals, in various national conferences focused on issues including accountability and student achievement. She has written numerous articles on accountability and transparency in higher education and is a frequent speaker on these and other topics related to the changing landscape for higher education and accreditation. She has also served as an expert witness on accreditation.

Elise earned her law degree from Georgetown University Law Center. She received her bachelor’s degree, magna cum laude from Dickinson College and was elected to Phi Beta Kappa. She is a member of the state bars of Maryland and the District of Columbia.
CAAHEP Sponsoring Organizations and Commissioners

AABB (formerly American Association of Blood Banks)
Meredith Eller

Accreditation Committee-Perfusion Education
Linda Cantu

Accreditation Council for Art Therapy Education
Janet Kempf

Accreditation Review Committee for the
Anesthesiologist Assistant
Richard Bassi; Jennifer Anderson Warwick
(Alternate)

Accreditation Review Committee for the
Medical Illustrator
Kathleen Jung

Accreditation Review Council on Education in
Surgical Technology and Surgical Assisting
Elizabeth "Betsy" Slagle; Ronald Kruzel
(Alternate)

Alliance of Cardiovascular Professionals
Jeff Davis

American Academy of Anesthesiologist Assistants
Jennifer Stever

American Academy of Cardiovascular Perfusion
Linda B. Mongero

American Academy of Neurology
George (Trey) Lee, III

American Academy of Orthotists and Prosthetists
John Brinkmann

American Academy of Pediatrics
Susan Fuchs

American Ambulance Association
Lori Burns

American Art Therapy Association
Marcia Rosal

American Association for Thoracic Surgery
Sary F. Aranki

American Association of Medical Assistants
Donald Balasa; Sarah Marino (Alternate)

American Association of Sleep Technologists (AAST)
Joel Porquez

American Board for Certification in Orthotics, Prosthetics and Pedorthics
Catherine A. Carter

American Board of Cardiovascular Perfusion
Ann Guercio; David Boyne (Alternate)

American Clinical Neurophysiology Society
William J. Nowack

American College of Cardiology
Vacant

American College of Emergency Physicians
Jeff Beeson

American College of Medical Scribe Specialists
Kristin Hagen

American College of Obstetricians and Gynecologists
Rebecca McAlister

American College of Osteopathic Emergency Physicians
Vacant

American College of Radiology
Kate Feinstein

American College of Sports Medicine
Francis Neric
American College of Surgeons
Constantine Godellas

American Council on Exercise
Graham Melstrand

American Institute of Ultrasound in Medicine
Marie De Lange

American Kinesiotherapy Association
Melissa Fuller Ziegler

American Society for Clinical Pathology
Amber Donnelly

American Society for Cytotechnology
Michele Smith

American Society of Anesthesia Technologists & Technicians
Victoria Reyes

American Society of Anesthesiologists
Howard Odom

American Society of Cytopathology
Robert Goulart

American Society of Echocardiography
Christopher Kramer

American Society of ExtraCorporeal Technology
Craig Vocelka

American Society of Neurophysiological Monitoring
Barbara Tetzlaf; Joshua Mergos (Alternate)

American Society of Radiologic Technologists
Myke Kudlas

American Therapeutic Recreation Association
Betsy Kemeny

American Thoracic Society
Vacant

ASET - The Neurodiagnostic Society
Faye McNall

Association of Medical Illustrators
Kim Martens

Association of Postgraduate PA Programs
W. Robert Grabenkort

Association of Schools of Allied Health Professions
Barry Eckert; Gregory Frazer; Julie O’Sullivan Maillet; David Shelledy; Yasmen Simonian

Association of Surgical Technologists
Jeff Bidwell

At-Large Representatives of Educational Institutions
Linda Kerwin; Keith Monosky

Board of Registered Polysomnographic Technologists
Bonnie Robertson

College of American Pathologists
Jennifer A. Brainard

Committee on Accreditation for Advanced Cardiovascular Sonography
Matt Umland

Committee on Accreditation for Anesthesia Technology Education
Jeremy Wyatt

Committee on Accreditation for Education in Neurodiagnostic Technology
Stephanie Jordan

Committee on Accreditation for Polysomnographic Technologist Education
Donald Samples

Committee on Accreditation for the Exercise Sciences
Susan Muller
Committee on Accreditation of Academic Programs in Clinical Research
Stephen Sonstein

Committee on Accreditation of Education Programs for Kinesiotherapy
Jerry Purvis

Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions
Douglas York

Committee on Accreditation of Recreational Therapy Education
Thomas Skalko

Committee on Accreditation of Specialist in Blood Bank Technology Schools
Jayanna Slayten

Consortium of Academic Programs in Clinical Research
William Gluck

Cooper Institute (The)
Gina Cortese Shipley

Cytotechnology Programs Review Committee
Kalyani Naik

Hospital-Based Programs
Glen Mayhew; Timothy Reitz; Donald Schnitzler

International Association of Fire Chiefs
David Becker

International Association of Fire Fighters
Vacant

International Board of Lactation Consultant Examiners
Vacant

International Lactation Consultant Association
Lisa Akers

Joint Review Committee on Education in Cardiovascular Technology
Raymond Lenuis

Joint Review Committee on Education in Diagnostic Medical Sonography
Catherine Rienzo

Lactation Education Accreditation and Approval Review Committee (LEAARC)
Elaine Webber

Medical Assisting Education Review Board
Tina Broderick; Jennifer Spegal (Alternate)

Medical Scribe Specialist Review Board
Syed Mir Athar M. Ahmed

National Academy of Sports Medicine
Ian Montell

National Association of Emergency Medical Services Educators
Chris Nicollette

National Association of Emergency Medical Technicians
Richard Ellis

National Association of EMS Physicians
Debra Cason

National Association of State Emergency Medical Services Officials
Donna Tidwell

National Commission on Orthotic and Prosthetic Education
Robin C. Seabrook

National Council on Strength & Fitness
Brian Biagioli

National Network of Health Career Programs in Two-Year Colleges
Gregory Ferrenchak; Marianne Krismer; Anne Loochtan; Carolyn O’Daniel; Lois Simmons
National Registry of Emergency Medical Technicians
Gregory Applegate

National Surgical Assistant Association
Clint Crews

Perfusion Program Directors' Council
Bruce Searles

Proprietary Institutions
John H. Padgett

Public Members
Paulette Brown Bracy; Fred Lenhoff

Recent Graduate
Melissa McKnight

Rehabilitation Engineering and Assistive Technology Education Committee on Accreditation
Mary Goldberg

RESNA - Rehabilitation Engineering and Assistive Technology Society of North America
Vacant

Society for Vascular Surgery
Eugene Zierler

Society for Vascular Ultrasound
Jennifer VanderPoel

Society of Cardiovascular Anesthesiologists
Michael Eaton

Society of Diagnostic Medical Sonography
Kathryn (Katie) Kuntz

Society of Thoracic Surgeons
Thomas E. MacGillivray

United States Department of Defense
Suzan F. Bowman

United States Department of Veteran’s Affairs
Vacant

Vocational Technical Education
Michael O'Donnell
CAAHEP Board of Directors
2017-2018

President
Carolyn O’Daniel, EdD, RRT
(Term ends 2018 – 2nd Term)

Treasurer
Gregory Ferenchak, EdD, RT(R)(QM)
(Term ends 2019 – 2nd Term)

Vice President
Kathryn (Katie) Kuntz, Med, RT(R), RDMS, RVT, FSDMS
(Term ends 2019 – 1st Term)

Secretary
Susan Fuchs, MD
(Term ends 2018 – 2nd Term)

Board Members:

Pauletta Brown Bracy, PhD, MLS
(Term ends 2018 – 2nd Term)

Melissa McKnight,
(Term ends 2020 – 1st Term)

Amber Donnelly, PhD, MPH, SCT
(Term ends 2019 – 1st Term)

Susan Muller, PhD
(Term ends 2018 – 1st Term)

Kate Feinstein, MD, FACR
(Term ends 2020 – 2nd Term)

Yasmen Simonian, PhD, MLS(ASCP)CM
(Term ends 2018 – 2nd Term)

Gregory Frazer, PhD, FASAHP
(Term ends 2020 – 1st Term)

Elizabeth (Betsy) Slagle, MS, RN, CST
(Term ends 2019 – 1st Term)

Fred Lenhoff, MA
(Term ends 2020 – 1st Term)

Thomas K. Skalko, PhD, LRT/CTRS
(Term ends 2018 – 2nd Term)

Glen Mayhew, DHSc, NRP
(Term ends 2019 – 1st Term)

Douglas K. York, NREMT-P, PS, (NAEMT)
(Term ends 2017 – 1st Term)
2017-2018 CAAHEP Committees

Governance

Carolyn O’Daniel, EdD, RRT, Chair
Kathryn (Katie) Kuntz, Med, RT(R), RDMS, RVT, FSDMS
Gregory Ferenchak, EdD, RT(R)(QM)
Susan Fuchs, MD
Staff Liaison: Kathleen Megivern, JD

Performance Oversight

Gregory Ferenchak, EdD, RT(R)(QM), Chair
Paulettta Brown Bracy, PhD, MLS
Kate Feinstein, MD, FACR
Glen Mayhew, DHSc, NRP
Elizabeth (Betsy) Slagle, MS, RN, CST
CAAHEP Staff Liaison: Lorna Frazier-Lindsey

Planning and Development

Susan Fuchs, MD, Chair
Fred Lenhoff, MA
Melissa McKnight, RDCS
Yasmen Simonian, PhD, MLS(ASCP)CM
Thomas Skalko, PhD, LRT/CTRS
Staff Liaison: Kathleen Megivern, JD

Recommendation Review

Kathryn (Katie) Kuntz, Med, RT(R), RDMS, RVT, FSDMS, Chair
Amber Donnelly, PhD, MPH, SCT
Gregory Frazer, PhD, FASAHP
Susan Muller, PhD
Douglas K. York, NREMT-P, PS, (NAEMT)
CAAHEP Staff Liaisons: Kalyani Naik and Theresa Sisneros

Standards

Jennifer Anderson Warwick, Chair
Kate Feinstein, MD, FACR
Jeffrey Hill, BS, RDCS, FASE (SDMS)
Katie Kuntz, MEd, RT(R), RDMS, RVT, FSDMS
M. LaCheeta McPherson, PhD, MLS(ASCP)CM
Keith Orloff, CST, FAST
Julie O’Sullivan Mailet
Staff Liaisons: Kalyani Naik and Lorna Frazier-Lindsey

2016-2019 Nominating and Elections

Amber Donnelly, PhD, MPH, SCT, Chair
Graham Melstrand
Lois Simmons, M.Ed., MT(ASCP), SH(ASCP)
Staff Liaison: Kathleen Megivern, JD

Annual Meeting Planning Committee

Thomas Skalko, PhD, LRT/CTRS, Chair
Fred Lenhoff, MA
Jackie Long-Goding, PhD, RRT-NPS
Glen Mayhew, DHSc, NRP
Robin Seabrook
Staff Liaison: Kathleen Megivern, JD
Committees on Accreditation Liaisons

Advanced Cardiovascular Sonography  
Liaison: Thomas K. Skalko, PhD, LRT/CTRS

Anesthesia Technology  
Liaison: Greg Frazer, PhD, FASAHP

Anesthesiologist Assistant  
Liaison: Hugh Bonner, PhD*

Art Therapy  
Liaison: Elizabeth (Betsy) Slagle, MS, RN, CST

Assistive Technology  
Liaison: Douglas K. York, NREMT-P, PS, (NAEMT)

Cardiovascular Technology  
Liaison: Douglas K. York, NREMT-P, PS, (NAEMT)

Clinical Research  
Liaison: Bernard Allan Cohen, PhD, FASNM*

Cytotechnology  
Liaison: Kerry Weinberg, MPA, RDMS, RDCS, RT *

Diagnostic Medical Sonography  
Liaison: Carolyn O’Daniel, EdD, RRT

Exercise Sciences  
Liaison: Gregory Ferenchak, EdD, RT(R)(QM)

Emergency Medical Technician-Paramedic  
Liaison: Barry S. Eckert, PhD., FASAHP*

Kinesiotherapist  
Liaison: Theresa Sisneros*

Lactation Consultants  
Liaison: Kathryn (Katie) Kuntz, Med, RT(R), RDMS, RVT, FSDMS

Medical Assisting  
Liaison: Kate Feinstein, MD

Medical Illustrator  
Liaison: Susan Muller, PhD

Medical Scribe Specialist  
Liaison: Paulett Brown Bracy, PhD, MLS

Neurodiagnostic Technologist  
Liaison: Kalyani Naik, MS, SCT(ASCP)*

Orthotics and Prosthetics  
Liaison: M. Lacheeta McPherson, PhD, MT(ASCP), CLS(NCA)*

Perfusionist  
Liaison: Kathleen Jung, M.S., F(AMI), CMI*

Polysomnographic Technology  
Liaison: Cynthia Butters, EdD*

Recreational Therapy  
Liaison: John Padgett, Jr., PhD*

Specialist in Blood Bank Technology  
Liaison: Glen Mayhew, DHSc, NRP

Surgical Technology/Surgical Assistant  
Liaison: Susan Fuchs, MD
CoA Staff and Chair Roster

Advanced Cardiovascular Sonography  
Committee on Accreditation for Education in Advanced Cardiovascular Sonography (www.caahep.org/coa-acs)  
Chair - Matt Umland, RDMS, FASE  
Staff - Mary Alice Dilday

Cardiovascular Technologist  
Joint Review Committee on Education in Cardiovascular Technology (www.jrcvts.org)  
Chair - Raymond Lenius, RCIS, MS  
Staff - Jackie L. Long-Goding, PhD, RRT-NPS

Anesthesia Technology  
Committee on Accreditation for Anesthesia Technology Education (www.caahep.org/coa-ate)  
Chair - Victoria A. Reyes  
No Staff

Clinical Research Professional  
Committee on Accreditation of Academic Programs in Clinical Research (CAAPCR) (www.caahep.org/caapcr)  
Chair - Stephen Sonstein, PhD, M(ASCP)  
No Staff

Anesthesiologist Assistant  
Accreditation Review Committee for the Anesthesiologist Assistant (www.caahep.org/arc-aa)  
Chair – Rich Bassi, MEd, CAA  
Staff - Jennifer Anderson Warwick

Cytotechnologist  
Cytotechnology Programs Review Committee (www.caahep.org/cprc)  
Chair - Jennifer A. Brainard, MD  
Staff - Debby MacIntyre Sheldon

Art Therapy  
Accreditation Council for Art Therapy Education (www.caahep.org/acate)  
Chair - Dana Elmendorf, MA, ATR-BC, LPC  
Staff - Barbara Florence

Diagnostic Medical Sonographer  
Joint Review Committee on Education in Diagnostic Medical Sonography (www.jrcdms.org)  
Chair – Dale Collins, MS, RT(R)(M)(QM), RDMS, RVT  
Staff – Gerry Magat, MS

Assistive Technology  
Rehabilitation Engineering and Assistive Technology Education Committee on Accreditation (www.caahep.org/rate-coa)  
Chair - Mary Goldberg, PhD  
Staff – Yvonne Meding

EMS-Paramedic  
Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (www.coaemsp.org)  
Chair – Thomas B. Brazelton III, MD, MPH, FAAP  
Staff - George W. Hatch, Jr., EdD, LP, EMT-P
Exercise Physiology, Exercise Science, & Personal Fitness Trainer
Committee on Accreditation for the Exercise Sciences
(www.coaes.org)

Chair - Susan Muller, PhD
Staff – William Coale

Kinesiotherapy
Committee on Accreditation for Education Programs for Kinesiotherapy
(www.coakt.org)

Chair - Jerry W Purvis
Staff – Kareesa Keys

Lactation Consultants
Lactation Education Accreditation and Approval Review Committee
(www.leaarc.org)

Chair – Elaine Webber, DNP, PPCNP-BC, IBCLC
Staff - Judith Lauwers, BA, IBCLC, FILCA

Medical Assisting
Medical Assisting Education Review Board
(www.maerb.org)

Chair - Rebecca L. Walker, CMA (AAMA), BS, CPC
Staff – Sarah Marino, PhD

Medical Illustration
Accreditation Review Committee for the Medical Illustrator
(www.caahep.org/arc-mi)

Chair - Kathleen Jung
No Staff

Medical Scribe Specialists
Medical Scribe Specialist Review Board
(www.caahep.org/MSSRB)

Chair - Syed Mir Athar M. Ahmed, MD
No Staff

Neurodiagnostic Technology
Committee on Accreditation for Education in Neurodiagnostic Technology
(www.coa-ndt.org)

Chair – Elizabeth Meng, BA, R EEG/EP T
Staff - Jackie L. Long-Goding, PhD, RRT-NPS

Orthotic/Prosthetic
National Commission on Orthotic and Prosthetic Education
(www.ncope.org)

Chair - Walter P. Afable, CP
Staff - Robin Seabrook

Perfusion
Accreditation Committee-Perfusion Education
(www.ac-pe.org)

Chair – Linda Cantu, CCP
Staff - Theresa Sisneros

Polysomnographic Technology
Committee on Accreditation for Polysomnographic Technologist Education
(www.coapsg.org/)

President – Don Samples, EdD, RRT, RPSGT
Staff – Karen Monarchy Rowe, BS AAS RPSGT
Recreational Therapists
Committee on Accreditation of Recreational Therapy Education (CARTE)
(www.caahep.org/carte)
Chair - Teresa M. Beck PhD, CTRS, FDRT
No Staff

Specialist in Blood Banking
Technology/Transfusion Medicine Committee on Accreditation of Specialist in Blood Bank Technology Schools
(www.caahep.org/sbbt)
Chair – Jayanna Slayten, MS, MT(ASCP)SBB\textsuperscript{CM}
Staff – Meredith Eller, MBA MT(ASCP)SBB\textsuperscript{CM}

Surgical Technology / Surgical Assisting
Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)
(www.arcstsa.org)
President – Cynthia Casparis, EdD
Staff – Ronald Kruzel, CST, MA, CAE
NOMINATING AND ELECTIONS COMMITTEE
REPORT OF NOMINATIONS FOR 2018

The 2018 annual election for CAAHEP is for the following elected positions:

Five 3-year positions on the Board of Directors

The Nominating and Elections Committee received a total of six nominations in response to the Call for Nominations which set a deadline of March 5, 2018. Nominations also will be accepted from the floor during the Annual Meeting in Louisville. In considering candidates for floor nominees, be advised that the eligibility criteria for candidates to these positions, as specified in the CAAHEP Bylaws are:

A. Must be a Commissioner or a Commissioner-Designate.
B. Must continue as a Commissioner during the term of office to which elected; the sponsoring organization must verify the candidate will continue as their Commissioner for the full term of office (3 years).
C. Commissioner can only hold one office at a time.
D. The Board of Directors has a limit of two consecutive terms for which a Commissioner can serve.

NOMINATIONS FROM THE FLOOR AT THE CAAHEP MEETING:

Additional nominations will be accepted from the floor during the opening luncheon on Sunday, April 15, 2018. Such nominees must be able to present the full documentation necessary to the Chair of the Nominating and Elections Committee no later than 8:00 am Monday, April 16, 2018.

INTRODUCTION OF NOMINEES AT THE CAAHEP MEETING:

The Nominating and Elections Committee will formally present the preliminary slate of nominees to the Commission at the Luncheon on Sunday, April 15, 2018. Nominees will be asked to stand for visual identification. This introduction will provide the Commissioners the opportunity to individually discuss issues and concerns with the nominees during the Sunday afternoon breaks and welcome reception as well as the Monday morning breakfast and break.

ELECTION PROCESS AT THE CAAHEP MEETING:

The election of Commissioners to positions on the Board of Directors is scheduled during the Business Meeting on Monday, April 16, 2018. Ballots will be distributed to and collected from Commissioners in attendance during the 15-minute period.

The Bylaws require a 50% + 1 majority for election to the Board. If runoff elections are required to meet this provision, ballots for the runoff will be distributed to the Commissioners at the end of the business meeting and collected from the Commissioners during the afternoon break.
### NOMINATIONS RECEIVED BY THE MARCH 5, 2018 DEADLINE

**ONE Position open for Sponsoring Organization**  
**TWO positions open for Committee on Accreditation**  
**ONE position open for Representative from ASAHP**  
**ONE position open for Representative from NN2**

<table>
<thead>
<tr>
<th>NAME OF NOMINEE</th>
<th>ORGANIZATION</th>
<th>CATEGORY</th>
<th>CURRENT INCUMBENT?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donald Balasa</td>
<td>American Association of Medical Assistants</td>
<td>Sponsoring Organization</td>
<td>No</td>
</tr>
<tr>
<td>Susan Muller</td>
<td>CoA – Exercise Sciences</td>
<td>Committee on Accreditation</td>
<td>Yes</td>
</tr>
<tr>
<td>Catherine Rienzo</td>
<td>JRC-Diagnostic Medical Sonography</td>
<td>Committee on Accreditation</td>
<td>No</td>
</tr>
<tr>
<td>Stephen Sonstein</td>
<td>CoA – Academic Programs in Clinical Research</td>
<td>Committee on Accreditation</td>
<td>No</td>
</tr>
<tr>
<td>Jennifer (Jenny) Spegal</td>
<td>Medical Assisting Education Review Board</td>
<td>Committee on Accreditation</td>
<td>No</td>
</tr>
<tr>
<td>Stacey Ocander</td>
<td>National Network of Health Career Programs in Two-Year Colleges</td>
<td>NN2/Two-year Deans</td>
<td>No</td>
</tr>
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<td>None received as of March 5, 2018</td>
<td>Association of Schools of Allied Health Professions</td>
<td>ASAHP/Four-year Deans</td>
<td>No</td>
</tr>
</tbody>
</table>

**Nominee for Education Representative from the Association of Allied Health Professions (ASAHP)—One position is open but ASAHP’s nominee was not received prior to the March 5th deadline—A name will be added to this report for the preliminary report on April 15, 2018.**
Nominee: Donald A. Balasa, JD, MBA
CAAEHP Commissioner for: American Association of Medical Assistants (AAMA)
Current Position Title: CEO and Legal Counsel, American Association of Medical Assistants

Personal Statement: During my six-year tenure on the National Commission for Certifying Agencies, I and the other commissioners were sometimes required to evaluate (indirectly) programmatic accrediting bodies, as well as the certification programs that recognized graduation from an accredited program as an eligibility pathway for their examinations. I gained a new realization of the high quality of CAAHEP, its Committees on Accreditation, and its processes and decisions. CAAHEP compared favorably with programmatic accrediting bodies for health disciplines and other disciplines.

If elected, my goals would include the following:
- An increasing number of issues pertinent to CAAHEP are emerging in state legislation and proposed regulations. I would continue to use the weekly legislative and regulation reporting service to monitor bills and proposed rules of relevance to CAAHEP and bring them to CAAHEP’s attention.
- Most CAAHEP professions will not be impacted by the heightened emphasis on apprenticeships, but some have been and others could be. I would assist CAAHEP in providing input to the U.S. Department of Labor and state agencies to ensure that allied health apprenticeships are incorporated into CAAHEP-accredited programs, not used as a means of bypassing and replacing CAAHEP-accredited programs.

Current and recent activity in CAAHEP and programmatic accreditation: I am currently the American Association of Medical Assistants Commissioner to CAAHEP. I also serve on the CAAHEP Public Policy Committee.

In April of 2017 Executive Director Megivern informed me of California Assembly Bill 387 that would require students participating in a practicum/externship to be paid the minimum wage for externship hours. I informed the leaders of the California Society of Medical Assistants, drafted testimony, and submitted the testimony on behalf of the California Society and the AAMA. The legislation was not enacted into law.

Two NCCA-accredited certification bodies who are sponsoring organizations of two different CAAHEP Committees on Accreditation were informed by an NCCA leader that the new NCCA Standards prohibit them from continuing to be CAAHEP sponsoring organizations. I disagreed with this interpretation of the NCCA Standards, wrote a defense of my position, and forwarded it to Executive Director Megivern, who forwarded it to NCCA leaders.

I presented the following for the Accreditation Council for Education in Nutrition and Dietetics and the Academy of Nutrition and Dietetics: NCCA Requirements and Legal Issues Pertaining to Providing Names of Candidates and their Scores to Academic Programs.

Other Relevant Experience:
1. I met with staff of the U.S. Department of Labor’s Employment and Training Administration Business Relations Group to express disagreement with the classification of medical assisting as an “apprenticeable” occupation.
2. I served as the Chair of the Task Force on Administrative Standards of the NCCA for the revision of the NCCA Standards for the Accreditation of Certification Programs.

3. I wrote a white paper for the Institute for Credentialing Excellence entitled Interfaces between Professional Certification and Academic Accreditation: A Non-Technical Legal Perspective.

4. I gave the following presentations: Potential Impacts of the Americans with Disabilities Act Amendments Act (ADAAA) on Testing Bodies, Schools, and Academic Accreditors; American Society of Association Executives Chicago Annual Association Law Symposium; Competency Development Driven by Data—Why an Occupational Analysis Is Important; Health Professions Network; NCCA Standards Revision Update; National Council of State Boards of Nursing; Consensus Model for Advanced Practice Registered Nurses Conference.

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**NOMINEES FOR COMMITTEE ON ACCREDITATION REPRESENTATIVES**
**(TWO SEATS OPEN/FOUR NOMINEES)**

**Nominee:** Susan Muller, PhD  
**CAAHEP Commissioner for:** Committee on Accreditation for the Exercise Sciences  
**Current Position Title:** Dean, School of Health Science, Stephens College, Columbia, MO

**Personal Statement:** I am committed to program quality and creating a positive learning environment for students. The accreditation process, through CAAHEP, ensures that allied health education programs meet the standards established by experts in the discipline. This outcomes-based approach helps raise the bar for student achievement and ultimately patient/client care.

My goals, if elected, would be to continue to serve both the CAAHEP and the CoAES in the delivery of accreditation services for allied health education programs. I would like to use the connection between CAAHEP and the CoAES to help the Exercise Science accreditation process improve and increase the number of accredited programs by implementing an ambassador program.

**Describe current or recent activity in CAAHEP or programmatic accreditation:** I currently serve on the CAAHEP Board of Directors, as a member of the Recommendation and Review Committee, and as Liaison to the Accreditation Review Committee for the Medical Illustrator. I am the Chair of the Committee on Accreditation for the Exercise Sciences and serve as its CAAHEP Commissioner. I conduct site visits and work with the administrative personnel to run the Committee on Accreditation for the Exercise Sciences.

**Other Relevant Experience:** I have served on the American Association for Health Education Board of Directors. I have many years of experience as a Health Education Specialty Area Coordinator for the National Commission on Accreditation of Teacher Education. In addition, I have been a writer for institutional/regional accreditation at two different universities and have served universities on their Curriculum and Assessment Committees.
Nominee: Catherine E. Rienzo, MS, RT(R)(ARRT), RDMS, FSDMS
CAAEHP Commissioner for: Joint Review Committee for Diagnostic Medical Sonography
Current Position Title: Retired DMS Program Director & Educator

Personal Statement: My greatest strength is my dedication, commitment and passion for the field of sonography. For the past 35+ years, I have worked in various positions - as a clinical sonographer in a hospital, in a private office setting, and as the program director of a CAAHEP accredited program. The CAAHEP accreditation process assured my students they were receiving a quality education. I possess the key skills and attributes required of a board member; the ability to collaborate, the willingness to learn, and the inclination to value new ideas. These characteristics are exercised as I fulfill my role on the JRC board.

If elected, I would be afforded the opportunity to move forward the CAAHEP mission "To assure quality health professions education to serve the public interest."

I have a strong level of commitment; therefore, I am willing and able to provide the time and efforts required to be a CAAHEP Board Member.

Describe current or recent activity in CAAHEP or programmatic accreditation
1. JRC-DMS site visitor since 2003
2. SDMS Liaison to the Joint Review Commission on Educational Programs in Diagnostic Medical Sonography since 2011.
3. JRC-DMS Chair-elect 2013-2015; Chair JRC-DMS 2015-2017; currently serving as Past-chair of JRC-DMS and CAAHEP Commissioner.
4. 2016 CAAHEP Summer Workshop presenter, "Resource Assessment Matrix (RAM) - how to create a meaningful one that will elicit meaningful information."
5. 2015 CAAHEP Summer Workshop presenter, "Virtual Site Visits - the challenges, the benefits and the how-to's"
6. 2016, 2017, 2018 CAAHEP Annual Meeting session on "Questions and Answers with representatives from JRC-DMS."

Other Relevant Experience:
• Current Accrediting Council for Continuing Education and Training site visitor as a Curriculum Specialists for Diagnostic Medical Sonography. This was in response to an email forwarded to the JRC-DMS from Theresa Sisneros, Director of Accreditation Services in July 2017.
• Site surveyor for the State Education Department/University of the State of NY, Office of Higher Education, August of 2003. Curriculum Specialist for DMS.

Nominee: Stephen A. Sonstein, PhD
CAAEHP Commissioner for: Committee on Accreditation of Academic Programs in Clinical Research
Current Position Title: Harvard University / Professor Emeritus – Eastern Michigan University

Personal Statement: Programmatic accreditation is the principal means of validating the quality of academic programs. As the creator of one of the original programs that gave academic credit for content in the clinical research enterprise and as a leader in the development of the Consortium of Academic Programs in Clinical Research (sponsor), it has been a professional priority to work with
CAAHEP to develop an accreditation process for the existing academic programs in clinical research (numbering over 100). CAAHEP as an organization is globally recognized for both its rigorous processes in providing accreditation services, as well as its continuing support for organizations which wish to attain accreditation services. As a Board member, I would work with CAAHEP colleagues and staff as well as my personal network in the clinical research enterprise to increase the number of accredited programs, both in the US and in the many other countries of the world where programs exist and enhance the quality and relevance of academic programs in clinical research.

Describe current or recent activity in CAAHEP or programmatic accreditation: I have actively participated in CAAHEP activities for over 6 years. I coordinated the internal CoAPCR process which evolved into an application for CoA status with CAAHEP. Once we were approved, I chaired the Committee which developed the Standards and Guidelines for Academic Programs in Clinical Research which were ultimately adopted by CAAHEP. I subsequently chaired the committee which has developed the CoA Bylaws as well as the Self-study document. I am now the Chair of the Committee on Accreditation and we have received 7 applications for accreditation services including our first Self-study document for evaluation. I have worked closely with our CAAHEP Liaison, Bernard Cohen, to provide training for self-study evaluators and site visitors.

Other Relevant Experience: I have served the following Boards: Drug Information Association (2007-2010); Regulatory Affairs Professions Society (2014 – present); InterAmerican Society for Clinical Research (2011 – 2015); Alliance for Clinical Research Excellence and Safety (2012 – present); Consortium of Academic Programs in Clinical Research (2001-2014)

Nominee: Jennifer (Jenny) L. Spegal, CMA (AAMA), MT, MEd
CAAHEP Commissioner for: Medical Assisting Education Review Board
Current Position Title: Chairperson, Allied Health Instruction, Sinclair Community College

Personal Statement: I served as a Medical Assisting Program Director from 1991 to 2007 and then became Chairperson of Allied Health Instruction which houses the medical assisting program. As program director, the medical assisting program obtained Initial CAAHEP Accreditation and then subsequently continuing accreditation. The medical assisting program has been CAAHEP accredited since 1993. As the Allied Health Instruction Chairperson, I oversee 21 associate degree and certificate programs. Of the 21 programs, two are currently CAAHEP accredited, medical assisting and exercise science, and two are in process, electroneurodiagnostic and medical scribe. In addition to my experience with CAAHEP accreditation through the medical assisting program, I have also served on the Medical Assisting Education Review Board for 10 years, and I was the Chair for two years.

I am a strong proponent of CAAHEP and programmatic accreditation. I believe accreditation demonstrates to the public the quality of education received by the completer of a program. Completers can be confident in not only their skills, but the knowledge they obtain in an accredited program since the Standards and Curriculum go through such an extensive approval process.

If elected, my goals are: to work with a variety of allied health Committees on Accreditation to share my knowledge of how CAAHEP-accredited programs function on a campus; and to advance CAAHEP’s focus on outcomes.
Describe current or recent activity in CAAHEP or programmatic accreditation: I am currently serving as a member of the Medical Assisting Education Review Board, as well as the MAERB CAAHEP Commissioner. I assist with the presentation of the MAERB Accreditation Workshop for Program Directors. I serve as a site surveyor for MAERB.

Other Relevant Experience: Obtained and maintain NAACLS accreditation for the Clinical Laboratory Technology program.

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NOMINEE FOR NATIONAL NETWORK OF HEALTH CAREER PROGRAMS IN TWO-YEAR COLLEGES REPRESENTATIVES (ONE SEAT OPEN/ONE NOMINEE)

Nominee: Stacey Ocander, EdD

CAAHEP Commissioner for: National Network of Health Career Programs in Two-Year Colleges

Current Position Title: Metropolitan Community College/Dean, Health and Public Services

Personal Statement: My entire career has involved some form of accreditation work, whether institutional or programmatic. It is work I have valued and continue to believe is an important component of ensuring that our public is safe and our students are exposed to the highest quality educational programs available to them. Moreover, it establishes a consistent framework from which to guide professions through assessment and evaluation as they grow and evolve in an ever-changing world. My exposure and direct work with CAAHEP has fulfilled all of the aforementioned. CAAHEP is a collegial organization with a commitment to the best interests of the programs they represent. My goals would be focused on improving the perception that stakeholders have of accreditation and the importance it holds to the public. To further dispel inaccuracies of its' purpose or the misconceptions that accrediting bodies are barriers for educational institutions.

Describe current or recent activity in CAAHEP or programmatic accreditation: As the Dean of Health Careers at a large, multi-campus comprehensive community college; we have 7 external accrediting bodies as part of our divisional programs. Two of these programs are within CAAHEP. My work has been extensive in working with our program directors in the preparation of their self-studies, systematic program reviews, resource allocations, and preparation of annual reports and site visits. Although our program directors have the full autonomy to run the day-to-day operations of their programs, I believe that we are a team, and best served if I understand their world and assist where they feel I fit in best.

Other Relevant Experience: Served as a consultant to other institutions preparing for new accredited programs of study; as NN2 President, attended ASPA joint breakfasts; and lead our institutional HLC reaffirmation process as part of the Pathways Project.

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NOMINEE FOR ASSOCIATION OF SCHOOLS OF ALLIED HEALTH PROFESSIONS REPRESENTATIVE (ONE SEAT OPEN)

No submissions received by the nomination deadline
<table>
<thead>
<tr>
<th>Commissioner</th>
<th>Represents</th>
<th>Term: 1st or 2nd</th>
<th>Current Term Ends</th>
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<tr>
<td><strong>SPONSORING ORGANIZATIONS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amber Donnelly</td>
<td>American Society for Clinical Pathology</td>
<td>1st</td>
<td>2019</td>
</tr>
<tr>
<td>Kate Feinstein</td>
<td>American College of Radiology</td>
<td>2nd</td>
<td>2020</td>
</tr>
<tr>
<td>Susan Fuchs</td>
<td>American Academy of Pediatrics</td>
<td>2nd</td>
<td>2018</td>
</tr>
<tr>
<td>Kathryn (Katie) Kuntz</td>
<td>Society for Diagnostic Medical Sonography</td>
<td>1st</td>
<td>2019</td>
</tr>
<tr>
<td><strong>EDUCATIONAL PROGRAMS</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Carolyn O’Daniel</td>
<td>National Network of Health Career Programs in Two-Year Colleges</td>
<td>2nd</td>
<td>2018</td>
</tr>
<tr>
<td>Gregory Ferenchak</td>
<td>National Network of Health Career Programs in Two-Year Colleges</td>
<td>2nd</td>
<td>2019</td>
</tr>
<tr>
<td>Gregory Frazer</td>
<td>Association of Schools of Allied Health Professions</td>
<td>1st</td>
<td>2020</td>
</tr>
<tr>
<td>Yasmen Simonian</td>
<td>Association of Schools of Allied Health Professions</td>
<td>2nd</td>
<td>2018</td>
</tr>
<tr>
<td><strong>COMMITTEES ON ACCREDITATION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elizabeth (Betsy) Slagle</td>
<td>Accreditation Review Council on Education in Surgical Technology and Surgical Assisting</td>
<td>1st</td>
<td>2019</td>
</tr>
<tr>
<td>Susan Muller</td>
<td>Committee on Accreditation for the Exercise Sciences</td>
<td>1st</td>
<td>2018</td>
</tr>
<tr>
<td>Thomas Skalko</td>
<td>Committee on Accreditation of Recreational Therapy Education</td>
<td>2nd</td>
<td>2018</td>
</tr>
<tr>
<td>Douglas York</td>
<td>Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions</td>
<td>2nd</td>
<td>2020</td>
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<td><strong>PUBLIC MEMBERS</strong></td>
<td></td>
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<tr>
<td>Fred Lenhoff</td>
<td></td>
<td>1st</td>
<td>2020</td>
</tr>
<tr>
<td>Pauletta Brown Bracy</td>
<td></td>
<td>2nd</td>
<td>2018</td>
</tr>
<tr>
<td><strong>AT-LARGE EDUCATOR</strong></td>
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<tr>
<td>Glen Mayhew</td>
<td>Proprietary Institutions</td>
<td>1st</td>
<td>2019</td>
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<tr>
<td><strong>RECENT GRADUATE</strong></td>
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</tr>
<tr>
<td>Melissa McKnight</td>
<td></td>
<td>1st</td>
<td>2020</td>
</tr>
</tbody>
</table>
Call to Order – Carolyn O’Daniel, President

Review and Approval of Minutes from 2017

Treasurer’s Report – Gregory Ferenchak, Treasurer

Final Report of Nominating and Elections Committee – Lois Simmons, Chair
Distribution of Ballots

President’s Report – Carolyn O’Daniel

Executive Director’s Report – Kathleen Megivern

Special Commissioner’s Report – Pauletta Brown Bracy

New Business:
Request for profession to join CAAHEP – Orthoptics
Application for new Committee on Accreditation of Orthoptic Fellowship Programs (CoA-OFP)
Request for membership as a Sponsoring Organization – American Orthoptic Council

Request for profession to join CAAHEP – Rehabilitation/Disability Studies (undergraduate)
Application for new Committee on Rehabilitation Accreditation (CORA)
Request for membership as a Sponsoring Organization - National Rehabilitation Counseling Association

Application for new Committee on Accreditation for Clinical Postgraduate PAs (CoA-CPPA)

Request from MAERB for two new Sponsoring Organizations:
American Medical Technologists
National Healthcareer Association

Open Forum

Announcement of Election Results

Adjourn
Call to Order
CAAHEP President Thomas Skalko called the meeting to order at 11:08 AM Eastern.

Approval of Minutes
Following a call for changes or edits to the minutes of the 2016 Annual Meeting of the Commission and there being none, President Skalko called for a motion to approve the minutes:

Moved and second; Motion Carried

Treasurer’s Report
CAAHEP Treasurer, Barry Eckert, presented the financial report of the Commission, highlighting the loss from the sale of the office building and the strength of the investment portfolio. President Skalko called for a motion to approve the Treasurer’s Report:

Moved and second; Motion Carried

Report of Nominating and Elections Committee
Lois Simmons, Chair of the Nominating and Elections Committee, presented the final report of the Committee noting that no additional nominations came forward at the meeting. Ballots were distributed to Commissioners, votes were cast, and ballots were collected on the following ballot:

Sponsoring Organization Nominees (vote for one):
  - Bonnie Robertson
  - Kate Feinstein
Committee on Accreditation Nominee:
  - Douglas York
Association of Schools of Allied Health Professions:
  - Write-in Nominee: Gregory Frazer

President’s Report
President Skalko gave a brief report on CAAHEP activities, stating that there has been a lot of work done and much accomplished over the past year, and that CAAHEP remains a strong organization.
Executive Director’s Report
Executive Director, Kathleen Megivern, provided an update on CAAHEP’s recognition process by CHEA, which included two progress reports submitted over the last year. She recognized CAAHEP staff member, Katie Davis, for her work in tracking outcome links of CAAHEP accredited programs to meet CHEA requirements. Ms. Megivern noted that the Advanced Cardiovascular Sonography and Lactation Consultants had programs accredited for the first time over the past year and that the two professions would be added to CAAHEP’s scope of practice. She also recognized CAAHEP staff for their work on the new technology systems CAAHEP is developing with Indigo Interactive, including rebuilding the database, website, and annual reporting tool.

Recent Graduate Report
Deborah Agustin, CAAHEP’s Recent Graduate Commissioner and Board Member, shared a report highlighting her time as Commissioner and Board Member.

New Associate Member Vote
Kathleen Megivern presented the Postgraduate Physician Assistant group as a possible new associate member. She reported that CAAHEP’s legal counsel indicated that there was no need to vote on the inclusion of the profession, as Physician Assistants had already been voted in by CAAHEP. President Skalko asked for a motion to approve the Association of Postgraduate Physician Assistant Programs as an Associate Member:

Approve the Association of Postgraduate Physician Assistant Programs as an associate member of CAAHEP

Moved and Second. Carried.

Open Discussion
President Skalko opened the floor for a discussion period among Commissioners on any topic. No topics were suggested.

Election Results
Lois Simmons reported on the election results. The following nominees have been elected to the CAAHEP Board:
- Sponsoring Organization Representative: Kate Feinstein
- Committee on Accreditation Representative: Douglas York
- Association of Schools of Allied Health Professions: Gregory Frazer

Adjournment
There being no other business to discuss, the Annual Meeting of Commissioners adjourned at 11:42 AM.
### Balance Sheet

**As of March 13, 2018**

#### ASSETS

**Current Assets**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1000 · Petty Cash</td>
<td>100.00</td>
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<tr>
<td>1100 · Regions Bank Checking</td>
<td>127,255.28</td>
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<tr>
<td>1115 · Regions Business Money Market</td>
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Total Checking/Savings: 312,608.19

**Accounts Receivable**

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<th>Description</th>
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<tbody>
<tr>
<td>1150 · Accounts Receivable</td>
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Total Accounts Receivable: -377.60

**Other Current Assets**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1204 · RJ Cash and Cash Alternatives</td>
<td>1,593,498.56</td>
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<tr>
<td>1160 · Prepaid Expenses</td>
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<tr>
<td>1165 · Security Deposits</td>
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Total Other Current Assets: 1,626,994.12

Total Current Assets: 1,939,224.71

#### Fixed Assets

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<tbody>
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<td>1220 · Office Furniture and Equipment</td>
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<td>1230 · Accumulated Depreciation</td>
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Total Fixed Assets: 385,461.89

TOTAL ASSETS: 2,324,686.60

#### LIABILITIES & EQUITY

**Liabilities**

**Current Liabilities**

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<tr>
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<tbody>
<tr>
<td>2000 · 0600-Accounts Payable</td>
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Total Accounts Payable: 5,349.90

**Other Current Liabilities**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>2210 · Accrued Expense</td>
<td>1,743.59</td>
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<td>2115 · Other-Current Liabilities</td>
<td>8,666.97</td>
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<tr>
<td>2200 · Accrued Vacation Expense</td>
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<tr>
<td>2730 · Deferred Institutional Fee</td>
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Total Other Current Liabilities: 18,627.56

Total Current Liabilities: 23,977.46

Total Liabilities: 23,977.46

**Equity**

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<td>3200 · Unrestricted Net Assets</td>
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<td>Net Income</td>
<td>408,569.27</td>
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Total Equity: 2,300,709.14

TOTAL LIABILITIES & EQUITY: 2,324,686.60
## ACTUAL COMPARED TO BUDGET AS OF 3-13-18

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<tr>
<th>INCOME</th>
<th>Actual 3-13-18</th>
<th>Budget 2017-18</th>
<th>%</th>
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<tr>
<td>Sponsor &amp; CoA Fees</td>
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<td>237,000</td>
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<tr>
<td>Dues/Subscriptions</td>
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<tr>
<td>Employee Memberships</td>
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<td>600</td>
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<td><strong>Personnel &amp; Professional Services</strong></td>
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<td>Workers Comp</td>
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<td><strong>Telephone/Internet</strong></td>
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<td>July Meeting</td>
<td>79,725</td>
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<td>January Meeting</td>
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<td>Liaison Travel</td>
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<td></td>
</tr>
<tr>
<td>Other (CHEA, ASPA, FSAE, etc.)</td>
<td>8,902</td>
<td>17,000</td>
<td></td>
</tr>
<tr>
<td><strong>ASPA Scholarships</strong></td>
<td>6,951</td>
<td>8,000</td>
<td>87%</td>
</tr>
</tbody>
</table>

**TOTAL EXPENSES**            | $ 681,504      | $ 1,018,000    | 67%   |

**Excess/Deficit**            | 331,518        |                |       |
February 23, 2018

To Whom It May Concern:

The American Orthoptic Council (AOC) wishes to petition the Commission on Accreditation of Allied Health Education Programs (CAAHEP) for membership of the proposed “Committee on Accreditation of Orthoptic Fellowship Programs (CoA-OFP)”. We also request AOC membership as the sponsoring organization of the CoA-OFP. Please contact our Vice President and lead contact for this project, Alex Christoff, for any further discussion on this application. He may be reached at achr15@jhmi.edu. You may also contact our Executive Director, Leslie France, at lwfrance@lesliefrance.com for any administrative inquires.

Thank you for your time and attention to this request. The AOC looks forward to what we hope is a long and fruitful relationship together.

Sincerely,

Aaron M. Miller, M.D.
President, AOC
AMiller@HoustonEye.com
CAAHEP Application for Eligibility for Health Sciences Disciplines

Purpose
This form provides an outline of the materials required to initiate the review of a health sciences discipline for eligibility in the CAAHEP system of accreditation. The information requested must be completed in its entirety. Each “yes” answer requires a detailed response and may also require supporting documents.

An application for health sciences discipline eligibility is presented to the full CAAHEP Commission. The Commission meets annually in April. To be included on the meeting agenda, all materials must be received by CAAHEP no later than the February 15th that precedes the April meeting.

1. The health science discipline must represent a distinct and well-defined field.
   - Provide a detailed description of the profession.
   Orthoptics is well-established within the subspecialty field of pediatric ophthalmology and strabismus and recognized as a profession by the Department of Labor. Orthoptists are uniquely skilled in diagnostic and therapeutic techniques and have been working in the United States for over 75 years. Orthoptists evaluate and help manage patients with strabismus, abnormal binocular vision, nystagmus and other eye movement abnormalities and disorders of visual development in patients of all ages from the very young infant to the older population.

   Orthoptics is a versatile profession with opportunities and responsibilities in a variety of clinical and community settings. Orthoptists may serve their communities in private ophthalmology practices and in community visual screenings of pre-school children. Others may work in hospitals or department of ophthalmology medical university settings with involvement in patient care, academic endeavors, teaching of residents, medical students and orthoptic students and in clinical research and publications. Orthoptists may serve as directors or advisors of state and local vision screening programs and of orthoptic fellowship programs.

   Orthoptists commonly work in pediatric ophthalmology settings but may also work in neuro-ophthalmology and general ophthalmology clinics participating in the medical care of adults with double vision and other eye muscle disorders. Orthoptists serve patients of all ages, but because of the nature of many binocular disorders, many patients are children. Care of adult patients and children with developmental delays and complex medical conditions is often both challenging and rewarding. The orthoptist is often that part of the ophthalmic team who takes over the responsibility of serving as liaison between the patient and care givers and the ophthalmologist in carrying out the treatment plans.

Reference:
http://www.orthoptics.org/ (used by permission Rich Paul and Associates)

https://aapos.org/terms/conditions/85

US Dept. Labor Employment and Training Administration ETA: Orthoptists: profession 29-1199.05 under the category of Health Diagnosing and Treating Practitioners. Orthoptics is categorized in Zone Five: Extensive Preparation Needed.
• Is there a journal or published literature? If yes, please describe/name.
  YES. The American Orthoptic Journal was founded in 1951 and published by UW Press until the new publisher Taylor & Francis (Philadelphia) took over and will start publication with the 2018 issue under the new name, Journal of Binocular Vision and Ocular Motility. This journal is the primary publication for orthoptic literature and research and serves as a platform for strabismus and pediatric ophthalmology. This journal is the only orthoptic journal indexed in Medline.

• Is there a professional society(s)? If yes, please provide name of organization and contact information.
  The American Association of Certified Orthoptists (AACO); a membership organization for orthoptists.

• Is licensure or certification required for this profession? If yes, please describe.
  YES. Orthoptists are certified (CO; Certified Orthoptist) by the American Orthoptic Council (AOC). Certification is bestowed upon individuals who have successfully completed 2 years of postgraduate study in an AOC approved Orthoptic Program followed by successful completion of a national written exam and national oral/practical exam and the signing of a Code of Ethics document. Recertification is required every three years and includes submission of 45 hours of AOC approved continuing education in subscribed core competency areas.

• Is the profession already associated with an accrediting body? If yes, please describe.
  YES. The American Orthoptic Council (AOC) accredits programs following review of an extensive application and site visit and reviews and reaccredits programs annually. The AOC is comprised of 24 members representing the American Academy of Ophthalmology (AAO), The American Academy of Pediatrics (AAP), The American Ophthalmological Society (AOS), The American Association for Pediatric Ophthalmology and Strabismus (AAPOS), The American Association of Certified Orthoptists (AACO), the Canadian Orthoptic Council (COC) and The Canadian Orthoptic Society (TCOS).

2. There must be a demonstrated need for the health science occupation and for accreditation of educational programs which prepare persons to enter the field.
  • Define the need and scope for this health sciences occupation.
  • Why is it important for this profession to have accredited programs?

Certified orthoptists are recognized by ophthalmologists as a valuable adjunct to the practice of pediatric ophthalmology and strabismus. Orthoptists are uniquely educated and qualified to evaluate and treat pediatric and adult patients in this subspecialty area which includes abnormal and normal binocular vision, nystagmus and other complex eye movements and visual disorders. They form an integral part of the ophthalmic medical care team with their special understanding and focus on the evaluation and treatment of amblyopia, assessment of visual function in infants and strabismus and neuromuscular abnormalities in patients of all ages.

Different from general eye care personnel, the certified orthoptist is required to have an in-depth understanding of visual function and normal and abnormal binocular systems which then allows for specific acquisition of data relative to a given individual patient and then to interpret and make clinical decisions and carry out and monitor treatment plans based on the findings and symptoms of the individual patient.
Scope of practice for the certified orthoptist in the United States as stated above also includes, but is not limited to

- Vision Screening
- Visual Fields
- Retinoscopy/Refractometry (Objective)
- Subjective Refraction
- Low Vision assessment and provision of aids to maximize visual performance
- Electro-physiological testing of visual function and eye movement
- Neuro-Orthoptic assessment, therapy and rehabilitation of visual disorders resulting from a neurologic cause and could require administering and monitoring use of prisms to relieve double vision.

Additional roles of the certified orthoptist include:

- Institutional Review Board-approved research and publication in peer-reviewed professional journals
- Patient education
- Teaching of medical students, residents and post-graduate fellows in ophthalmology and pediatrics, and other health care workers.

Clinical Practice
Orthoptists participate actively in a variety of physical locations including hospitals, clinics, private practices, general surgeries, low vision and rehabilitation settings, community health screening, clinical research centers and academic medical institutions. They form part of the working team of ophthalmologists, optometrists, neurologists, pediatricians, ophthalmic nurses, and other ophthalmic personnel including instructors for the visually impaired, physiotherapists, and occupational therapists.

Orthoptic Education
Education of Orthoptists in the United States is presently post-graduate level didactic and heavily based clinical rotations. Certification is bestowed upon individuals who have successfully completed the AOC accredited orthoptic program and the successful completion of an electronically formatted “written” exam administered at Pearson Vue testing centers and an oral/practical exam administered by the American Orthoptic Council.

Importance of having accredited programs
It is important for orthoptic programs to be accredited by a recognized third party to ensure that an education in orthoptics is standardized and validated from the independent certifying body. This process demonstrates to other organizations that the program has met the stringent standards set by the credentialing community, and enhances a program's credibility, legitimacy, and visibility by providing impartial, third party oversight.

The responsibilities of an orthoptist are such that an extensively supervised experience and comprehensive knowledge are essential and can only be obtained through a clinically based educational program. One cannot become a certified orthoptist through work experience alone. Accreditation of orthoptic Programs protects both orthoptic students, and the public, and assists program directors in the development and implementation of the necessary curriculum, clinical exposure and practice necessary to prepare for the National Board Certification Examinations.

Reference: https://www.internationalorthoptics.org/professional-role.html
3. Educational programs for the health science occupation must not duplicate educational programs for already existing health science occupations.

- Are there other professions whose scope of practice overlaps with the proposed profession?
  No. While there are aspects of care of a patient with strabismus carried out by other allied healthcare personnel, some, but not all of whom, are certified as ophthalmic technicians and technologists by the Joint Commission on Allied Health Personnel in Ophthalmology [JCAHPO], the information collected by these professionals is of a rudimentary, and automatic format and does not replace that of the experienced orthoptist, who can develop a complex differential diagnosis and management plan based on selective data collection required to assist the physician in the care of children and adults with symptomatic strabismus and amblyopia. Importantly, increasing numbers of orthoptists are gaining faculty appointments as Clinical Educator, Assistant Professor, Associate Professor, and even Full Professor at their academic institutions, which further distinguishes the profession of orthoptics from other allied healthcare professionals.

4. Educational programs must be no shorter than one academic year (two semesters). Programs must comply with established standards and submit documentation that graduates have gained the required skills and knowledge to obtain entry-level positions within the occupation.

- What is the range of length of existing programs?
  2 years post graduate, but there is an accelerated study option for qualified individual candidates that must be a minimum of one year but could be less than 2 years and is assessed throughout the program with no guarantee that it be for the reduced time frame.

- What is the academic level(s) of this program (Associate, Baccalaureate, post Baccalaureate)?
  Post-Baccalaureate

- What type of educational institutions are these currently existing programs housed in?
  Academic ophthalmology medical university departments or institutes.

**NOTE: The sponsoring organization will be the American Orthoptic Council (AOC)**

Prepared by:
Alex Christoff, CO, COT
Vice President, American Orthoptic Council
achris15@jhmi.edu

Kyle Arnoldi, CO, COMT
kylea@buffalo.edu

Leslie France, CO
lwfrance@lesliefrance.com

Submitted:
22 February 2018
Criteria and Application for New CoAs

Purpose

This form provides an outline of the materials required to initiate the review of an applicant CoA for eligibility in the CAAHEP system of accreditation. The information requested must be completed in its entirety. Each answer requires a detailed response and may also require supporting documents. An application for CoA eligibility is presented to the full CAAHEP Commission. The Commission meets annually in April. To be included on the meeting agenda, all materials must be received by CAAHEP no later than the February 15 that proceeds the April meeting.

1. Anticipated Sponsors

   • The American Orthoptic Council (AOC) has graciously and enthusiastically agreed to become the first sponsoring organization of the Committee on Accreditation of Orthoptic Fellowship Programs (CoA-OFP). The CoA-OFP will encourage and readily welcome applications from organizations interested in partnering with CoA-OFP.

   • The AOC meets 1-2 times annually in formal session and as necessary by conference calls throughout the year. CoA-OFP proposes to have at least one member of its governing committee sit on the AOC as a liaison and voting representative, much in the same way the AOC is comprised of other voting members charged with representing AOC to outside professional organizations like the International Joint Committee on Allied Healthcare Personnel in Ophthalmology (IJCAHPO), the American Association for Pediatric Ophthalmology and Strabismus (AAPOS), the Canadian Orthoptic Council (COC), the American Academy of Pediatrics (AAP), the American Academy of Ophthalmology (AAO) and the American Ophthalmological Society (AOS).

2. Mission Statement

   The Committee on Accreditation for Orthoptic Fellowship Programs (CoA-OFP) is responsible for the accreditation of postgraduate education in orthoptics. Its mission is to improve healthcare by assessing and advancing the quality of orthoptic fellowship programs.

   Our Mission includes:
   - Implementing a structured approach to evaluating the competency of all orthoptic fellowship programs;
   - Emphasizing experiential learning, evidence-based practice and professional thinking;
   - Motivating role models leading fellowship programs;
   - Ensuring supervised, high-quality clinical educational experience;
   - Validating clinical learning environments characterized by quality in clinical care, safety, and competence;
- Building mutual trust among all parties involved;
- Avoiding conflicts of interest.

**Our Roles:**
- To establish educational standards;
- To define and administer the review process for applicant programs;
- To ensure that orthoptic fellowship programs comply with the established standards;
- To work collectively with collaborating organizations;
- To define and implement a process for appeal of accreditation decisions;

**Our Goals:**
- To foster excellence in orthoptic education through the development of uniform national standards for assessing educational and clinical effectiveness;
- To assure the public, individuals in professional and educational organizations, as well as current and future students, that accredited programs have met defined standards. To validate programs which prepare orthoptists for clinical practice and ethical responsibilities of this specialized allied healthcare profession.

3. **The CoA will develop policies and procedures that are consistent with CAAHEP’s policies and procedures.**

   The CoA-OFP Policy and Procedures Manual has been drafted and shared with the CAAHEP.

4. **The CoA-OFP has a plan to assure it will become financially viable.**

   - CoA-OFP, like its sponsoring organization, the American Orthoptic Council, is a volunteer organization whose members, as friends of the orthoptic profession and supporters of the fellowship programs, graciously donate their time and expertise to advancing the career of orthoptics. CoA-OFP will support the activities of the committee by assessing a base tuition fee per student per year to offset the cost of site visits, the annual fees that both the sponsoring organization and the CoA-OFP will eventually pay to CAAHEP, and as an investment to offset future costs anticipated in the pursuit to obtain state by-state licensure for the orthoptic profession.

5. **Committee Composition.**

   - The Committee will consist of representatives from the sponsoring organization(s), presently, the American Orthoptic Council (AOC). Representatives may be current or former members of the AOC with experience in accreditation or education and Certified Orthoptists with experience as teachers or as program directors in successful orthoptic fellowship programs. Organizations admitted as future sponsors of the CoA-OFP will also be represented.

   Specifically, we intend to fill the following committee seats:

   1. Chair
   2. Vice Chair
3. Treasurer
4. CAAHEP Representative / Commissioner

6. The proposed CoA meets all requirements of the application process which requires submission of the following document to the CAAHEP office:

- Aaron Miller, MD, President of the American Orthoptic Council (AOC), has submitted a formal letter on behalf of the American Orthoptic Council stating its commitment to serving as the first sponsoring organization of the CoA-OFP.
Dear Ms. Megivern,

The National Rehabilitation Counseling Association (NRCA) supports the application of rehabilitation education as a profession to be recognized by CAAHEP. Further, NRCA will be sponsoring the Committee on Rehabilitation Accreditation (CORA). If accepted, CORA will serve as the CAAHEP Committee that conducts accreditation activities for programs responsible for training rehabilitation professionals. The co-chairs of CORA will be Dr. David Perry at the University of North Dakota, and Dr. Penny Willmering at Arkansas Tech University. Both of these individuals have had an active role in undergraduate rehabilitation accreditation through the Council on Rehabilitation Education, an entity that no longer exists. After CORA is approved by CAAHEP, these two individuals will provide a membership list for the committee.

We understand that as sponsors we will be expected to join CAAHEP as a sponsoring organization and that fees will be invoiced in May for the fiscal year that begins July 1st. Please consider both the application for eligibility and the establishment of the Committee on Rehabilitation Education. We understand that once these two items are approved that we can then submit our draft standards to CAAHEP.

Attached to this letter are the following items:
1) Application for eligibility as a profession
2) Committee on Accreditation Checklist
3) DRAFT Policies and Procedures Manual for CORA
4) Proposed budget for CORA
5) Business plan for CORA

Please feel to contact me if you need any additional information (312-961-9665 or cschrgst@memphis.edu).

With best regards,

Chrisann Schiro-Geist, Ph.D.
President, National Rehabilitation Counseling Association
University of Memphis Institute on Disability
100 Ball Hall, Memphis TN 31852 (Cell 312-961-9665)
Application for Eligibility of Profession

Background:
Rehabilitation education at the undergraduate level has been in existed since 1957. Over the past 6 decades, undergraduate rehabilitation education has assisted with filling personnel needs for state vocational rehabilitation agencies and other community rehabilitation agencies. It has also supported the opportunity to pursue graduate education in a variety of rehabilitation-related fields. In 2012, the Council on Rehabilitation Education (CORE) began accrediting undergraduate programs in rehabilitation and rehabilitation-related studies. The Council on Higher Education Accreditation (CHEA) recognized the expanded scope for CORE, thus acknowledging undergraduate rehabilitation as a field of study appropriate for accreditation. Recently, CORE merged with the Council for Accreditation of Counseling & Related Educational Programs (CACREP) in July 2017. This merger resulted in the elimination of accreditation for undergraduate rehabilitation education as the scope of practice for CACREP does not extend to bachelor-level educational programs.

In partnership with our sponsoring organization, the National Rehabilitation Counseling Association (NRCA), this proposal is promulgated by a group of individuals who were directly involved in the development of CORE standards for undergraduate rehabilitation education programs, were trained as site visitors, and include those who served on the Commission on Undergraduate Standards and Accreditation (CUSA) under CORE. CUSA Commissioners were specifically trained to review programs for standards compliance, act as site visitors and engage in the developmental process of assisting programs with understanding standards compliance. The process that was utilized for accredited programs included self-studies, on site-evaluation, committee or commission reviews and recommendations and actions by the CORE Board.

This proposal seeks to reestablish an accreditation process for undergraduate rehabilitation education. The intent is to begin with undergraduate programs, but with a vision that eventually could encompass certificate through doctoral level training with a national and international scope.

CAAHEP-Eligibility of Health Science Disciplines

I. Criteria: The health science discipline must represent a distinct and well-defined field.

Response: Rehabilitation/Disability Studies began as a professional field in the United States in 1917 with the advent of the Smith-Hughes Act. This legislation was designed to provide vocational rehabilitation for veterans with disabilities. Since that time, the field has expanded to serve all citizens with disabilities, with the primary goals of employment and increased quality of life. Rehabilitation educational programs prepare rehabilitation professionals to work with people who have disabilities or other life altering experiences that impact the ability to pursue activities of daily living, employment, or community integration. Rehabilitation professionals are taught to understand the total impact of disability and life experiences upon the individual, family members, and the community at large. Rehabilitation professionals use a process that empowers people to achieve their fullest physical, psychological, sociological, and vocational potential. This process is achieved through planning and coordination of services, which includes determining and matching individual needs with available resources and services. To facilitate the process, rehabilitation professionals must work as a team with physicians, psychologists, occupational therapists, social workers, and other services-providers.
Currently there are several rehabilitation-specific journals including but not limited to: Rehabilitation Research, Policy, and Education, Journal of Applied Rehabilitation Counseling, Journal of Rehabilitation, and Journal of Vocational Rehabilitation. In addition, there are several rehabilitation-related national organizations. The most comprehensive organization is the National Council on Rehabilitation Education.

Contact information:
Mailing Address
National Council on Rehabilitation Education
1099 E. Champlain Drive, Suite A, # 137
Fresno, CA 93720
Office Hours
Monday to Friday – 7:30AM to 4:30PM PT
Main Phone Number
Phone: (559) 906-0787
Email
info@ncre.org

Founded in 1958, the National Rehabilitation Counseling Association (NRCA) is the oldest professional organization representing rehabilitation counselors. NRCA’s members include rehabilitation counselors and other professionals who work with individuals with disabilities to overcome barriers to employment. NRCA serves as the editor and distributor of the Journal of Applied Rehabilitation Counseling.

Contact information:
Chrisann Schiro-Geist, Ph.D.
President, National Rehabilitation Counseling Association
University of Memphis Institute on Disability
100 Ball Hall, Memphis TN 31852 (Cell 312-961-9665)

In addition to professional membership organizations that support professionals, there are partners who also support training, certification, and employment for rehabilitation personnel. These include the Commission on Rehabilitation Counselor Certification, and the Council of State Administrators of Vocational Rehabilitation (CSAVR).

Contact Information for CRCC:
Mailing Address
The Commission on Rehabilitation Counselor Certification
1699 East Woodfield Road, Suite 300
Schaumburg, IL 60173
Main Phone Number
847-944-1325
Website
https://www.crccertification.com

At this time, there is currently no national required license or certification at the undergraduate level. As mentioned above, the previous rehabilitation-specific accrediting body, CORE, has merged with CACREP and no longer exists.
II. **Criteria:** There must be a demonstrated need for the health science occupation and for accreditation of educational programs which prepare persons to enter the field.

**Response:** According to the World Health Organization (2011), “approximately 15% of the world’s population lives with some form of disability... This global estimate for disability is on the rise due to population ageing and the rapid spread of chronic diseases, as well as improvements in the methodologies used to measure disability” (Retrieved from [http://www.who.int/disabilities/world_report/2011/report/en/](http://www.who.int/disabilities/world_report/2011/report/en/)). Furthermore, according to the Centers for Disease Control and Prevention (2015), one of every five adults is living with a disability, which translates to approximately 22% of adults living in the United States ([https://www.cdc.gov/media/releases/2015/p0730-us-disability.html](https://www.cdc.gov/media/releases/2015/p0730-us-disability.html)). Unfortunately, the employment rate gap between persons with and without disabilities remains alarmingly unresolved according to the Bureau of Labor Statistics as only 17.9% of persons with disabilities were employed in 2015 compared to 65.3% of persons without disabilities ([https://www.bls.gov/news.release/pdf/disabl.pdf](https://www.bls.gov/news.release/pdf/disabl.pdf)). The numbers clearly illustrate the need for quality educational training programs that specifically prepare graduates to work with individuals with disabilities in the areas of work and meaningful activities. The accreditation process and unified standards ensure minimal educational requirements and accountability around student learning outcomes.

III. **Criteria:** Educational programs for the health science occupation should not duplicate educational programs for already existing health science occupations.

**Response:** Although there are other occupations that serve individuals with disabilities, the focus on work and meaningful activities is not duplicated elsewhere. For example, special education specifically trains students to work with individuals in the school setting, occupational and physical therapy within clinics, and recreational therapy within leisure settings. In addition, current social work educational standards do not specifically require employment-related or disability-focused curriculum ([https://www.cswe.org/Accreditation/Accreditation-Process/2015EPAS_Web_FINAL.aspx](https://www.cswe.org/Accreditation/Accreditation-Process/2015EPAS_Web_FINAL.aspx)). Although rehabilitation professionals may work with these professions, rehabilitation is a distinct field unto itself.

IV. **Criteria:** Organizations seeking eligibility of the health science occupation must be national in scope and have legitimate concerns about and responsibilities for the quality of practitioners prepared by the educational programs. Petitioning organizations, if not already members of CAAHEP, must join as an associate member organization prior to consideration of their petition.

**Response:** As clearly demonstrated by previous accreditation activities, partnerships with community-based rehabilitation facilities, disability rights networks, and the Rehabilitation Services Administration under the US Department of Education, the need for undergraduate rehabilitation education is national in scope and essential to meeting the hiring recruitments in our local communities. In terms of concerns about and responsibilities for the quality of practitioners prepared by educational programs, agencies serving individuals who are recipients of rehabilitation services have a vested interest in hiring well trained practitioners who understand disabilities, disability law and disability issues, as well as the need to advocate for services and funding. With the advent of the Workforce Innovation and Opportunity Act and its’ decreased educational requirements for state-public personnel, it is even more vital to ensure that educational programs prepare well-trained practitioners who possess the competencies to assist in ensuring successful employment outcomes.
V. **Criteria:** A health science occupation consisting exclusively of on-the-job training will not be considered for recognition.

**Response:** The Rehabilitation/Disability Studies programs require educational/classroom as well as field work training leading to a bachelor’s degree. All programs are housed within private or public institutions of higher education.

VI. **Criteria:** Educational programs should be no shorter than one academic year (two semesters). Programs must comply with established standards and submit documentation that graduates have gained the required skills and knowledge to obtain entry-level positions within the occupation.

**Response:** No programs will be shorter than two semesters. Representative program plans are attached.

VII. **Criteria:** To be eligible for participation, the health science occupation must have at least two programs already established with enrolled students.

**Response:** It is confirmed that there are at least 33 undergraduate rehabilitation programs in the United States but estimated that there could be up to 50-60 programs in total. In a recent survey completed for the Council on Rehabilitation and Disability Studies under that National Council on Rehabilitation Education, 26 programs responded representing approximately 3700 current undergraduate rehabilitation students. Of the 33 confirmed programs, ten undergraduate rehabilitation education programs were accredited by CORE, and 28 programs were listed on the CORE undergraduate registry. The twenty-eight programs would be targeted for accreditation under this proposal.
CAAHEP Application for a Committee on Accreditation

Purpose
This form provides an outline of the materials required to initiate the review of an applicant CoA for eligibility in the CAAHEP system of accreditation.

The information requested must be completed in its entirety. Each answer requires a detailed response and may also require supporting documents.

An application for CoA eligibility is presented to the full CAAHEP Commission. The Commission meets annually in April. To be included on the meeting agenda, all materials must be received by CAAHEP no later than the February 15 that proceeds the April meeting.

1. Anticipated Sponsors
✓ Identify proposed sponsoring organizations.
   The sponsoring organization is The National Rehabilitation Counseling Association.

✓ Provide detailed plans for communicating with proposed sponsoring organizations.
   The sponsoring organization will receive quarterly written reports containing budget information, expenditures, actions taken by CORA, and information regarding numbers of accredited programs. Meeting minutes will be supplied to the sponsoring organization and a once per month phone call will occur between CORA President (or designee) and a designee specified by the sponsoring organization. In addition, the sponsoring organization will have an appointee who serves on CORA.

2. Mission of the proposed CoA is consistent with CAAHEP’s purpose and mission
✓ Submit proposed mission.
   Mission: To assure quality rehabilitation and disability-related services education to serve the public interest.

✓ Vision: To be the gold standard for programmatic accreditation of rehabilitation and disability-related education.

3. The CoA will develop policies and procedures are consistent with CAAHEP’s policies and procedures.
✓ If available, provide an outline of planned policies and procedures.
   Outline of planned policies and procedures has been submitted to the CAAHEP office.

4. The CoA has a plan to assure it will become financially viable.
✓ Submit a projected financial plan that details how the CoA will support the activities of the committee.
   Projected 5-year budget has been submitted to the CAAHEP office.
5. **Committee Composition.**
   ✓ List the communities of interest that you intend to have included on your committee or board.
   Rehabilitation educators, practitioners/employers, people who have received rehabilitation and disability-related services, a designee from the sponsoring organization, and a student representative.

6. **The proposed CoA meets all requirements of the application process which requires submission of the following documents to the CAAHEP office:**
   ✓ Signed letter from the sponsor/s officially petitioning CAAHEP for membership of the proposed CoA.
     See attached.
   ✓ **Completed application for CAAHEP Committees on Accreditation.**
     See attached.
To the Board of Directors,

The Association of Postgraduate Physician Assistant Programs (APPAP) requests to be a sponsoring organization for the Clinical Postgraduate PA Committee on Accreditation.

Please let us know of any further details that are needed.

Sincerely,

The APPAP Board
Amber Brooks-Gumbert, PA-C, President
Cragin Greene, PA-C, Immediate Past President
Amy Haller, PA-C, Treasurer
Vasco Kidd, PA-C, President Elect
Rob Grabenkort, PA, Director at Large (wrobgaben@gmail.com)
CAAEHP Application for Committee on Accreditation (CoA) for Clinical Postgraduate PAs

1. Anticipated Sponsors
   - APPAP- committed
   - AAPA- formal association is being sought, a letter appealing for formal sponsorship is being constructed for the AAPA Board’s consideration during the meeting in mid-July
   - Other potential sponsors: Society of Critical Care Medicine, Society of Emergency Medicine Physician Assistants, American Thoracic Society, Society of Hospital Medicine and/or other professional organizations who are interested in using PAs within their areas of practice

Communications: Initially all communications will be directed through the interim Commissioner and from there disseminated to the key stakeholders and sponsoring organizations.

2. Mission Statement
   To assure a high quality educational framework for clinical postgraduate physician assistant training programs that imparts enhanced knowledge, skills, and professionalism through practice based learning and measured evaluation.

3. Policies and procedures for the proposed CoA
   - All policies and procedures will be compatible with those of CAAHEP
   - Functions: program review, educational outcomes assessment, accreditation process evaluation
   - Membership: 2 voting members from each sponsoring organization, who will be selected by the sponsoring organizations and elected by the Committee
   - Officers: Chair, Chair-elect, Treasurer, Immediate Past-Chair (2-year terms)
   - The above officers will act as the Executive Committee
   - Meetings: annually in association with the AAPA National Conference, biannual electronic meetings
   - CAAHEP Commissioner: appointed by the Chair and supported by the CoA
   - Accreditation Review: process to be determined

4. Financial Viability
   Each sponsor will pay the yearly prescribed dues to CAAHEP as described in the policy manual. Additional costs may be incurred during the startup phase which would be shared equally by the sponsors. After establishment of the CoA and the accreditation process is opened, the applicants will be required to pay the appropriate application fee and a yearly “association” fee. These amounts are yet to be determined.
   Assistance in the building of the administrative piece including collection of applications, fees, and development of policies would be provided to the CoA committee by CAAHEP and AAPA.
5. Committee Composition
   • Physician Assistants (initially all program directors but as the process matures mix in at least one non-program director as well)
   • Physician
   • Advanced Practice Nurse (as the process matures)
   • Team member from Graduate Medical Education Office
   • Public representative
February 28, 2018  
Carolyn O’Daniel, EdD, RRT  
President  
Commission on Accreditation of Allied Health Education Programs  
25400 US Highway 19 North, Suite 158  
Clearwater, FL 33763  

Dear Dr. O’Daniel and CAAHEP Commissioners,  
Enclosed you will find two letters of application from the American Medical Technologists (AMT) and the National Healthcareer Association (NHA) to serve as sponsoring members within the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The Medical Assisting Education Review Board (MAERB) would like to recommend that CAAHEP accept these two organizations as sponsoring members. In addition, when that recommendation has been accepted, AMT and NHA will then serve as sponsoring organizations for MAERB. We have shared the CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in Medical Assisting with AMT and NHA, and they have reviewed and approved those Standards and Guidelines.  

Best wishes,  

Rebecca L. Walker, CMA (AAMA), BS, CPC, MAERB Chair  

cc: Tina Broderick, RN, ADN, CMA (AAMA), MAERB Vice Chair  
Francine Palermo, EdD, MAERB Vice Chair  
Sarah R. Marino, PhD, Executive Director, MAERB
February 26, 2018

Carolyn O’Daniel EdD, RRT
President
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763

Dear Dr. O’Daniel and CAAHEP Commissioners,

America Medical Technologists (AMT) would like to join the Commission on Accreditation of Allied Health Education Programs (CAAHEP) as a Sponsoring Member in order to serve as a sponsoring organization for the Medical Assisting Education Review Board (MAERB), a CAAHEP Committee on Accreditation (CoA) for postsecondary medical assisting education programs. MAERB has indicated that they would like to recommend us for sponsoring membership within CAAHEP, and they will submit that recommendation to CAAHEP for a vote at its April 2018 Annual Meeting Agenda. We have reviewed and approve the CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in Medical Assisting.

AMT is a national, not-for-profit, 501-c-6 tax-exempt certification organization and membership association for allied health professionals, incorporated and in continuous operation since 1939. Currently AMT has 80,550 active, certified members in good standing. By far our most numerous discipline are medical assistants who comprise 60,603 of that total. AMT has given exams to medical assistants and certified them as Registered Medical Assistants (RMAs) since 1972. Medical assistants certified by AMT represent a significant portion of all medical assistants in the United States.

The other allied health professions that we certify are medical technologists, medical laboratory technicians, dental assistants, phlebotomy technicians, laboratory assistants, and medical administrative specialists. All these programs, including the certification program for medical assistants, are accredited by the National Commission for Certifying Agencies.

Please let us know if you would like further information about us or have any questions. AMT very much looks forward to being part of the CAAHEP family as a Sponsoring Member.

Thank you.

Sincerely,

Christopher A. Damon, JD
Executive Director
February 27, 2018

Carolyn O’Daniel, EdD, RRT
President
Commission on Accreditation of Allied Health Education Programs
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763

Dear Dr. O’Daniel and CAAHEP Commissioners,

I am writing to express our interest in joining the Commission on Accreditation of Allied Health Education Programs (CAAHEP) as a Sponsoring Member. The National Healthcareer Association (NHA) would be honored to serve as a sponsoring organization for the Medical Assisting Education Review Board (MAERB), a CAAHEP Committee on Accreditation (CoA) for postsecondary medical assisting education programs. MAERB has indicated that it would like to recommend NHA for a sponsoring membership within CAAHEP, and MAERB has indicated that it will submit that recommendation to CAAHEP for a vote at the April 2018 Annual Meeting. We have reviewed and approve the CAAHEP Standards and Guidelines for the Accreditation of Educational Programs in Medical Assisting.

NHA is a provider of nationally accredited allied health certification credentials, including the CCMA for medical assistants. The NHA Mission is to empower people to access a better future. With increasing demands on our healthcare system, the need for certified allied health workers has only increased, making our mission more vital than ever. Our goal has always been, and remains, improving the quality of patient care.

The simple notion of improving healthcare through greater competency is at the heart of our mission. We work every day to fulfill that mission through advocacy, education, and certification, leading to access to better care, better careers and better efficiency for providers and their patients.

We appreciate your consideration of NHA request to serve as a Sponsoring Member of CAAHEP and as a sponsoring organization of MAERB. Thank you for your time.

Sincerely,

Jessica Langley, Executive Director of Education
National Healthcareer Association

11151 Overbrook Road,
Leawood, Kansas 66211
P 913-721-5632