



**Forms referenced in this FAQ sheet can be located on the ACATE website, including the ACATE P&P's and the Personnel Change Form: :**

<https://www.caahep.org/ACATE>

Further questions: [acatecouncil@gmail.com](mailto:acatecouncil@gmail.com)

**For CAAHEP policies which relate, CAAHEP P&P's can be located at**

<https://www.caahep.org>

Further questions: [updates@caahep.org](mailto:updates@caahep.org)

**Requirements and Information once accredited for:**

- posting CAAHEP accreditation on your program website**
- your listing in the CAAHEP Directory of accredited programs**
- reporting any substantive changes to ACATE and CAAHEP**
- disclosing required program Employment Outcomes**
- looking ahead to the first Annual Report to submit**

When your program was sent the formal accreditation Letter by CAAHEP, materials were also included which addressed :

- Policy 302 Public Use of CAAHEP Accreditation Status by Programs and Institutions. If you are missing your letter or explanatory materials, or if you have any questions, please contact CAAHEP at 727-210-2350 ext. 104 or via email at [Katie@caahep.org](mailto:Katie@caahep.org).

**After reviewing that letter, you may still have the following questions:**

**1) IS MY PROGRAM'S INFO LISTED CORRECTLY ON THE CAAHEP DIRECTORY OF ACCREDITED ART THERAPY PROGRAMS?**

⇒The CAAHEP website ([www.caahep.org](http://www.caahep.org)) receives numerous visits every day from potential students looking for accredited programs. Please check the accuracy of your program's data by reviewing the list of Accredited Programs on the CAAHEP website. (The easiest way to find the list is to go to the CAAHEP website, and "Find an Accredited Program" on the home page) . If an error in your information is found, please email the correction to [updates@caahep.org](mailto:updates@caahep.org). Also, keep this information handy if your web address, phone number, or other contact information changes. A quick email to [updates@caahep.org](mailto:updates@caahep.org) providing the necessary changes to the program contact information will insure that the CAAHEP website remains accurate.

## 2) WHAT WEBLINK SHOULD I PROVIDE SO POTENTIAL APPLICANTS CAN FIND MY ART THERAPY PROGRAM IN THE CAAHEP DIRECTORY?

⇒ The CAAHEP Directory will list three sorts of hyperlinks.

a) A hyperlink to your institution, along with your institution's name. Potential applicants will then need to use the search engines on your institution's webpages to find the art therapy program. ACATE already provided this hyperlink to CAAHEP along with the recommendation for accreditation.

b) The name of the Program Director and their contact information

c) Once you submit your first annual report, which will then include your employment statistics outcomes, the hyperlink to where those employment outcomes can be viewed by the public will also be provided in your listing on the CAAHEP Directory. This hyperlink will be titled "Program Outcomes" so the public can find your employment statistics, and will appear under the degree(s) your program offers. **\*\* It is recommended you consider including your employment outcomes statistics on the landing page for your art therapy program. This will make it easier for applicants to find your program page from the CAAHEP Directory. If your employment outcomes are instead listed on a subpage for the program, or on a different page for the institution as a whole, the "Program Outcomes" link from the CAAHEP directory will take people to a subpage, rather than main page for your program.**

## 3) WHAT DO I NEED TO KNOW ABOUT THE REQUIREMENT TO DISCLOSE MY PROGRAM'S EMPLOYMENT STATISTICS TO THE PUBLIC AND HOW SHOULD THAT OCCUR?

⇒ Communicating employment Outcomes data to the public is essential to the accreditation process so that applicants can make an informed choice. According to Standard V.A.4. > "The sponsor must maintain, and make available to the public current and consistent summary information about student/graduate achievement that includes the results of one or more of the outcomes assessments required in these **Standards**." Upon accreditation application, your program submitted a Formal Outcomes Assessment Plan which included your plan to collect and analyze employment statistics (positive placement) from recent graduates, within the first year of graduating.

It is **required** that this employment statistics data will be submitted to ACATE with your Annual report. In addition this data MUST also be posted in a location readily accessible to the public on your website. This information may be posted to your program page or to a page that is part of the institution website, but it must be kept accessible, up-to-date , available to the public, and able to be located and reviewed by ACATE and the public. You will, with your Annual report, provide the hyperlink to these accessible statistics. At all times, the published results must be consistent with and verifiable by the submitted Annual Report of the program. Failure to do so may jeopardize your accreditation status.

Should you post the employment statistics to a webpage for the institution , or specifically to the art therapy program home page? The decision of which page to provide the statistics on is up to the institution, as long as they are accessible. You may, however, wish to see item 2) above for further explanation of how these "Program Outcomes" will be hyperlinked from the CAAHEP Directory.

**4) ACATE HAS BEEN THE GROUP I HAVE HAD THE MOST COMMUNICATION WITH. SHOULD WE SAY WE ARE ACATE ACCREDITED, OR CAAHEP ACCREDITED?**

⇒ Accreditation is granted by CAAHEP, while ACATE manages the processes. ACATE has reviewed your materials, but then sent their recommendation to the CAAHEP Board. CAAHEP is who has granted your program accreditation and you should state that you are a CAAHEP Accredited program. It is also fine to add you are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Council for Art Therapy Education (ACATE).

**5) WE USED TO BE AATA/EPAB APPROVED. SHOULD I DELETE THAT ON THE PROGRAM WEBSITE?**

⇒ Yes. Please remember to remove any possible references to being an AATA approved program or an EPAB approved program. AATA /EPAB approval is being phased away and will no longer exist. In addition, for programs such as yours, you are no longer AATA/EPAB approved as you are now CAAHEP accredited. The American Art Therapy Association (AATA) is, however, a lead sponsor of the work ACATE does to manage accreditation processes and so if you would like to include their logo, or mention of the American Art Therapy Association in order to highlight that you are an art therapy program, it is very fine to contact AATA to request use of their logo.

**6) WHEN SHOULD MY PROGRAM WEBSITE BE CHANGED TO REFLECT CAAHEP ACCREDITATION, ONCE MY PROGRAM IS ACCREDITED?**

⇒ Within 60 days after receiving your accreditation, promotional materials (including website) are to reflect advertising of CAAHEP accreditation (and removal of all previous EPAB/AATA approvals advertised) per CAAHEP policy 302. These changes will be monitored by ACATE and if this does not occur, programs must submit proof of advertising/website change to ACATE within 90 days, to be verified by the Chair. Any corrective action would be considered during the time of the program's submission of its annual report to ACATE.

**7) HOW CAN WE SHOW WE ARE CAAHEP ACCREDITED ON OUR PROGRAM WEBSITE?**

⇒ Publication of a program's accreditation status must include specific language, but there are two options. Note that once you have Option A shown somewhere in official institutional information, you may show Option B on your website. Or, you may prefer to show Option A on your website rather than the Option A info being elsewhere in official institutional information.

According to [Policy 302 Public Use of CAAHEP Accreditation Status by Programs and Institutions](#), (can also be found in the CAAHEP Policies and Procedures Manual on the CAAHEP website at [www.caahep.org](http://www.caahep.org) under Publications & Governing Documents)

A. In at least one of its comprehensive publications customarily used to officially convey institutional information, it must state: (*Note: The institution's catalogue, institution and/or program website, the program's published annual report, or published student handbook would all be examples of appropriate comprehensive publications where the*

*accreditation status could be stated. Full name and hyperlink to address and phone number of CAAHEP MUST be shown ).*

The *[name of program]* is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of The Accreditation Council for Art Therapy Education.

Commission on Accreditation of Allied Health Education Programs  
[www.caahep.org](http://www.caahep.org)

The program may also (but is not required to) include the address and phone number of CAAHEP: 25400 US Hwy 19N, Suite 158, Clearwater, FL. 33763. 727-210-2350

B. Provided the requirements of paragraph A. have been met, when the sponsor additionally publishes the accreditation status of the program, it must state the first part, but does not have to provide the address for CAAHEP. The additional posting would read as follows. For example, some institutions publish a list of all accreditation organizations all their programs are covered by, then on each program website just the following is shown:

The *[name of program]* is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of The Accreditation Council for Art Therapy Education.

C. Provided the requirements of paragraph A. have been met, you may choose, but are not required, to include the program accreditation statement in small publications such as newspaper ads, flyers, pamphlets, etc.

## **8) CAN WE USE THE CAAHEP LOGO ON OUR WEBSITE?**

⇒ Your program and institution are welcome to use the CAAHEP logo in marketing materials. The logo can be downloaded from the CAAHEP website at [www.caahep.org](http://www.caahep.org) by clicking on “For Program Directors” and then “CAAHEP Accredited Program Logo Use”.

The logo must be used in accordance with CAAHEP **Policy 303 Use of CAAHEP Logo by Programs and Sponsoring Institutions**. This policy requires that any use of the logo and any reference to CAAHEP **must** be accurate. Remember, CAAHEP accreditation is programmatic, so there should be no reference that implies other programs or the institution itself is “CAAHEP-accredited.”

## **9) CAN WE USE THE ACATE LOGO ON OUR WEBSITE?**

⇒ Your program is accredited by CAAHEP, but since ACATE has recommended you for accreditation, and is well known in Art Therapy circles, you are welcome to also use the ACATE logo, as long as you do not refer to your program as being ACATE accredited. You may, however, convey that you were accredited upon recommendation of ACATE. Refer to the wording explained above on this.

The logo can be requested by contacting [acatecouncil@gmail.com](mailto:acatecouncil@gmail.com)

**10) IN ADDITION TO THE MASTER’S DEGREE(S) OFFERED BY OUR ACCREDITED PROGRAM, WE ALSO OFFER A POST-MASTER’S CERTIFICATE OPTION. ARE THERE GUIDELINES FOR HOW THAT SHOULD BE ADVERTISED TO POTENTIAL STUDENTS?**

⇒ Yes. Accreditation application reviewed the master’s degree(s) offered by your program only, including any post-master’s master’s degree options. Any certificates offered by the program do not fall under accreditation review as they are not considered a master’s degree. It is essential that advertising clearly conveys that the certificate option is not under CAAHEP accreditation. It will then be essential to contact the ATCB for clarification on how your graduates with a certificate will be reviewed for board certification. Graduates with an art therapy certificate may not apply for Art Therapy Credentials Board registration as a graduate from a CAAHEP accredited program.

**11) WHAT IF THERE IS A CHANGE IN OUR PROGRAM DIRECTOR, DEAN, OR INSTITUTION PRESIDENT (OR COMPARABLE POSITIONS)? SHOULD I IMMEDIATELY INFORM ACATE OF ANY KEY PERSONNEL CHANGES?**

⇒ Yes. Within 30 days, submit the “**Personnel Change Form**” available on the ACATE website, for changes to President or Dean (or comparable positions). This form, after being received by ACATE, will then be forwarded to CAAHEP and you will be copied on that email.

⇒ Within 30 days, changes in Program Director require the program to forward the name change of that individual and their new contact information , along with credentials, CV and certificate of ATR-BC credentialing. Submit these materials with your “**Personnel Change Form**” as a change in Program Director for accredited programs must be approved by ACATE. This information must be provided as soon as the change occurs, rather than waiting to provide later with your Annual Report. Once ACATE reviews and approves that the new Program Director meets the credentialing requirements of the Standards, their information will be forwarded by ACATE to CAAHEP, for updating of the directory. You will be copied on that email so that you know the info has been approved and sent to CAAHEP.

ACATE manages invoicing and updates to accreditation reviews, and not informing us of contact changes may impact you missing important items. Once ACATE formally approves a change in Program Director, the listing of the new PD in the online CAAHEP Directory of accredited art therapy programs will be made.

**12) WHAT OTHER SORTS OF CHANGES SHOULD I REPORT TO ACATE WITHIN 60 DAYS?**

⇒ According to the Standards, section V.E. Substantive Changes, additional substantive changes to be reported to ACATE within the time limits prescribed include:

1. educational institution’s mission or objectives, if these will affect the program;
2. degree awarded upon completion of the program that may be in development; (new degree offerings must be pre-approved by ACATE with submission of a Substantive Change Report, prior to enrolling students in the new degree)
3. Addition or deletion of courses that represent a significant departure in curriculum content or method of delivery. This would not apply to courses that have new textbooks or

assessments, but rather courses that entail new course objectives approved at the institution level, new methods of delivery such as shifting it wholly to an online course)

4. Discussions of the program being transferred to a new institution, if the original institution has announced pending closure. Further directions on this item would be sent after you notify [acatecouncil@gmail.com](mailto:acatecouncil@gmail.com)

### 13) WHEN WILL MY PROGRAM START SUBMITTING AN ANNUAL REPORT TO ACATE?

⇒ The Annual Report is designed to provide an on-going mechanism for quality assurance of a program accredited by The *Commission on Accreditation of Allied Health Education Programs (CAAHEP)*. Sections of the report will request information on general administrative facets of the program as well as resource and outcome measures, along with any substantive changes to the program.

#### WHEN IS THE ANNUAL REPORT DUE?

The ACATE Annual Reporting term is July 1st - June 30th and is defined as a full academic year with the end date of the last term on or prior to June 30. If the end of the term is after June 30, that term will be included on the next annual report. The written Annual Report is due to ACATE by September 15th.

#### HOWEVER,

If your program has been recently accredited, you will not submit your first annual report until the year following your accreditation year. Refer to the accreditation letter received from CAAHEP for the date of your program accreditation.

January, March, May, July, September, November accreditation: Submit first report by September the following year, not year of initial accreditation.

### 14) WHEN WILL MY PROGRAM PAY THE ANNUAL FEE FOR ACCREDITATION?

⇒ Annual Fee: ACATE's fiscal year is July 1-June 30. Payment is invoiced by ACATE April 15 and payment is due by September 15. This annual fee covers the July 1-June 30th year and covers the coming year of accreditation.

However, for newly accredited programs and their first Annual Fee, programs newly accredited during any fiscal year will be billed immediately following their accreditation and the amount will be prorated for the remainder of the fiscal year. Payment of invoice will be due no later than 5 months after receipt, The following chart shall define the prorated amount:

Accreditation Month	Number of Months Prorated
January	6 (then invoiced annually on April 15 <sup>th</sup> )
March	4 (then invoiced annually on April 15 <sup>th</sup> )
May	14 (2 months plus following year's billing then invoiced annually on April 15 <sup>th</sup> )
July	12 (full years billing. Then invoiced annually on April 15 <sup>th</sup> )

September	10 (then invoiced annually on April 15 <sup>th</sup> )
November	8 (then invoiced annually on April 15 <sup>th</sup> )

Please see ACATE website for the current fee structure and amounts.

<https://www.caahep.org/ACATE>

**Please note! CAAHEP also invoices programs for an Annual Fee.** Please refer to CAAHEP materials for their fee amounts. CAAHEP’s fiscal year is July 1-June 30. Payment is invoiced in May and payment is due August 15 of the year following accreditation. CAAHEP does invoice institutions in which programs are awarded initial accreditation in January and March, since the invoice is for the upcoming fiscal year. However, those awarded initial status in May or beyond are not invoiced until the following year.

**15) WHAT WILL MY PROGRAM NEED TO SUBMIT TO ACATE FOR ITS ANNUAL REPORT?**

⇒ By way of reminder, the **ISSR Handbook** explained information about the Annual Report process, including the role of submitting data annually that must in turn meet required thresholds over a three year trending period. Review the ISSR Handbook, available on ACATE website for review of required thresholds . <https://www.caahep.org/ACATE>

⇒ In addition, here is a link to a webinar that was provided May 2021 with the launch of the new online portal for Annual report submission. You are welcome to watch it, just to familiarize yourself with how the Annual Report process will work, once you begin submitting reports (the year following your initial year of accreditation). The Annual Report Portal Instructions which accompany this webinar may be located on the ACATE website. <https://www.caahep.org/ACATE>

**Access Passcode** for webinar on Annual Report Process: 7nP.quF0

[https://us02web.zoom.us/rec/play/nk1hMrX8f13HbgRNuzHLftJ8yD9bRz87vffSfdtUcr7Sj2cRPLK8L7vAeh6b\\_BAFm1HmNB10iEF1CWqP.MfepoLYc7IC\\_F8Ng?continueMode=true](https://us02web.zoom.us/rec/play/nk1hMrX8f13HbgRNuzHLftJ8yD9bRz87vffSfdtUcr7Sj2cRPLK8L7vAeh6b_BAFm1HmNB10iEF1CWqP.MfepoLYc7IC_F8Ng?continueMode=true)

⇒ Your Initial Self Study Report Handbook and also the ACATE/CAAHEP Standards reference the importance of meeting ACATE established thresholds for certain Program Outcomes, over a trending period of three years.

**Outcomes Thresholds**

Programs will include performance data relating to the following outcomes thresholds in the Annual Report for the most recently completed academic year:

1. The threshold for student retention (average by graduation year) rate in the program is  $\geq 80\%$  *80% or more of students admitted into the program will graduate. Programs whose 3-year averaged outcomes do not meet the threshold must complete and submit a Standardized Progress Report for Retention in conjunction with the Annual Report.*

2. The threshold for graduate positive placement is  $\geq 80\%$ .

*80% or more of a program's graduating cohort(s) will be positively placed within 6-12 months after graduation. Programs whose 3-year averaged outcomes do not meet the threshold must complete and submit a Standardized Progress Report for Placement in conjunction with the Annual Report.*

3. The threshold for graduate satisfaction with the program is  $\geq 85\%$ . (and)

4. The threshold for graduate survey returns is  $\geq 35\%$ .

*35% or more of the graduating cohort(s) will complete and return the Graduate Survey. Every question will have at least 85% of the responses rated 3 or better on a 5- point Likert scale, 1 being considered poor and 5 being considered excellent. **When analyzing Graduate satisfaction, the program should look at results for each individual question item on the survey. Any question item that did not have at least 85% of the responses rated 3 or greater is considered a negative survey item to be addressed by the program in its continuous quality improvement processes.** Programs whose 3-year averaged outcomes do not meet the threshold must complete and submit to ACATE a Standardized Progress Report for Graduate Satisfaction in conjunction with the Annual Report. Programs must use at least all the questions in the ACATE Graduate Survey and may add more at its discretion. Surveys should be distributed 6-12 months after graduation (although keep in mind results must be compiled and discussed with your Advisory Committee in enough time to then submit with your Annual Report)*

5. The threshold for graduate employer satisfaction is ( $\geq 85\%$ ) (and)

6. The threshold for send rate of the employer survey is 100% of those graduates who give permission on their survey for their employer to be contacted.

*35% or more of employers of a program's graduating cohort will complete and return the Employer Survey if the graduate has given permission to contact their employer. Every question will have at least 85% of the responses rated 3 or better on a 5- point Likert scale, 1 being considered poor and 5 being considered excellent. **When analyzing Employer satisfaction, the program should look at results for each individual question item on the survey. Any question item that did not have at least 85% of the responses rated 3 or greater is considered a negative survey item to be addressed by the program in its continuous quality improvement processes.** Programs whose 3-year averaged outcomes do not meet the threshold must complete and submit to ACATE a Standardized Progress Report for Employer Satisfaction in conjunction with the Annual Report. Programs must use at least all the questions in the ACATE Employer Survey and may add more at its discretion. Surveys should be distributed 6-12 months after graduation (although keep in mind results must be compiled and discussed with your Advisory Committee in enough time to then submit with your Annual Report)*

7. Summative Measures

*The program will document student competency in the program's established Student Learning*



*Outcomes (SLO's). A minimum of 3 SLO's a year are to be analyzed and documented, with the entirety of a programs SLO's reviewed over a three year period. ACATE does not establish cut scores for aggregate collection and analysis of program SLO's, but the program establishes a cut score indicating sufficiency in meeting program objectives. ACATE has reviewed and approved the program's approach to this as detailed in the Formal Outcomes Assessment Plan submitted with your program's Initial Self-Study Report (ISSR) and reviewed along with your Site Visit discussions.*

**16) PER WHAT IS DESCRIBED ABOVE AND ELSEWHERE, I DO UNDERSTAND I NEED TO BE PLANNING TO SEND OUT AND REVIEW THE GRADUATE AND EMPLOYER SURVEYS EACH AND EVERY YEAR. BUT WHAT ABOUT THE TWO RESOURCE SURVEYS AND THAT "RESOURCE ASSESSMENT MATRIX" WHICH WERE USED AND WRITTEN UP AS PART OF MY SELF-STUDY REPORT WHEN MY PROGRAM APPLIED FOR ACCREDITATION?**

⇒ Gaining meaningful information from surveys on resources most effectively occurs over a sufficient window of time. This allows the impact from any resource changes to be felt and understood. As a result, your program will be required to send out the two Resource Surveys (one to students and one to personnel) to be submitted as part of your year four(4) Annual Report with the Resource Assessment Matrix included. You are, however, very welcome to use the Resource Assessment Surveys on a more frequent basis should you choose.

**17) WHAT DATA DO I NEED TO POST TO MY PROGRAM WEBSITE?**

⇒ When your program submits its first Annual Report, it will also need to provide a hyperlink to where it has posted its employment outcomes and retention/graduation rates. The need to begin collecting this data has been detailed in various ACATE materials and addressed as part of your Formal Outcomes Assessment Plan submitted upon accreditation application (within your ISSR). Programs must post the data on employment and retention/graduation rates in an area of the program website available to the public. As programs build three years worth of data, the three year range must show on the website in order to show trends of the program.

**18) DOES ACCREDITATION EXPIRE AND WHEN WILL I NEED TO DO APPLICATION AGAIN?**

⇒ Accreditation does not just "expire" at a certain time, but you will need to participate in what is known as the "Next Comprehensive Review" of your program which will occur at eight years after accreditation. This step acts as an intensive follow-up review after receiving accreditation. What this means is that once accredited, programs will submit a comprehensive report and have a follow-up site visit eight (8) years out.

**19) ANYTHING ELSE?**

⇒ Since accreditation is focused on Outcomes Based Education, ACATE does hope to create additional trainings on a) Effective Program and Student Assessment Processes b) Effective use of an Advisory Committee. While these trainings are in development, we trust you will utilize resources available through your institution and other avenues.

*.....and, as always, contact ACATE with any questions you may have!*