



## **CAAHEP/ ARC/STSA Site Visitor Agreement**

This Agreement (“Agreement”) is made and entered into, effective [date], between CAAHEP/ Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA, hereinafter referred to as “CoA”) and [name of site visitor] (hereinafter referred to as “Site Visitor”).

1. Site Visitor shall personally render services to CAAHEP/CoA as follows:

- Participate in site visits as agreed between CoA and Site Visitor;
- Review materials in preparation for each site visit;
- Prepare, or participate in the preparation of a site visit report relating to each site visit, which site visit report will be the property of CoA;
- Participate in any accreditation proceedings related to each site visit;
- Cooperate with CoA and participate in any arbitration or litigation relating to any accreditation decisions relating to each site visit; and
- Abide by all policies and procedures of CAAHEP and CoA relating to site visits, particularly those relating to confidentiality of information received as a site visitor and of the accreditation process itself.

(the “Services”)

2. Site Visitor will coordinate performance of Services with the Executive Director or such other CoA staff as the CoA may designate.

3. The CoA shall reimburse Site Visitor for reasonable meal, travel and accommodation expenses upon submission of satisfactory documentation. Reimbursement for these expenses shall be made not later than thirty (30) business days following receipt of Site Visitor’s expense documentation.

4. The Services will be rendered by Site Visitor as a volunteer and not as an employee of the CoA. Site Visitor understands and agrees that, as a volunteer, Site Visitor is not eligible for any compensation, benefits or statutory insurance coverage (including, without limitation, workers and unemployment compensation benefits) provided to CoA employees, or to any other compensation beyond the expenses described in paragraph 3 above.

5. CAAHEP will maintain liability insurance providing indemnification and defense of site visitors for actions brought by third parties relating to site visits and accreditation. Neither CAAHEP nor the CoA will be responsible for any personal injury to Site Visitor (including death) and/or damage to property of Site Visitor that may occur during or related to the performance of the Services.

6. Prior to each site visit, Site Visitor will advise CoA of any actual and/or potential conflict of interest related to Site Visitor's performance of the Services.
7. This Agreement contains all of the understandings between the parties and supersedes all prior understandings or agreements relating to the Services. There are no related oral or written collateral representations, understandings or agreements. This Agreement may not be modified or amended except by a written instrument executed by both parties.
8. This Agreement shall not be binding upon the CoA until it is signed by a duly authorized representative of the CoA.
9. All terms and provisions of this Agreement shall be governed and construed by the laws of the State of Illinois (and the state in which the CoA is incorporated) without regard to the laws of any jurisdiction wherein Site Visitor may reside or perform Services hereunder.
10. Site Visitor hereby assigns all rights, title, interest, copyright, and any renewal rights to the CoA for any work produced or created by Site Visitor in performance of the Services.
11. This Agreement and the parties' obligations hereunder shall terminate upon five (5) days' written notice of either party.

**CoA**

By: \_\_\_\_\_

Title: Executive Director or designate

Date: \_\_\_\_\_

**Site Visitor**

\_\_\_\_\_

Date: \_\_\_\_\_

CAAHEP Template 7-08  
BoD Adoption 9-13-08  
ARC/STSA Template Revision 12-10-08  
BoD Adoption of Revision 12-30-08  
Effective 1-1-09  
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