Annual Report 2012

Commission on Accreditation of Allied Health Education Programs
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This has been another incredible year for CAAHEP. Following the preparation of the self-study, a site visit during a CAAHEP Board meeting, and the presentation by Executive Director Kathy Megivern and then CAAHEP President LaCheeta McPherson, CAAHEP was awarded full recognition by CHEA. This set the tone for the rest of the year.

In July the first Recreational Therapy program was accredited. New sets of Standards were approved for Orthotics and Prosthetics Technicians, Anesthesia Technology, Human Lactation and Breastfeeding, Diagnostic Medical Sonography and Cardiovascular Perfusion. This is a massive amount of work to accomplish.

CAAHEP's effort to "go green" with on-line submission of annual reports, publication of the Communiqué, providing electronic tools for site visitors has not only saved a lot of trees, but it sets the standard for other specialized accrediting societies to follow. With the exception of informing programs and institutions of adverse accreditation actions (withdraw, withhold, probation) all other communications are also done electronically. Our use of webinars also provides a vehicle to support the CoAs in a cost efficient and effective format.

It has been an honor to have served on the CAAHEP Board for the past six years and to have been able to serve as President for the past year. The Board is represented by dedicated professionals freely giving their time and talents for the benefit of CAAHEP. It is a pleasure to work with Lorna Frazier-Lindsey, Theresa Sisneros, and Cynthia Jackson-McNeill each of whom is so talented and effective, and they are the reason for the outstanding quality of everything that is done by CAAHEP. Finally, Kathy Megivern, as our Executive Director, has established CAAHEP as the accreditation society that other specialized accreditors turn to as the model.

Hugh Bonner, PhD
CAAHEP President
2011-2012
Financial Summary

FY 2011-12 was the first year since FY 2008-09 (the year that saw the full effects of the “Great Recession”) where CAAHEP saw an overall decrease in the value of our net assets. There were three major contributing factors: unrealized losses on our investments; increased travel and meeting expenses and unexpectedly high legal fees as a result of an appeal. Nonetheless, we remain in good shape financially and are able to continue our ongoing efforts to increase and improve services to our Committees on Accreditation.

Calvin Harris, EdD
CAAHEP Treasurer

STATEMENT OF ACTIVITIES
For the year ending June 30, 2012 (compared to June 30, 2011)

<table>
<thead>
<tr>
<th></th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Membership fees</td>
<td>$774,250</td>
<td>$770,856</td>
</tr>
<tr>
<td>Other Revenue</td>
<td>66,229</td>
<td>46,479</td>
</tr>
<tr>
<td>Net Gain on Investment</td>
<td>13,451</td>
<td>23,704</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$853,930</td>
<td>$841,039</td>
</tr>
<tr>
<td>Unrealized Gain on Investments</td>
<td>--</td>
<td>$94,371</td>
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<tr>
<td><strong>Total Revenue and Gain Unrealized Gains</strong></td>
<td>$853,930</td>
<td>$935,410</td>
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<tr>
<td><strong>Expenses:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel, Consulting and Professional Services</td>
<td>$489,540</td>
<td>$430,060</td>
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<tr>
<td>Meeting and Travel</td>
<td>304,889</td>
<td>246,155</td>
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<tr>
<td>Office Expenses</td>
<td>67,816</td>
<td>70,430</td>
</tr>
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<td>Publications, Dues, Subscriptions</td>
<td>13,651</td>
<td>10,467</td>
</tr>
<tr>
<td>Depreciation</td>
<td>9,125</td>
<td>10,600</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>$885,021</td>
<td>$767,712</td>
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<tr>
<td>Unrealized Losses</td>
<td>$34,755</td>
<td>--</td>
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<tr>
<td><strong>Total Expenses &amp; Unrealized Losses</strong></td>
<td>$919,776</td>
<td>$767,712</td>
</tr>
<tr>
<td>Change in Net Assets</td>
<td>($65,846)</td>
<td>$167,698</td>
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<tr>
<td>Net Assets, Beginning of Year</td>
<td>$1,930,248</td>
<td>$1,762,550</td>
</tr>
<tr>
<td><strong>Net Assets, End of Year</strong></td>
<td>$1,864,402</td>
<td>$1,930,248</td>
</tr>
</tbody>
</table>

Commission on Accreditation of Allied Health Education Programs
Statement of Financial Position
June 30, 2012 and 2011

<table>
<thead>
<tr>
<th>ASSETS</th>
<th>2012</th>
<th>2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Assets:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and Cash Equivalents</td>
<td>$405,739</td>
<td>$219,431</td>
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<tr>
<td>Prepaid Expenses</td>
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<td>$13,681</td>
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<tr>
<td>Accrued Investment Receivable</td>
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<td>$1,299</td>
</tr>
<tr>
<td>Total Current Assets</td>
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<td>$234,411</td>
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<tr>
<td>Investments</td>
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<td>$1,853,476</td>
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<tr>
<td>Fixed Assets, Net</td>
<td>$280,074</td>
<td>$282,024</td>
</tr>
<tr>
<td>Total Assets</td>
<td>$2,225,049</td>
<td>$2,369,911</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIABILITIES AND NET ASSETS</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Liabilities:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts Payable &amp; Accrued Liabilities</td>
<td>$11,466</td>
<td>$15,189</td>
</tr>
<tr>
<td>Accrued Annual Leave</td>
<td>$2,076</td>
<td>$8,499</td>
</tr>
<tr>
<td>Deferred Income</td>
<td>$347,105</td>
<td>$415,975</td>
</tr>
<tr>
<td>Total Current Liabilities</td>
<td>$360,647</td>
<td>$439,663</td>
</tr>
</tbody>
</table>

| Net Assets:                      |            |            |
| Unrestricted                     | $1,864,402 | $1,930,248 |
| Total Net Assets                 | $1,864,402 | $1,930,248 |
| Total Liabilities & Net Assets   | $2,225,049 | $2,369,911 |
Year in Review

CHEA Recognition
Following a rigorous review process, in September 2011, the Council for Higher Education Accreditation’s Board of Directors accepted the CHEA Committee on Recognition’s recommendation to grant CHEA recognition to CAAHEP. This recognition was a culmination of two years of work by the CAAHEP staff and officers that included completing and having an application for eligibility approved to be considered for CHEA recognition, writing a self-study, and having a CHEA observer attend a CAAHEP Board meeting to witness CAAHEP accreditation process at work. The recognition process also included having officers and executive staff attend a CHEA hearing in Washington, DC, where CAAHEP representatives were questioned on sections of the material that was submitted. This prestigious recognition indicates that CAAHEP has met the Council for Higher Education Accreditation’s Standards of Quality.

Accreditation Achievements and Process Enhancements
One of the first actions the CAAHEP Board took in the new fiscal year was to grant CAAHEP accreditation to the first recreational therapy program. This action came just 11 months after the CAAHEP Board approved the recreational therapy standards.

At the request for assistance from several Committees on Accreditation on how to evaluate distance education programs, a Board-appointed Distance Education Task Force developed a resource tool of suggested evaluation areas for the CoAs to use, and in January the Board approved the distance education program evaluation tool developed by the Task Force.

Numerous CAAHEP Policies were edited over the year to clarify the accreditation process in particular areas including:

- A policy that deals with how to handle programs requesting Voluntary Withdrawal in Lieu of an Adverse Action.
A Process for Determining Accreditation Recommendations - Special Procedures for Adverse Recommendations, which now includes the language “Except as otherwise provided in this paragraph, no recommendation for withdrawal of accreditation should be forwarded to CAAHEP unless the program has first been placed on probationary accreditation and given sufficient time to come into compliance with the Standards. If a CoA believes that there is sufficient reason to recommend withdrawal without having first placed the program on probationary accreditation, the CoA should submit a rationale for such action along with the recommendation for withdrawal.”

An Appeals of Adverse Accreditation Actions Policy, which now requires a non-refundable deposit of $5,000 be submitted with the Notice of Appeal.

In addition, a new policy on selection process of officers was developed, which specifically spells out the timeline of when and how the CAAHEP officer selection process shall take place.

CAAHEP Standards
The CAAHEP Standards Committee accomplished a tremendous amount of work this past year, culminating in five sets of Standards being approved by the CAAHEP Board. Of the Standards approved, three were “first time” Standards, all from newer professions:

- Orthotic and Prosthetic Technician
- Anesthesia Technology
- Human Lactation and Breastfeeding

In addition revisions to existing Standards were approved for:

- Diagnostic Medical Sonography
- Perfusion

CAAHEP Strategic Plan
While going through the CHEA recognition process, the liaisons to the Committees on Accreditation attended the January meeting and provided an update of CoA activities over the past year. The liaison input, as well as the information garnered from the annual Committees
The Accreditation Activity Report (CAAR) went into the CAAHEP Board’s strategic planning activities. The Board met in November for a focused strategic planning session, and divided into three groups that worked on areas to enhance the strategic plan which included restructuring the annual meeting, including consideration of hosting electronic meetings; data collection by profession; and marketing CAAHEP’s message to our communities of interest.

CAAHEP Communications
CAAHEP continued its "go green" efforts this year to include an electronic distribution of accreditation award letters to institutions. This change in procedures allows CAAHEP to communicate with the programs immediately after the CAAHEP Board takes action, as well as save on paper and mailing costs.

CAAHEP’s electronic communication pieces – the bi-monthly Communique newsletter and For Commissioners Only electronic bulletin, along with the monthly CoA Notes newsletter - continue to exceed industry averages of open and click through rates. The average open rate for “Education and Services” type organizations is 19%; CAAHEP’s average open rate is 29.3%. The click through average for our type of organization is 13.5%, and CAAHEP’s average is 20.6%. The circulation for Communique increased and now is sent to more than 6,200 individuals.

The CAAHEP website had an extremely active year with 462,414 individuals visiting the site nearly 660,000 times. First time visitors made up 69% of the visits, with 31% of visitors returning one or more times, and the site experienced 1,382,407 pages viewed. Of those who viewed the site, 88,444 did so using a mobile device. The CAAHEP online database of accredited program remains the top visited section of the website, with 583,965 searches for accredited programs conducted in 2012.

CAAHEP also entered the social media realm with the creation of a Facebook page and Twitter account. News and announcements are shared, along with videos, links to resources and information.
Annual Meeting
The 2012 CAAHEP Annual Meeting was held in San Diego, CA, in April with a theme of “Flying through Challenging Skies.” The keynote speaker was Max “Doc” Rogers, MD, a retired Air Force Fighter Pilot from Afterburner, Inc., a company that presents a continuous process improvement model learned from the ‘zero-tolerance-for-error’ world of military aviation. Other presentations included an update on activities in Washington; the Importance of Autonomy in the Accreditation Process; Mistreatment of Medical and Allied Health Students While Completing Their Education; Certification, Accreditation and Professional Interests: Creating a Collaborative Relationship While Remaining at “Arms’ Length,” and a wrap up of the CHEA recognition process. There were also spotlights on the Advanced Cardiovascular Sonography, Cytotechnology and Medical Illustrator professions and the National Registry of Emergency Medical Technicians and Board of Registered Polysomnography Technologists sponsoring organizations.

During the meeting, the Commission voted to approve Bylaw amendments, as well as several new sponsoring organizations:

- American Society of Clinical Pathology
- American Society for Cytotechnology
- College of American Pathologists
- International Association of Fire Fighters

CAAHEP Award for Exceptional Service
During the Annual Meeting of Commissioners in San Diego, CAAHEP presented its Exceptional Service Award to Nancy J. Smith M.S., SCT (ASCP), who is the Commissioner for the American Society of Cytopathology. Nancy is a former member of the CAAHEP Board of Directors.

The CAAHEP Exceptional Service Award recognizes an individual who advances CAAHEP’s mission and goals, assumes leadership responsibilities within CAAHEP, exhibits notable participation in
one or more CAAHEP activities or programs, and advances ideas or new strategies to benefit the organization. Nancy’s commitment to and involvement in CAAHEP epitomizes these principles.

In addition to being a CAAHEP Commissioner, Nancy served two terms on the CAAHEP Board and as Secretary to the Board during her second term. Over the past six years, she served on numerous committees and task forces, most recently the Task Force on Distance Education, and made numerous presentations on behalf of CAAHEP. She is currently the CAAHEP Liaison to the Medical Assisting Education Review Board (MAERB).

Those who nominated Nancy for this award stated: “In her role as a recognized leader in the Cytotechnology profession, Ms. Smith demonstrates an infectious passion for Cytotechnology education and for assuring fair and high quality education. She has been a spokesperson and advocate for CAAHEP and for its outcomes-based standards. She played a critical role in the transition to outcomes-based standards in Cytotechnology.”

Nancy provides continual support to the Cytotechnology Programs Review Committee (CPRC), and was instrumental in the recent initiative to add sponsors, providing guidance, input and strategic perspective throughout the process. Although retired from her position as a cytotechnology educator, she remains active in Cytotechnology profession and in CAAHEP, continuing to serve as Commissioner and as Board Liaison to MAERB.
Summary of Accreditation Actions

At the conclusion of the 2012 fiscal year, CAAHEP had 1,979 accredited programs in 19 professions with four of the newer Committees on Accreditation working on procedures in preparation of reviewing programs. The number of accreditation actions that were taken this year, detailed by profession and accreditation status, is as follows. Please note that new professions Advanced Cardiovascular Sonography, Anesthesia Technology, Lactation Consultant, and Orthotic and Prosthetic Technician, as well as Kinesiotherapy, Medical Illustration and Personal Fitness Trainer did not have any accreditation actions this past year and are not included on this chart.

<table>
<thead>
<tr>
<th>Professions</th>
<th>Initial</th>
<th>Continuing</th>
<th>Probation</th>
<th>Initial Expire</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anesthesiologist Assistant</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Cardiovascular Technology</td>
<td>2</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Cytotechnology</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Diagnostic Medical Sonography</td>
<td>19</td>
<td>43</td>
<td>1</td>
<td>0</td>
<td>63</td>
</tr>
<tr>
<td>Emergency Medical Technician-Paramedic</td>
<td>43</td>
<td>58</td>
<td>5</td>
<td>0</td>
<td>106</td>
</tr>
<tr>
<td>Exercise Physiology</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Exercise Science</td>
<td>4</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>9</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>9</td>
<td>41</td>
<td>2</td>
<td>0</td>
<td>52</td>
</tr>
<tr>
<td>Neurodiagnostic Technology</td>
<td>1</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Orthotist/Prosthetist</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Perfusion</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Polysomnographic Technology</td>
<td>8</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>9</td>
</tr>
<tr>
<td>Recreational Therapy</td>
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<td>0</td>
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<td>1</td>
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<td>Specialist Blood Bank Technology/Transfusion Medicine</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Surgical Assisting</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>18</td>
<td>41</td>
<td>0</td>
<td>3</td>
<td>62</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td>108</td>
<td>208</td>
<td>8</td>
<td>3</td>
<td>328</td>
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</table>
Voluntary Withdrawal

The total number of programs that exercised the right to voluntarily withdraw from accreditation during the 2011-2012 fiscal year increased slightly from last year, as seen in the chart below:

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Number of Voluntary Withdrawals</th>
</tr>
</thead>
<tbody>
<tr>
<td>2004-2005</td>
<td>38</td>
</tr>
<tr>
<td>2005-2006</td>
<td>83</td>
</tr>
<tr>
<td>2006-2007</td>
<td>41</td>
</tr>
<tr>
<td>2007-2008</td>
<td>40</td>
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<tr>
<td>2008-2009</td>
<td>38</td>
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<tr>
<td>2009-2010</td>
<td>25</td>
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<tr>
<td>2010-2011</td>
<td>36</td>
</tr>
<tr>
<td>2011-2012</td>
<td>46</td>
</tr>
</tbody>
</table>

The total number of programs, by profession, that exercised the right to voluntarily withdraw from accreditation in 2011-2012 is outlined as follows:

<table>
<thead>
<tr>
<th>Profession</th>
<th>Number of Voluntary Withdrawals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardiovascular Technology</td>
<td>1</td>
</tr>
<tr>
<td>Diagnostic Medical Sonography</td>
<td>1</td>
</tr>
<tr>
<td>Emergency Medical Technician-Paramedic</td>
<td>1</td>
</tr>
<tr>
<td>Exercise Science</td>
<td>1</td>
</tr>
<tr>
<td>Exercise Physiology</td>
<td>1</td>
</tr>
<tr>
<td>Kinesiotherapy</td>
<td>1</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>31</td>
</tr>
<tr>
<td>Polysomnographic Technology</td>
<td>1</td>
</tr>
<tr>
<td>Surgical Assisting</td>
<td>1</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>7</td>
</tr>
</tbody>
</table>
Accredited Programs by Profession

The following reports the number of accredited programs by each profession and sorted by accreditation status as of June 30, 2012.

<table>
<thead>
<tr>
<th>Profession</th>
<th>Initial</th>
<th>Continuing</th>
<th>Probation</th>
<th>Inactive</th>
<th>Total</th>
</tr>
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<tbody>
<tr>
<td>Advanced Cardiovascular Sonography</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Anesthesia Technology</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Anesthesiologist Assistant</td>
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<td>0</td>
<td>0</td>
<td>8</td>
</tr>
<tr>
<td>Cardiovascular Technology</td>
<td>10</td>
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<td>70</td>
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<tr>
<td>Cytotechnology</td>
<td>1</td>
<td>30</td>
<td>0</td>
<td>1</td>
<td>32</td>
</tr>
<tr>
<td>Diagnostic Medical Sonography</td>
<td>77</td>
<td>236</td>
<td>1</td>
<td>3</td>
<td>317</td>
</tr>
<tr>
<td>Emergency Medical Technician-Paramedic</td>
<td>96</td>
<td>201</td>
<td>7</td>
<td>1</td>
<td>305</td>
</tr>
<tr>
<td>Exercise Physiology</td>
<td>4</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>6</td>
</tr>
<tr>
<td>Exercise Science</td>
<td>22</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>28</td>
</tr>
<tr>
<td>Kinesiotherapy</td>
<td>0</td>
<td>5</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Lactation Consultant</td>
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<td>0</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>81</td>
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<td>2</td>
<td>0</td>
<td>628</td>
</tr>
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<td>Medical Illustration</td>
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<td>5</td>
<td>0</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>Neurodiagnostic Technology</td>
<td>11</td>
<td>13</td>
<td>3</td>
<td>0</td>
<td>27</td>
</tr>
<tr>
<td>Orthotic and Prosthetic Technician</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Orthotist/Prosthetist</td>
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<td>0</td>
<td>10</td>
</tr>
<tr>
<td>Perfusionist</td>
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<td>0</td>
<td>0</td>
<td>17</td>
</tr>
<tr>
<td>Personal Fitness Trainer</td>
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<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Polysomnographic Technology</td>
<td>31</td>
<td>17</td>
<td>0</td>
<td>0</td>
<td>48</td>
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<tr>
<td>Recreational Therapy</td>
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<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Specialist Blood Bank Technology/Transfusion Medicine</td>
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<td>0</td>
<td>0</td>
<td>17</td>
</tr>
<tr>
<td>Surgical Assistant</td>
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<td>5</td>
<td>0</td>
<td>0</td>
<td>7</td>
</tr>
<tr>
<td>Surgical Technologist</td>
<td>56</td>
<td>406</td>
<td>0</td>
<td>3</td>
<td>465</td>
</tr>
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The Commission on Accreditation of Allied Health Education Programs is comprised of representatives from the sponsoring organizations, the CoAs and other communities of interest. The CAAHEP Board of Directors is elected from and by these Commissioners. Commissioners are responsible for approving the bylaws, mission, and vision statements of the organization. In addition, Commissioners determine which health sciences professions are eligible to participate in CAAHEP. The following is a list of CAAHEP’s sponsoring and member organizations, including the Commissioners who represent each organization.

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Accreditation Review Committee for the Medical Illustrator, Commissioner Kathleen Jung

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ASET – The Neurodiagnostic Society, Commissioner Faye McNall

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Committee on Accreditation for Education in Neurodiagnostic Technology, Commissioner Theresa Sisneros

Committee on Accreditation for Polysomnographic Technologist Education, Commissioner Kristine Bresnehan Servidio

Committee on Accreditation for the Exercise Sciences, Commissioner Susan Muller

Committee on Accreditation of Education Programs for Kinesiotherapy, Commissioner Jerry Purvis

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Hospital-Based Programs, Commissioner Cheryl Oliver

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International Association of Fire Fighters, Commissioner Vacant

International Board of Lactation Consultant Examiners, Commissioner Anna Utter

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Mary Alice Dilday, Staff

Committee on Accreditation for Anesthesia Technologist/ Technician Education
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No Staff

Anesthesiologist Assistant - Accreditation Review Committee for the Anesthesiologist Assistant
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Jennifer Anderson-Warwick, Staff

Joint Review Committee on Education in Cardiovascular Technology
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Cytotechnology Programs Review Committee
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Debby MacIntyre, Staff

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No Staff

Committee on Accreditation for Education in Neurodiagnostic Technology
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Committee on Accreditation of Specialist in Blood Bank Technology Schools
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Accreditation Review Council on Education in Surgical Technology and Surgical Assisting
Tony Makin, CST, BS, FAST, President  Keith Orloff, CST, FAST, Staff
Commission on Accreditation of Allied Health Education Programs
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