

COMMITTEE ON ACCREDITATION  
FOR ANESTHESIA TECHNOLOGY EDUCATION  
COA-ATE

LETTER OF REVIEW PROCESS

The Committee on Accreditation for Anesthesia Technology Education (CoA-ATE) uses a Letter of Review (LoR) process as an initial assessment of a program's ability to sufficiently educate students enrolled in an Anesthesia Technology Program. A Letter of Review signifies that a program: 1) has demonstrated sufficient compliance with the Standards and Guidelines for the Accreditation of Educational Programs in Anesthesia Technology (Standards) through documentation provided by the program in its self-study report; and 2) plans to apply for initial accreditation through CAAHEP. Please note that eventual award of CAAHEP-accreditation is not guaranteed through the LoR process. Graduates from programs holding a Letter of Review will be eligible for the national certification examination through ASATT.

All new programs must begin with the Letter of Review process in order for graduates to be eligible for the ASATT National Certification Examination. The program may begin the process of review by submitting a completed self-study report. This can be submitted prior to enrollment of students or after students have enrolled. The review will include outcomes and evaluations of the students and program up to the submission date, if applicable. A program holding a LoR must apply for initial accreditation within one year after the first graduating class, once complete outcomes data has been collected and assessed for the first graduating class.

- I. The program submits the completed Self-Study Report and \$1000 fee to the CoA-ATE.
- II. CoA-ATE conducts an analysis of the self-study and supporting documentation to determine if the information is satisfactory and substantially meets the Standards.
  - A. The CoA-ATE will request additional clarifying information, if necessary.
  - B. The CoA-ATE may schedule a site visit to the program, as deemed necessary, to enable an informed decision regarding the program.
- III. The CoA-ATE informs the program of its decision.
  - A. The CoA-ATE awards a Letter of Review.
    1. The Letter of Review remains in place until CAAHEP grants an accreditation status or until the CoA-ATE removes the Letter of Review
    2. The program must submit a self-study for initial accreditation one year after graduation of the first class.
  - B. The CoA-ATE withholds a Letter of Review.
    1. The program will be notified of deficient areas and reasons for withholding the Letter of Review.

2. The program can re-apply for a Letter of Review within three months of initial review.

#### IV. Maintenance of Letter of Review

- A. The program must notify the CoA-ATE of any substantive changes in the program, including personnel during the award of Letter of Review.
- B. The program must submit an annual report to the CoA-ATE, according to the deadline determined by the CoA-ATE.

#### V. Withdrawal of Letter of Review

- A. Voluntary Withdrawal - the program can request voluntary withdrawal of the Letter of Review at any time by making the request in writing to the CoA-ATE.
- B. Involuntary Withdrawal - the CoA-ATE can withdraw the Letter of Review for any of the following conditions:
  1. Failure to remain in substantial compliance with the Standards
  2. Lack of a qualified Program Director
  3. Failure to meet administrative and other reporting requirements
  4. Failure to submit the initial self-study by the required deadline

In cases of withhold or involuntary withdrawal, the program is notified of all outstanding areas of concern in writing. Following official notification, the program is given the opportunity to request that the CoA-ATE reconsider its decision to withdraw the Letter of Review. The program can submit additional documentation related to concerns with its request for reconsideration. The CoA-ATE's decision following reconsideration is final.