

ATTENTION PROGAM DIRECTORS:

Programs which elected to transition to the CST Exam as the program's approved outcomes assessment exam for the Academic Year of 8/1/2009-7/31/2010 or previously **MUST** complete the:

PAE section of the Annual Report

and

MUST complete and submit the:

**2011 Annual Report Addendum
CST Outcomes Assessment Exam Data
Sheet – Surgical Technology**

**Please refer to pages 21-23 of the attached
“2011 Instructions for the ARC/STSA EReport”
for further details.**

The “2011 Annual Report Addendum: CST Outcomes Assessment Exam Data Sheet –Surgical Technology” form is included in the Annual Report packet (yellow form) and available online at [www.arcstsa.org/forms/ST/forms and facts ST.htm](http://www.arcstsa.org/forms/ST/forms_and_facts_ST.htm).

INSTRUCTIONS FOR THE ARC/STSA EREPORT

Please note: If you are a program that elected to use the CST exam as the program's approved outcomes assessment exam for the period of 8/1/2009-7/31/2010 or previously, please see page 21 of these instructions for information on how to complete the report.

The instructions for the EReport are intended to assist you in completing the EReport more efficiently. It is suggested that each program have all data ready to input prior to logging into the EReport. The 2011 EReport is keyed to the 2011 paper report so familiarizing yourself with the paper report will assist you in completing the EReport. As usual, if you have any questions please do not hesitate to contact the ARC/STSA office at (303) 694-9262 or by e-mail at info@arcstsa.org.

IN ORDER TO USE THE EREPORT YOU MUST:

- Use Internet Explorer on a PC. The Macintosh system and other web browsers do not function properly with the EReport and you will be unable to complete the report. To obtain a copy of Internet Explorer, you may download it free from: <http://www.microsoft.com/windows/internet-explorer/download-ie.aspx>.
- Disable any pop-up blockers. The best way to do this is to open Internet Explorer and go to the **Tools** menu. Scroll down to **Internet Options**. In the Internet Options dialog box, select the **Privacy** tab. In the section under **Pop-up Blocker**, click on the **Settings** button. In the **Pop-up Blocker Settings** dialog box type in the following address: www.arcstsa.org and then click on the **Add** button. Click on the **Close** button in the **Pop-up Blocker Settings** dialog box, then click on the **OK** button to close this window. If after doing this, you experience problems accessing pop-up windows; you may need to contact your IT department to see if other software may be blocking pop-ups.

*****When reading these instructions or entering data into the EReport please remember that each "example" in the instructions will be introduced and ended with quotation marks.***

TO BEGIN THE EREPORT

- Enter the ARC/STSA website at www.arcstsa.org.
- Select "E-Report Access" and then "EReport Access" again.



- The first screen will instruct you to “Please enter your Program ID and Password to access the system.”
- Enter your “**Program ID**,” assigned by the ARC/STSA.
- Enter your “**Password**.” Your initial password is assigned by the ARC/STSA and unique to each accredited surgical technology program. You may have already reassigned your password, in this case use your new program password.
- Select “**Login**.”

- The report entrance screen will say “Welcome [Program ID].”
***[Once you have successfully logged in you can re-enter the report at any time by re-entering your “Program ID” and “Password” on the login page.]*
***[Once you have logged into the report, there is a “timeout” feature that will automatically log you out of the report. If this occurs, any unsaved data will be lost.]*



- Once you have successfully logged into the report, you can change your password by selecting “**Change Password**” to the left of the data entry form. Enter your current “password,” as the “Current Password”, enter your “New Password” and then re-enter your new password in the “Confirm New Password” box. Select “Change Password.”
****[Please note, once you have entered and changed your password, your password will replace the ARC/STSA assigned password for all future entries.]** Please be sure to keep track of your new password for use with your next annual report. The ARC/STSA has access to all passwords in the event that passwords are lost or forgotten.

Please enter your current password, new password, and confirm your new password

Current Password:

New Password:

Confirm New Password:

- Select **"File Annual Report."** This is on the side bar on the left side of the screen.
- The first screen will say "Please click on any section below."

Please click on any section below:

Section I

- 1. Begin Filing Section I
- 2. Open/Edit Section I

Section II

- 1. Begin Filing Section II
- 2. Open/Edit Section II

- Select **"1. Begin Filing Section I"**

BLUE SECTION

SECTION I—PAGE 1 OF 5—REPORTING YEAR 8/1/2009 TO 7/31/2010

Annual Report Page 1 of 5

Please enter Academic Year Information for Section I

Reporting Year : 8/1/2009 to 7/31/2010

Report Access : 2/1/2010

Submittal Deadline : 5/2/2011

Completion Dates :

Annual Report Page 1 of 5 (Section I)

Back

1/15/2008

- This screen will ask you to “Please enter Academic Year Information for Section I.”
 - ✓ The “Reporting Year”, “Report Access” and “Submittal Deadline” dates have been pre-entered by the ARC/STSA. You cannot change this information. You must report data within the “Reporting Year” selected.
 - ✓ **On this page, you will be reporting data for graduates between August 1, 2009 – July 31, 2010 (ARC/STSA Reporting Year).**
- Select the number of program “**Completion Dates**” that occurred between August 1, 2009 – July 31, 2010*.
- Report each completion date by selecting the month, day and year of each completion date from the drop down menus associated with each data field*.
 - ~ If you reported that you have four completion dates within the Reporting Year then you must report the month, day and year for each completion date before proceeding to the next page. ~

**If the program did not have any cohort completion dates (0 completion dates) for the period of 8/1/2009-7/31/2010, please select one (1) for the number of program “Completion Dates” and indicate the date of 8/1/2009. Enter pages 4 and 5 of Section I of this report and simply input a “0” in each blank and then enter the following information in the summary and analysis sections: “The program did not have any completion dates for the period of 8/1/2009-7/31/2010.”.*

- Select “**Save Changes**” or “**Close and Save.**”

You have now saved, **ANNUAL REPORT PAGE 1 OF 5 (SECTION I)**.

- You may choose to exit the report or continue on to “**Page 2.**” If you need to make corrections to “**Page 1,**” select the “**1**” icon at the bottom of the page. If you choose to exit the report, you may re-enter the EReport at any time by re-entering your “**Program ID**” and “**Password**” on the login page.”
 - ✓ To go to “**Page 2**” of the report, do one of the following:
 - Select “**Next**” at the bottom of the page
 - If you exited the report and are now reentering the report, select “**File Annual Report,**” then select “**2. Open/Edit Section I,**” and select “**2**” at the bottom of the page.

GREEN SECTION

SECTION I–PAGE 2 OF 5– CURRENT INFORMATION

*[Key Points: Always remember to save your work frequently while working in the report and before exiting the report – do this by selecting either the “**Save Changes**” to save your work and continue work in the report or “**Close and Save**” to save your changes and exit the report. The “**Save Changes**” and “**Close***

and Save” buttons save all the information you have entered into the EReport form so that you can continue completing the EReport at another time.]

- **As Page 2 of 5 is basic administrative information programs should report current information (8/1/2010 to 7/31/2011) as of the report submittal date, unless otherwise specified.**
- There are a total of **22 fields** on this page so please *make sure to select the “Save Changes” button at least once every 10 to 20 minutes* or you will lose the information you have entered.

Annual Report Page 2 of 5 (Section I)

School Name :

Institutional Accreditor (Regional) :

Institutional Accreditor (National) :

Other :

Address 1 :

Address 2 :

Address 3 :

City :

State :

Zip :

Phone 1 :

Alternate Phone :

Program Director eMail :

Fax :

URL :

Program Enrollment Cap :

Actual Students Admitted :

Program length

Program Length 1 : Months

Program Length 2 : Months

Degrees Awarded

Degree Awarded 1 :

Degree Awarded 2 :

Have you been inactive during the past 2 years? : Yes No

- Please verify that all pre-loaded information on this page, if any, is accurate. Please edit and correct any incorrect information.
- ✓ Enter the name of the Sponsoring Institution into the “**School Name.**”
- ✓ List all **sponsoring institutional accrediting bodies**. Do not list programmatic (program specific) accreditors (i.e. CAAHEP).
 - If your sponsoring institution is accredited by a regional accreditor, select “**Institutional Accreditor (Regional)**” and then select the appropriate accrediting body. Otherwise do not select a regional accreditor; therefore the box should say “Select Regional Institutional Accreditor.”
 - If your sponsoring institution is accredited by a national accreditor, select “**Institutional Accreditor (National)**” and then select the appropriate accrediting body. Otherwise, do not select a national accreditor; therefore the box should say “Select National Institutional Accreditor.”
 - If your sponsoring institution is accredited by *both* a regional *and* a national accreditor then select the appropriate accrediting bodies in both the “Institutional Accreditor (Regional)” and “Institutional Accreditor (National)” boxes.
 - If your institutional accreditor is *not* listed in either “Institutional Accreditor (Regional)” or “Institutional Accreditor (National)” then check the “**Other**” box and enter in the appropriate institutional accrediting body information. Therefore, do not select a regional or national accreditor above; the boxes should say “Select Regional Institutional Accreditor” and “Select National Institutional Accreditor.”

- ✓ Enter the program address, city, state and zip code in the boxes labeled “**Address 1,**” “**City,**” “**State**” and “**Zip.**” It is not necessary to use the “Address 2” and “Address 3” fields unless the program has a multiple line address.
- ✓ Enter the program phone and alternate phone (if applicable) in the boxes labeled “**Phone 1**” and “**Alternate Phone.**”
- ✓ Enter the Program Director’s E-mail address in the box labeled “**Program Director eMail.**” Please note: this is a required field. The ARC/STSA requires that program’s submit a valid program director e-mail address. This address will be used to provide periodic program updates via e-mail.
- ✓ Enter the program fax number in the box labeled “**Fax.**”
- ✓ Enter the institutional and/or programmatic website address in the box labeled “**URL.**”
- ✓ Enter the maximum annual program enrollment capacity for the period of **August 1, 2010 to July 31, 2011** and then the actual number of students enrolled in the program from August 1, 2010 through the date the report is submitted in the boxes labeled “**Program Enrollment Cap**” and “**Actual Students Admitted.**”
 - **Important: If your program has multiple start dates each year then:**
 - **Report your current total enrollment capacity.**
 - **Add the total number of students admitted during the Reporting Year between August 1, 2010 and July 31, 2011 or through the submittal date of this report for the “Actual Students Admitted.”**

If the program did not have any new cohorts enrolled during the period of 8/1/2010-7/31/2011, please input a “0” in the “Actual Students Admitted” field.

- ✓ Enter the program length(s) in field labeled “**Program Length 1**” and “**Program Length 2**” (if applicable). Some programs have both a certificate or diploma program and a form of an associate degree program, thus the need for listing both program lengths. If your program offers *only* a certificate option or *only* an associate degree option, then leave the “**Program Length 2**” field blank.
 - ✓ Enter the degree(s) awarded in the field labeled “**Degree Awarded 1**” or “**Degree Awarded 2**” (if applicable). Some programs have both a certificate or diploma program and a form of an associate degree program, thus the need for listing more than one degree awarded. If your program offers *only* a certificate option or *only* an associate degree option then select “**none**” for the “**Degree Awarded 2**” field from the drop-down menu associated with that data field.
 - ✓ If the program is/was inactive (that is, did not have students enrolled in the program) during the August 1, 2008 – July 31, 2009, August 1, 2009 – July 31, 2010 or August 1, 2010 – July 31, 2011 ARC/STSA reporting periods, select the “**yes**” radio button and then enter the beginning date of your CAAHEP-approved inactive status in the “**Inactive From**” box. Otherwise, select the “**no**” radio button (pre-selected the first time the form opens).
 - **If the program was inactive during the August 1, 2008 – July 31, 2009 reporting period:**
 - When you get to Section II of this report, simply enter a “0” in each field and then explain in the summary and analysis sections that the program was inactive.
 - **If the program was inactive during the August 1, 2009 – July 31, 2010 reporting period:**
 - When you get to pages 4 and 5 of Section I of this report, simply enter a “0” in each field and then explain in the summary and analysis sections that the program was inactive.
- Select “**Save Changes**” or “**Close and Save.**”

You have now saved **ANNUAL REPORT PAGE 2 OF 5 (SECTION I).**

- ✓ You may choose to exit the report or continue on to “**Page 3.**” If you need to make corrections to “**Page 2,**” select the “**2**” icon at the bottom of the page. If you choose to exit the report, you may re-enter the EReport at any time by re-entering your “**Program ID**” and “**Password**” on the login page.

****Remember: The entire report, both Section I and Section II, must be completed and submitted before you can print a copy of your report.****

- To go to “Page 3” of the report, do one of the following:
 - Select “Next” at the bottom of the page
 - If you exited the report and are now reentering the report, select “File Annual Report,” then select “2. Open/Edit Section I,” and select “3” at the bottom of the page.

GREEN SECTION

SECTION I—PAGE 3 OF 5— CURRENT INFORMATION

[Key Points: Always remember to save your work frequently while working in the report and before exiting the report – do this by selecting either the “Save Changes” to save your work and continue work in the report or “Close and Save” to save your changes and exit the report. The “Save Changes” and “Close and Save” buttons save all the information you have entered into the EReport form so that you can continue completing the EReport at another time.]

- **As Page 3 of 5 is basic administrative information programs should report current information (8/1/2010 to 7/31/2011) as of submittal date of the report, unless otherwise specified.**
- There are a total of **23 questions** on this page so please *make sure to select the “Save Changes” button at least once every 10 to 20 minutes* or you will lose the information you have entered.

Annual Report Page 3 of 5 (Section I)

1. List all academic breaks & time off for the coming academic year:

2. Tuition & Fees (In-State): 0 (Do not enter commas)

3. Tuition & Fees (Out of State): 0 (Do not enter commas)

4. Tuition Changes?: Yes No

Describe Reason For Changes:

1. List all Academic Breaks (holidays, vacations, dates when classes are not in session) for the *upcoming* period between **May 1, 2011 through April 30, 2012**. This information is necessary for the purpose of correctly scheduling on-site evaluations.
 - ✓ Enter the month, day and year for each break followed by a comma and then enter the next month, day(s) and year, etc. (Example: “5/11-27/11, 8/1-10/11, 9/3/11, 11/04/11, 12/22/11-1/14/12, 1/17/12, 3/14-26/12”).
2. Enter the program’s In-State Tuition and Fees information for **8/1/2010 to 7/31/2011** in the box labeled “**Tuition & Fees (In-State)**.” Please note: do not use the following characters when entering this amount (“,” “#” “\$”). Information should be for the current academic year [occurring at the time of the submission of this report]. Please round off your amount to a whole number (no decimals).
3. Enter the program Out of State Tuition and Fees information for **8/1/2010 to 7/31/2011** in the box labeled “**Tuition & Fees (Out of State)**.” Please note: do not use the following characters when entering this amount (“,” “#” “\$”).

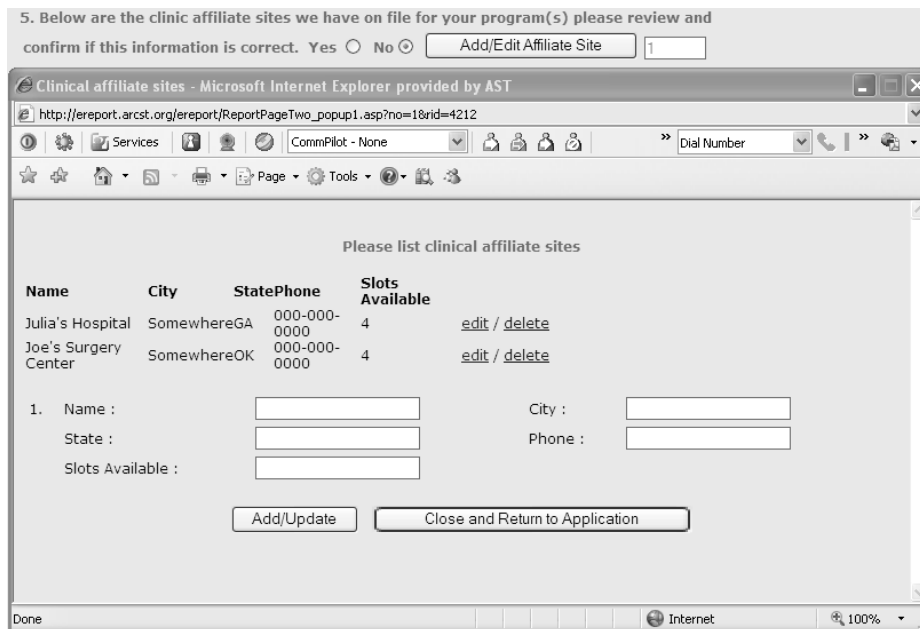
Information should be for the current academic year [occurring at the time of the submission of this report]. Please round off your amount to a whole number (no decimals).

4. Select the “**Yes**” radio button if there have been tuition changes. Please provide a detailed explanation of the tuition changes. Otherwise, if there have been no tuition changes, select the “**No**” radio button (pre-selected the first time the form opens).

****Stop! Remember to “Save” changes before you proceed to Question #5.**

5. Review the current list of clinical affiliation sites for your program pre-loaded into your report. **Please note: if this is the first time that you are reporting, the clinical affiliation sites will not be listed and you will need to enter them.**

- ✓ If this list is *comprehensive and correct* then select the “**Yes**” Radio button (pre-selected the first time the form opens).
- ✓ If the list is *not* comprehensive then select the “**No**” radio button and then select “**Add/Edit Affiliate Site**” button that appears in the report. A pop-up window will appear to allow you to add or edit the clinical affiliation site information. [Note: Pop-up blockers must be disabled – see page 1 of these instructions.]
 - Enter the name, city, state, phone and number of slots available at each clinical affiliation site that are specifically available to the surgical technology students in *your* program.
 - Select “**Add/Update**”
 - Continue to add or edit the applicable clinical affiliation sites.

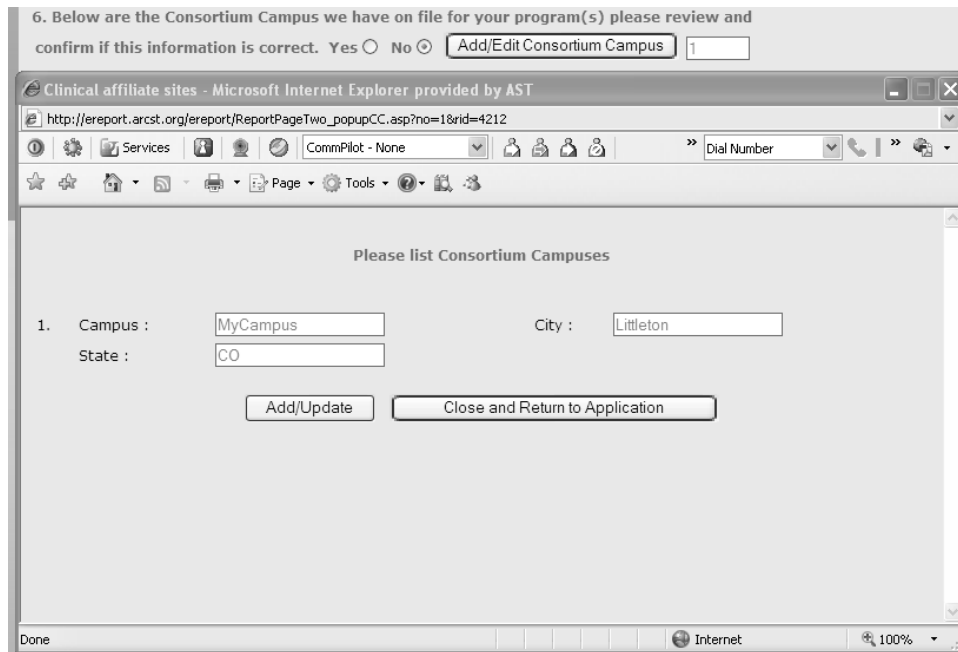


- If you currently do *not* use a clinical site, but have an current affiliation contract with them, please include data for this clinical site and list the slots available as “0”.
- Once you have finished entering all applicable information, select “**Close and Return to Application.**”
- Please verify that the “**Yes**” radio button is now selected for your **clinical affiliation listing** and verify that the clinical affiliation information is now comprehensive and correct. **Please note: once you have selected “Yes” the “Add/Edit Affiliate Site” box will disappear.**

It is only necessary to submit a copy of any new clinical affiliation agreements to the ARC/STSA at this time. The program should maintain a comprehensive list of clinical affiliation sites, copies of all clinical affiliation site contracts available upon request. All clinical affiliation site contracts must be signed, dated and current at all times.

****Stop! Save changes before you proceed to Question #6.**

6. Review the current list of ARC/STSA approved surgical technology consortium campus sites listed for the program.
 - ✓ If this list is *comprehensive and correct* then select the “**Yes**” radio button.
 - ✓ If the list is *not* comprehensive then select the “**No**” radio button and then select “**Add/Edit Consortium Campus**” button that appears in the report. A pop-up window will appear to allow you to add or edit the consortium campus information.
 - Enter the campus name, city, and state of each ARC/STSA approved surgical technology consortium campus.
 - Select “**Add/Update.**”
 - Continue to add or edit the applicable ARC/STSA approved surgical technology Consortium Campuses.

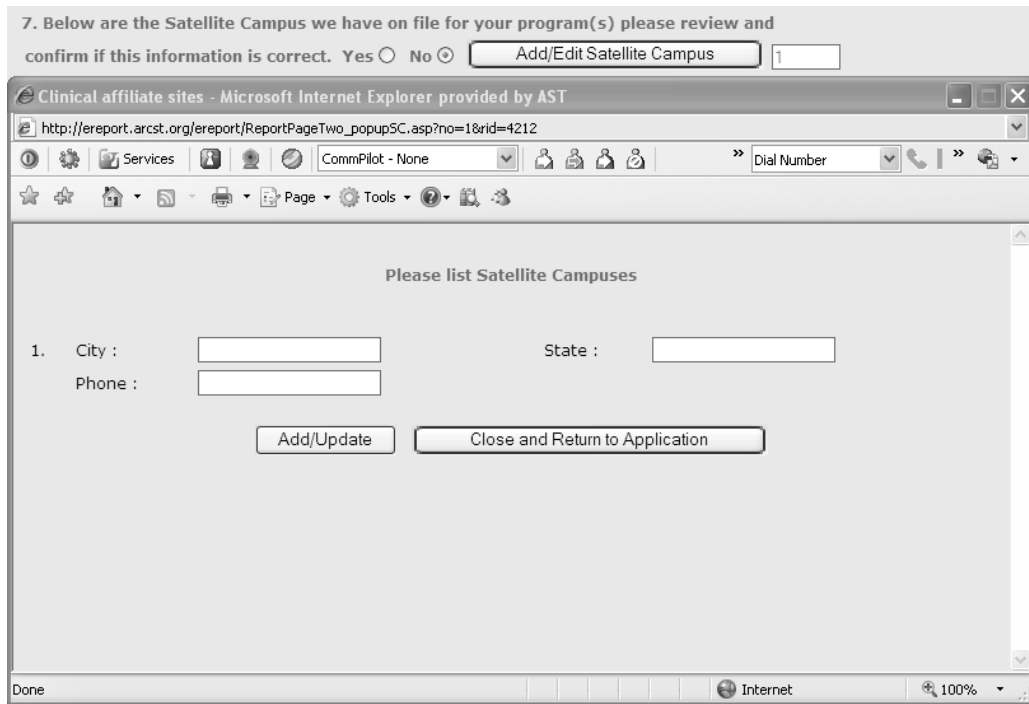


- Once you have finished entering all applicable sites, select “**Close and Return to Application.**”
- Please verify that the “**Yes**” radio button is now selected for **your consortium campus listing** and verify that the consortium campus information is now comprehensive and correct. **Please note: once you have selected “Yes”, the “Add/Edit Affiliate Site” box will disappear.**

****Stop! Save changes before you proceed to Question #7.**

7. Review the current list of ARC/STSA approved surgical technology satellite campus sites listed for the program.
 - ✓ If this list is *comprehensive and correct* then select the “**Yes**” radio button.
 - ✓ If the list is *not* comprehensive then select the “**No**” radio button and then select “**Add/Edit Satellite Campus**” button that appears in the report. A pop-up window will appear to allow you to add or edit the satellite campus site information.
 - Enter the campus name, city, and state of each ARC/STSA approved surgical technology satellite campus.
 - Select “**Add/Update.**”
 - Continue to add or edit the applicable ARC/STSA approved surgical technology Satellite Campuses.

(Please see next page for a screen shot of this step.)



- Once you have finished entering all applicable sites, select **“Close and Return to Application.”**
- Please verify that the **“Yes”** radio button is now selected for **your ARC/STSA approved surgical technology satellite campus listing** and verify that the satellite campus information is now comprehensive and correct. **Please note: once you have selected “Yes” the “Add/Edit Satellite Campus” box will disappear.**

****Stop! Save changes before you proceed to Question #8.**

8. If your program offers any part of the surgical technology program via distance education select the **“Yes”** radio button. If no portion of the surgical technology program is offered via distance education then select the **“No”** radio button.
 - ✓ If you select the **“Yes”** radio button, then specify whether the distance education program is offered via Web, Video, Combination or Other from the drop down menu that appears in the field next to the Yes/No radio button.
 - ✓ Select the **“Full”** radio button if the entire program is offered via distance education or select the **“Partial”** radio button if only some of the courses are offered via distance education.
 - ✓ Enter the number of students enrolled in the program via distance education.
Please note: do not use the following characters when entering this amount (“,” “#” “\$”).
9. If your program offers an ARC/STSA approved Accelerated Alternate Delivery (AAD) program then select the **“Yes”** radio button. If not, then select the **“No”** radio button (pre-selected the first time the form opens).
 - ✓ If you select the **“Yes”** radio button, then specify whether the approved Accelerated Alternate Delivery program is offered in a **“Traditional”** format, **“Distance”** format or a combination of **“Both.”**
10. Specify if there have been any changes or revisions to the surgical technology program curriculum since the submission of the last annual report by selecting the corresponding **“yes”** or **“no”** radio button.
 - ✓ ***If you have already notified the ARC/STSA via letter at a date prior to the submission of this report, do not report this change on this report and do not include copies/attachments of this change with this report.***
 - ✓ If yes, list all changes that have been made to the program’s curriculum since the submission of the last annual report in the **“Describe Changes”** box. Specify why the changes have been

made and how the program continues to meet or exceed the curriculum requirements as defined by the *Core Curriculum for Surgical Technology, 5e*.

- ✓ In addition, please attach the revised curriculum materials by selecting “**Upload File.**” ****Please note: The ARC/STSA can only accept the following types of files: Word, Excel, PDF, and .jpg. We may not be able to open other types of files.**

****Stop! Save changes before you proceed to Question #11.**

11. Enter the specific amount budgeted for the surgical technology program supplies and equipment for **8/1/2010 to 7/31/2011** in the box labeled “**Supplies and Equipment Budget.**” Information should be for the budget that is currently being used by the program at the time of the submission of this report. Please note: do not use the following characters when entering this amount (“,” “#” “\$”).
12. Enter the specific amount budgeted for the surgical technology program capital expenditures for **8/1/2010 to 7/31/2011** in the box labeled “**Capital Expenditures Budget.**” Information should be for the budget that is currently being used by the program at the time of the submission of this report. Please note: do not use the following characters when entering this amount (“,” “#” “\$”).
13. Enter the specific amount budgeted for the surgical technology program faculty professional development for **8/1/2010 to 7/31/2011** in the box labeled “**Professional Development Budget.**” Information should be for the budget that is currently being used by the program at the time of the submission of this report. Please note: do not use the following characters when entering this amount (“,” “#” “\$”).
14. Assess your surgical technology program-specific budget for **8/1/2010 to 7/31/2011**. Is it adequate to achieve the program goals and outcomes? If yes, describe how it is adequate to achieve the program goals and outcomes. If it is not adequate, provide a detailed plan of action and timeline for implementation as to how the program intends to comply with Standard III.A.
15. Specify if there have been any changes to didactic, laboratory and/or clinical assessment tools used by the surgical technology program to monitor or assess student achievement of competencies in the three domains of learning (cognitive, psychomotor and affective domains) since the submission of the last annual report by selecting the corresponding “**yes**” or “**no**” radio button. If yes, describe all changes that have been made to the monitoring of student achievement within the program.
16. Specify if there have been any changes to the process(es) used to notify students of their academic standing in the program since the submission of the last annual report by selecting the corresponding “**yes**” or “**no**” radio button. If yes, describe all changes made to the processes related to communication of evaluation to students since the submission of the last annual report.

****Stop! Save changes before you proceed to Question #17.**

17. Please verify the information the ARC/STSA has on file for the sponsoring institution and surgical technology program faculty/staff/administrator positions for individuals directly related to the surgical technology program is *complete and correct*. **Please list all core and non-core faculty who teach Core Curriculum for Surgical Technology, 5e content at your institution. In addition, an individual designated and approved or acknowledged by the ARC/STSA as the Program Director, the President and one Dean must be listed. If approval or acknowledgement of the appointment(s) of the Program Director, President, or Dean have not be obtained from the ARC/STSA, please submit documentation in support of approval/acknowledgement for this/these appointment(s). Further information regarding program personnel appointment approval/acknowledgement is available online at http://www.arcstsa.org/forms/ST/forms_and_facts_ST.htm.**
 - ✓ If the information is current and accurate, select the “**Yes**” radio button. Then select the “**Print list of Admin/Faculty**” button if you would like to print a copy of this list for your records.

17. Below are the school administration and program faculty we have. Please review the **description of reportable faculty**, and confirm below if our information is correct.

Name	Job Title	Contact Type	Credential
Ms. Jane Doe	Dean of Health Sciences	Dean/Administrator	MA
Mr. John Smith	Program Director	Program Director	CST
Dr. Kermit Frog	President	President/CEO	EdD

[Print list of Admin/Faculty](#)

Is this information complete and correct? Yes No

[Add/Edit Admin or Faculty](#)

**Note: there is a "Description of reportable faculty" link which describes the "Contact Type." Please review this to verify that all program faculty/staff/administrators are classified correctly in the report.

The program should only select the "Contact Type" for "President", "Dean/Administrator" and "Program Director" for one (1) person in each category listed on the report. Select the "National Program Director" Contact Type for multiple presidents, administrators or program directors and clarify their actual job title in the "Job Title" field.

- ✓ If the information is not current and accurate, select the "No" radio button and then select the "Add/Edit Admin or Faculty" button.

Please select edit or delete to edit or delete a contact

Salutation	First Name	Last Name	Job Title	Contact Type	Credential		
Ms.	Jane	Doe	Dean of Health Sciences	Dean/Administrator	MA	Edit >	Delete >
Mr.	John	Smith	Program Director	Program Director	CST	Edit >	Delete >
Dr.	Kermit	Frog	President	President/CEO	EdD	Edit >	Delete >

[Add Contact](#) [Close and Return to Application](#)

- ✓ Select the "Edit" button to change information for an individual already listed on the form or to change the name and contact information for a position already listed on the form.
- ✓ Select the "Add Contact" button to add new individuals to the form.

Fields marked with * are Mandatory.

Program Category:

Contact Type: *

Salutation:

First Name: *

Middle Initial:

Last Name: *

Credential:1

Credential:2

[Add /Edit Credential](#)

Job Title: *

Phone:

Fax:

Email: *

URL:

Address1: Same as Program Director

Address2: Same as Program Director

Address3: Same as Program Director

City: Same as Program Director

State: Same as Program Director

Zip: Same as Program Director

[Update >](#)

Using the drop down menus beside each field:

- ✓ Select the individual's contact type from the following options:
 - Program Director
 - Instructor
 - Clinical Instructor
 - Dean/Administrator
 - CEO/President
 - National Program Director
- ✓ Select an appropriate Salutation
- ✓ Input the First Name of the Individual
- ✓ Input the Middle Initial of the Individual (if applicable)
- ✓ Input the Last Name of the Individual
- ✓ Choose the **"Add Credential"** button to list all appropriate credentials for this individual. [Note: multiple credentials may be included for each individual.]

Please select edit or delete to edit or delete a Credential

Credential		
MA	<input type="button" value="Edit >"/>	<input type="button" value="Delete >"/>

- ✓ Choose **"Edit"** or **"Delete"** if you need to edit or delete a credential that is currently listed.
- ✓ Choose a credential and then select **"Submit"**

Choose Credential: *

- ✓ Continue these steps until all credentials have been added. [Note: credentials will be listed in the order in which they are added. They cannot be reordered without deleting them and re-adding them.]
- ✓ When you have finished adding/editing all credentials, select the **"Close and Return to Application"** button.
- ✓ Enter the individual's specific **"Job Title"** as classified by the sponsoring institution. Please note: this may or may not be the same as the Contact Type depending on how your institution classifies each position. A sample job title would be: "Vice President of Academic Affairs."

The program should only select the "Contact Type" for "President", Dean/Administrator" and "Program Director for one (1) person in each category listed on the report. Select the "National Program Director" Contact Type for multiple presidents, administrators or program directors and clarify their actual job title in the "Job Title" field.

- ✓ Enter the institutional phone number for this individual.
- ✓ Enter the institutional fax number for this individual.
- ✓ Enter the institutional e-mail address for this individual (please note that this is a *required* field).
- ✓ Enter the programmatic URL, if it is different from the institutional URL.

- ✓ The next six address fields may be the same as the main address listed for the surgical technology program/program director or they may be different. If this information is the *same* then simply select the **“Same as Program Director”** checkbox next to each information field or enter correct information for this individual manually (if the data does not automatically load). The six information fields are:
 - Address 1
 - Address 2
 - Address 3
 - City
 - State
 - Zip
- ✓ Please verify that the **“Yes”** radio button is now selected for the program faculty/staff/administrators listing and verify that the program faculty/staff/administrator listing information is now comprehensive and correct.
- ✓ Select the **“Update”** Button.
- ✓ Select the **“Close and Return to Application”** button.
- ✓ Select the **“Print list of Admin/Faculty”** button if you would like to print a copy of this list for your records.

****Stop! Save changes before you proceed to Question #18.**

18. How are community needs assessed and monitored?:

19. Changes in community needs?: Yes No

Describe Changes:

20. Changes in admission process & procedures?: Yes No

Describe Changes:

21. Which clinical case requirement guideline for program completion does the program use?

Minimum (80 cases)

Standard (125 cases)

Best (140 cases)

22. Student/Teacher Lab Ratio:

23. PD Adm Release Hours:

Annual Report Page 3 of 5 (Section I)

Back [1](#) [2](#) [3](#) [4](#) [5](#) Next

Close and Save Save Changes

Submit and Go to Section - II

18. Describe how the program monitors and assesses community needs including information regarding Program Advisory Committee (PAC) membership and meetings. Include a description of any specific tools used for this process.
19. *Specify if there have been any significant changes in community needs since the submission of the last annual report by selecting the corresponding “yes” or “no” radio button. If yes, describe all changes in community needs since the submission of the last annual report.*
20. *Specify if there have been any changes to the admissions process and procedure for the surgical technology program since the submission of the last annual report by selecting the corresponding “yes” or “no” radio button. If yes, describe all changes made in admissions process and procedure since the submission of the last annual report.*

21. Specify the program's published and ARC/STSA approved clinical case requirement guideline by selecting either the Minimum (80 cases), Standard (125 cases) or Best (140 cases) radio button.
 22. Enter the Student/Teacher Lab Ratio used during the laboratory skills courses of the program.
(Example: 12:1).
 23. Specify the number of Administrative Release Hours per week assigned to the Program Director.
This is the number of hours per week that the Program Director is released from teaching duties to perform administrative duties.
- Select **"Save Changes"** or **"Close and Save."**

You have now saved **ANNUAL REPORT PAGE 3 OF 5 (SECTION I)**.

- ✓ You may choose to exit the report or continue on to **"Page 4."** If you need to make corrections to **"Page 3,"** select the **"3"** icon at the bottom of the page. If you choose to exit the report, you may re-enter the EReport at any time by re-entering your **"Program ID"** and **"Password"** on the login page.

****Remember: The entire report, both Section I and Section II, must be completed and submitted before you can print a copy of your report.****

- To go to **"Page 4"** of the report, do one of the following:
- Select **"Next"** at the bottom of the page
 - If you exited the report and are now re-entering the report, select **"File Annual Report,"** then select **"2. Open/Edit Section I,"** and select **"4"** at the bottom of the page.

BLUE SECTION

SECTION I—PAGE 4 OF 5—REPORTING YEAR 8/1/2009 TO 7/31/2010

*[Key Points: Always remember to save your work frequently while working in the report and before exiting the report – do this by selecting either the **"Save Changes"** to save your work and continue work in the report or **"Close and Save"** to save your changes and exit the report. The **"Save Changes"** and **"Close and Save"** buttons save all the information you have entered into the EReport form so that you can continue completing the EReport at another time.]*

- There are a total of **5 fields** on this page so please *make sure to select the **"Save Changes"** button at least once every 10 to 20 minutes* or you will lose the information you have entered.

Annual Report Page 4 of 5 (Section I)

Please click on the button below to report **Retention DATA** results for each program completion below

Completion Date	Results Reported?
10/1/2009	Yes
11/1/2009	Yes

Report Average Outcomes

Please provide an analysis of retention data reported during this reporting year. Provide a plan of action for improvement if applicable.

How do retention levels reported during this reporting year compare with the last 2 years?

Annual Report - Page 4 of 5 (Section I)

- Note that **“Page 4”** focuses only on the Retention data reporting for graduates during the period from **August 1, 2009 to July 31, 2010.**
- **The ARC/STSA threshold for retention is 70%.**

Please note: if you reported multiple completion dates on page 1 of this section, you will need to enter data for each completion date reported *before* selecting the **“Report Average Outcomes” button and analyzing retention data for the entire Reporting Year.

- Select **“Report Results.”**

- ✓ Report the number of students originally admitted in this completion class.
- ✓ Report the number of students that graduated on this completion date.

Note: The Retention Rate for each completion date will automatically calculate after the “Students Admitted” and “Students Graduated” data has been entered.

- ✓ Select the **“Update & Continue”** button.
- ✓ Repeat entering retention results for any additional completion dates listed.

Note: Verify that the **“Results Reported?”** field(s) state **“Yes”** for all completion dates listed. The **“Yes”** status will only be reflected if all retention data has been entered completely for each completion date.

- ✓ Click the **“Report Average Outcomes”** button to average retention rates for multiple cohorts. **[NOTE: the “Report Average Outcomes” button may not be calculating accurately. We suggest you hand-verify retention averages.]**

- ✓ Analyze this report’s retention level. If your retention level is below 70%, provide an explanation and submit a detailed plan of action and timeline for implementation as to how the program will bring the retention levels to established threshold levels. If the retention rate is 70% or greater, no further information is needed.

- ✓ Compare this Reporting Year's retention level with the retention levels from the two previous Reporting Years. Specifically focus on any major changes in the retention level.

- Select **"Save Changes"** or **"Close and Save."**

You have now saved **ANNUAL REPORT PAGE 4 OF 5 (SECTION I)**.

- ✓ You may choose to exit the report or continue on to **"Page 5."** If you need to make corrections to **"Page 4,"** select the **"4"** icon at the bottom of the page. If you choose to exit the report, you may re-enter the EReport at any time by re-entering your **"Program ID"** and **"Password"** on the login page.

****Remember: The entire report, both Section I and Section II, must be completed and submitted before you can print a copy of your report.****

- To go to **"Page 5"** of the report, do one of the following:
 - Select **"Next"** at the bottom of the page
 - If you exited the report and are now reentering the report, select **"File Annual Report,"** then select **"2. Open/Edit Section I,"** and finally select **"5"** at the bottom of the page.

BLUE SECTION

SECTION I—PAGE 5 OF 5—REPORTING YEAR 8/1/2009 TO 7/31/2010

[Key Points: Always remember to save your work frequently while working in the report and before exiting the report – do this by selecting either the **"Save Changes"** to save your work and continue work in the report or **"Close and Save"** to save your changes and exit the report. The **"Save Changes"** and **"Close and Save"** buttons save all the information you have entered into the EReport form so that you can continue completing the EReport at another time.]

PAE DATA Results (REPORTING YEAR 8/1/2009 TO 7/31/2010)

The PAE or the CST exam are the only reportable ARC/STSA approved outcomes assessment exam for use in evaluating the program curriculum.

If you elected to use the CST exam as the program's approved outcomes assessment exam for the period of August 1, 2009 to July 31, 2010, please skip to page 21.

If you elected to use the PAE as the program's approved outcomes assessment exam for the period of August 1, 2009 to July 31, 2010, please continue with the instructions below.

- There are a total of **20 fields** on this page so please *make sure to select the **"Save Changes"** button at least once every 10 to 20 minutes* or you will lose the information you have entered
- Note that **"Page 5"** focuses on PAE data reporting for graduates during the period from **August 1, 2009 – July 31, 2010**. Remember:
- **The ARC/STSA threshold for the outcomes assessment exam (PAE) results is 100% of students score in the "Sufficient Range" or higher.**
- ****Please note: if you reported multiple completion dates on page 1 of this section, you will need to enter data for each completion date reported *before* selecting the **"Report Average Outcomes"** button and analyzing PAE data for the entire Reporting Year.**

Annual Report Page 5 of 5 (Section I)

Please click on the button below to report PAE DATA results for each program completion below

Completion Date	PAE Format Edition	Results Reported?
10/1/2009	5th <input type="radio"/>	Yes
11/1/2009	5th <input type="radio"/>	Yes

Please provide an analysis of PAE average report results reported during the reporting year. Provide a plan of action for improvement if applicable.

How do PAE levels reported during this reporting year compare with the last 2 years?

Annual Report - Page 5 of 5 (Section I)

➤ Select "Report Results."

Program Results Report

5th Edition PAE Report

Program Completion Date: 11/15/2008

Total # of students who took exam(number)	:	<input type="text" value="20"/>		
# who scored "Exceptional" (86-100%)	:	<input type="text" value="5"/>	=	<input type="text" value="25"/> %
# who scored "Sufficient" (70-85%)	:	<input type="text" value="10"/>	=	<input type="text" value="50"/> %
# who scored "Minimal" (60-69%)	:	<input type="text" value="3"/>	=	<input type="text" value="15"/> %
# who scored "Insufficient" (0-59%)	:	<input type="text" value="2"/>	=	<input type="text" value="10"/> %
Objective Basic Science	:	<input type="text" value="65"/>		%
Objective Biomedical Science	:	<input type="text" value="75"/>		%
Objective Intraop Sterile	:	<input type="text" value="85"/>		%
Objective Practice	:	<input type="text" value="70"/>		%
Objective Preop Nonsterile	:	<input type="text" value="72"/>		%
Objective PreopPatient Care	:	<input type="text" value="73"/>		%
Objective Preop sterile	:	<input type="text" value="74"/>		%
Objective Related Science	:	<input type="text" value="75"/>		%
Objective Surgical Procedures	:	<input type="text" value="76"/>		%

- Program Assessment Exam range scores are as follows:

E= Exceptional (86-100%)
S = Sufficient (70-85%)
M = Minimal (60-69%)
I = Insufficient (0-59%)

- Then enter the number of students who scored in each range. This information can be obtained in the **“Group Detail Report.”**

- ✓ Indicate the total number of students who scored “Exceptional (E).”
- ✓ Indicate the total number of students who scored “Sufficient (S).”
- ✓ Indicate the total number of students who scored “Minimal (M).”
- ✓ Indicate the total number of students who scored “Insufficient (I).”

Please note: If you do *not* have a score for an area, enter a 0. All fields must have information entered in them.

- Report the percentage score for each objective area. This can be found on the **“Score Summary Report”** in column 5 under “%.” Please enter whole numbers only.

- ✓ Indicate the average percentage for the objective area of Basic Science.
- ✓ Indicate the average percentage for the objective area of Biomedical Science.
- ✓ Indicate the average percentage for the objective area of Intraop Sterile.
- ✓ Indicate the average percentage for the objective area of Practice.
- ✓ Indicate the average percentage for the objective area of Preop Nonsterile.
- ✓ Indicate the average percentage for the objective area of Preop Patient Care.
- ✓ Indicate the average percentage for the objective area of Preop Sterile.
- ✓ Indicate the average percentage for the objective area of Related Science.
- ✓ Indicate the average percentage for the objective area of Surgical Procedures.

Please note: If you do *not* have a score for an area, enter a 0. All fields must have information entered in them.

- Select **“Update & Continue.”** If applicable, repeat this process until PAE data has been completed for all completion dates reported.

Note: Verify that the **“Results Reported?”** field(s) state **“Yes”** for all completion dates listed. The **“Yes”** status will only be reflected if all PAE data has been entered completely for each completion date.

- Click the **“Average Report Results”** button to average PAE data for multiple cohorts.

[NOTE: the “Report Average Outcomes” button may not be calculating accurately. We suggest you hand-verify outcomes assessment exam averages.]

- ✓ Analyze student PAE scores for the overall reporting period. If student PAE scores are below the “Sufficient Range,” provide an explanation and submit a detailed plan of action and timeline for implementation as to how the program will bring the student PAE scores to established threshold levels. If the student PAE scores are in the “Sufficient Range” or greater, no further information is needed.
- ✓ Compare this report’s PAE scores with the PAE scores from the two previous Reporting Years. Specifically focus on any major changes in the PAE scores.

Please provide an analysis of PAE average report results reported during the reporting year. Provide a plan of action for improvement if applicable.

How do PAE levels reported during this reporting year compare with the last 2 years?

Annual Report - Page 5 of 5 (Section I)

- Select **“Save Changes”** or **“Close and Save.”**

You have now saved **ANNUAL REPORT PAGE 5 OF 5 (SECTION I)**.

- ✓ You may choose to exit the report or continue on to **“Submit and Go to Section II.”** If you need to make corrections to **“Page 5,”** select the **“5”** icon at the bottom of the page. If you choose to exit the report, you may re-enter the EReport at any time by re-entering your **“Program ID”** and **“Password”** on the login page.

****Remember: The entire report, both Section I and Section II, must be completed and submitted before you can print a copy of your report.****

- ✓ If you have not answered each question in Section I completely, you will not be able to **“Submit and Go to Section II.”** You will receive an error message that is similar to the following if any field is left blank or data is missing.

Annual Report Submittal Page (Section I)

Your report cannot be submitted due to the following missing fields.

Please go back into the report and complete the required fields

<u>Entry No</u>	<u>Missing Fields</u>
	Actual Students Admitted

CST Exam Data Results (REPORTING YEAR 8/1/2009 TO 7/31/2010)

If you are a program that elected to use the CST exam as your approved program outcomes assessment exam for the period of 8/1/2009 to 7/31/2010, you will need to complete the PAE section of the Annual Report as outlined below and the “2011 Annual Report Addendum: CST Assessment Exam Data Sheet – Surgical Technology” form. [Please note: The 2011 Annual Report Addendum form is included in the Annual Report packet (yellow form) and available online at www.arcstsa.org/forms/ST/forms and facts ST.htm.] Programs should only report CST Exam outcomes for graduates who complete the program during the period of 8/1/2009-7/31/2010 and should only report scores for the first attempt, if students/graduates re-take the CST Exam.

[Key Points: Always remember to save your work frequently while working in the report and before exiting the report – do this by selecting either the “**Save Changes**” to save your work and continue work in the report or “**Close and Save**” to save your changes and exit the report. The “**Save Changes**” and “**Close and Save**” buttons save all the information you have entered into the EReport form so that you can continue completing the EReport at another time.]

The ARC/STSA thresholds for the outcomes assessment exam (CST) is 100% participation rate and 70% pass rate effective August 1, 2009.

- There are a total of **20 fields** on this page so please *make sure to select the “Save Changes” button at least once every 10 to 20 minutes* or you will lose the information you have entered

Annual Report Page 5 of 5 (Section I)

Please click on the button below to report PAE DATA results for each program completion below

<u>Completion Date</u>	<u>PAE Format Edition</u>	<u>Results Reported?</u>
10/1/2009	5th <input type="radio"/>	<input type="button" value="Report Results"/> Yes
11/1/2009	5th <input type="radio"/>	<input type="button" value="Report Results"/> Yes

Please provide an analysis of PAE average report results reported during the reporting year. Provide a plan of action for improvement if applicable.

Elected CST as Outcomes Indicator effective August 1, 2008. See addendum.

How do PAE levels reported during this reporting year compare with the last 2 years?

Elected CST as Outcomes Indicator effective August 1, 2008. See addendum.

Annual Report - Page 5 of 5 (Section I)

1 2 3 4 5

- Note that “**Page 5**” focuses on PAE data reporting for graduates during the period from August 1, 2009 – July 31, 2010. **Although you are not reporting PAE data for the period of**

8/1/2009 to 7/31/2010, you will need to complete this section, using the instructions below, in order to be able to submit the Annual Report.

- Select **“Report Results.”**
- You will need to enter zeros **“0”** in all of the fields on the PAE Report page (see screenshot).

Program Results Report
5th Edition PAE Report

Program Completion Date: 11/1/2009

Total # of students who took exam(number)	:	<input type="text" value="0"/>		
# who scored "Exceptional" (86-100%)	:	<input type="text" value="0"/>	=	<input type="text" value="0"/> %
# who scored "Sufficient" (70-85%)	:	<input type="text" value="0"/>	=	<input type="text" value="0"/> %
# who scored "Minimal" (60-69%)	:	<input type="text" value="0"/>	=	<input type="text" value="0"/> %
# who scored "Insufficient" (0-59%)	:	<input type="text" value="0"/>	=	<input type="text" value="0"/> %
Objective Basic Science	:	<input type="text" value="0"/>	%	
Objective Biomedical Science	:	<input type="text" value="0"/>	%	
Objective Intraop Sterile	:	<input type="text" value="0"/>	%	
Objective Practice	:	<input type="text" value="0"/>	%	
Objective Preop Nonsterile	:	<input type="text" value="0"/>	%	
Objective PreopPatient Care	:	<input type="text" value="0"/>	%	
Objective Preop sterile	:	<input type="text" value="0"/>	%	
Objective Related Science	:	<input type="text" value="0"/>	%	
Objective Surgical Procedures	:	<input type="text" value="0"/>	%	

Update & Continue >

- Select **“Update & Continue.”** If applicable, repeat this process until data has been completed for all completion dates reported.

Note: Verify that the **“Results Reported?”** field(s) state **“Yes”** for all completion dates listed. The **“Yes”** status will only be reflected if data has been entered completely for each completion date.

- In the box that states, “Please provide an analysis of PAE average report results reported during the Reporting Year. Provide a plan of action for improvement if applicable.” enter **“Elected CST as Outcomes indicator effective August 1, 2008 (or August 1, 2009). See addendum.”**
- In the box that states, “How do PAE levels reported during this Reporting Year compare with the last 2 years?” enter **“Elected CST as Outcomes indicator effective August 1, 2008 (or August 1, 2009). See addendum.”**

Please provide an analysis of PAE average report results reported during the reporting year. Provide a plan of action for improvement if applicable.

Elected CST as Outcomes indicator effective August 1, 2008. See addendum.

How do PAE levels reported during this reporting year compare with the last 2 years?

Elected CST as Outcomes indicator effective August 1, 2008. See addendum.

- Select **“Save Changes”** or **“Close and Save.”**

You have now saved **ANNUAL REPORT PAGE 5 OF 5 (SECTION I)**.

- ✓ You may choose to exit the report or continue on to “**Submit and Go to Section II.**” If you need to make corrections to “**Page 5,**” select the “**5**” icon at the bottom of the page. If you choose to exit the report, you may re-enter the EReport at any time by re-entering your “**Program ID**” and “**Password**” on the login page.

****Remember: The entire report, both Section I and Section II, must be completed and submitted before you can print a copy of your report.****

- ✓ If you have not answered each question in Section I completely, you will not be able to “**Submit and Go to Section II.**” You will receive an error message that is similar to the following if any field is left blank or data is missing.

<u>Entry No</u>	<u>Missing Fields</u>
	Actual Students Admitted

Go

- Complete the **2011 Annual Report Addendum – CST Outcomes Assessment Exam Data Sheet – Surgical Technology** (yellow form) included in your Annual Report packet and available online at www.arcstsa.org/forms/ST/forms_and_facts_st.htm.
 - ✓ Enter the total number of students who took the CST exam.
 - ✓ Enter the total number of students who scored “Pass” the CST exam on the first attempt.
 - ✓ Enter the information for each completion date.
 - ✓ Analyze student CST average report results reported during this reporting period.

The ARC/STSA thresholds for the outcomes assessment exam (CST) is 100% participation rate and 70% pass rate effective August 1, 2009.

2011 Annual Report: Section II

YELLOW SECTION

SECTION II—PAGE 1 OF 2—REPORTING YEAR 8/1/2008 TO 7/31/2009

[Key Points: Always remember to save your work frequently while working in the report and before exiting the report – do this by selecting either the “**Save Changes**” to save your work and continue work in the report or “**Close and Save**” to save your changes and exit the report. The “**Save Changes**” and “**Close and Save**” buttons save all the information you have entered into the EReport form so that you can continue completing the EReport at another time.]

- To begin entering data in “**Section II**” of the report, do one of the following:
 - If you are in Section I of the report, select the “**Submit and Go to Section II**” button at the bottom of the page.
 - If you exited the report and are now re-entering the report, select “**File Annual Report**”, then select “**1. Begin Filing Section II**”.

Annual Report Page 1 of 2

Please enter Academic Year Information for Section 2

Reporting Year : 8/1/2008 to 7/31/2009

Report Access : 2/1/2010

Submittal Deadline : 5/2/2011

Completion Dates : 2

8 1 2008

2 1 2009

Annual Report Page 1 of 2 (Section II)

Next

Close and Save 1 2 Save Changes

Edit Section 1 Submit Report

- This screen will ask you to “**Please enter Academic Year Information for Section 2.**”
 - ✓ As you will note: the ARC/STSA Reporting Year = “Reporting Year” dates
 - ✓ The “Reporting Year”, “Report Access” and “Submittal Deadline” dates have been pre-entered by the ARC/STSA.
 - ✓ **In Section II, you will be reporting data for graduates between August 1, 2008 to July 31, 2009.**
- The “**Completion Dates**” have been pre-entered from your last annual report, if the program completed and submitted a 2010 Annual Report. If the pre-entered data is incorrect or you did not complete a 2010 Annual Report, you will need to do the following:
 - ✓ Select the number of program “**Completion Dates**” that occurred within the “Reporting Year” that is specified.
 - ✓ Report each completion date by selecting the month, day and year of each completion date from the drop down menus associated with each data field.

If you reported that you have four completion dates within the Reporting Year then you must report the month, day and year for each completion date before proceeding to the next page.

- If this is the first Annual Report for your program (recently awarded Initial Accreditation), you will need to do the following:
 - ✓ Enter the number one “1” in the program “**Completion Dates**” field.
 - ✓ Enter the completion date of 8/1/2008 completion date by selecting the month, day and year from the drop down menus associated with each data field.
 - ✓ For all areas on Section II, pages 1 and 2, enter zeros “0” in all numeric fields and “No graduates - newly accredited program.” in all text boxes.

Annual Report - Section II
Completion Date : 8/1/2008

Graduate Placement Outcomes

Graduates employed within 1 year	:	<input type="text" value="0"/>	
Graduates continuing education	:	<input type="text" value="0"/>	
Total Number of Graduates Placed	:	<input type="text" value="0"/>	
Total Graduates	:	<input type="text" value="0"/>	
Graduate Placement	:	<input type="text" value="0"/>	%

Please provide an analysis of results reported during this reporting year. Please provide plan of action for improvement, if applicable.

No graduates - newly accredited program.

How do reported placement levels compare with last 2 years?:

No graduates - newly accredited program.

Annual Report - Section II
Completion Date : 8/1/2008

Update & Continue >

- Select “**Save Changes**” and then select “**Next.**”

You have now saved **ANNUAL REPORT PAGE 1 OF 2 (SECTION II)**.

- ✓ You may choose to exit the report or continue on to “**Page 2.**” If you need to make corrections to “**Page 1,**” select the “**1**” icon at the bottom of the page. If you choose to exit the report, you may re-enter the EReport at any time by re-entering your “**Program ID**” and “**Password**” on the login page.
- ✓

YELLOW SECTION

SECTION II—PAGE 2 OF 2—REPORTING YEAR 8/1/2008 TO 7/31/2009

[Key Points: Always remember to save your work frequently while working in the report and before exiting the report – do this by selecting either the “**Save Changes**” to save your work and continue work in the report or “**Close and Save**” to save your changes and exit the report. The “**Save Changes**” and “**Close and Save**” buttons save all the information you have entered into the EReport form so that you can continue completing the EReport at another time.]

- There are a total of **18 fields** on this page so please make sure to select the “**Save Changes**” button **at least once every 10 to 20 minutes** or you will lose the information you have entered.

Annual Report - Section II
Outcomes Report

Please click on the button below to report **Graduate Placement Results** for each program completion date:

<u>Completion Date</u>		<u>All Outcomes Reported?</u>
8/1/2008	<input type="button" value="Report Outcomes"/>	Yes
2/1/2009	<input type="button" value="Report Outcomes"/>	No
<input type="button" value="Report Average Outcomes"/>		

Please click on the button below to report **Employer Survey Results** for each program completion date:

<u>Completion Date</u>		<u>All Outcomes Reported?</u>
8/1/2008	<input type="button" value="Report Outcomes"/>	Yes
2/1/2009	<input type="button" value="Report Outcomes"/>	No
<input type="button" value="Report Average Outcomes"/>		

Please click on the button below to report **Graduate Survey Results** for each program completion date:

<u>Completion Date</u>		<u>All Outcomes Reported?</u>
8/1/2008	<input type="button" value="Report Outcomes"/>	Yes
2/1/2009	<input type="button" value="Report Outcomes"/>	No
<input type="button" value="Report Average Outcomes"/>		

Please note: if you reported multiple completion dates on page 1 of this section, you will need to enter graduate placement, employer survey and graduate survey data for each completion date reported *before* selecting the “Report Average Outcomes**” button and analyzing data for the entire Reporting Year.

- ✓ The “**Report Average Outcomes**” button is used to average graduate placement results, employer survey results and graduate survey results for multiple cohorts once the information for all completion dates is entered in each section, in the order indicated on the following pages.
[NOTE: the “Report Average Outcomes” button may not be calculating accurately. We suggest you hand-verify Graduate Placement Results, Employer Survey Results and Graduate Survey Results averages.]

Graduate Placement

The ARC/STSA threshold for Graduate Placement is 80%.

- Select “Report Outcomes.”

The screenshot shows a web form titled "Annual Report - Section II" with a completion date of 2/1/2009. The section is "Graduate Placement Outcomes". It contains a table with the following data:

Graduates employed within 1 year	:	<input type="text" value="12"/>
Graduates continuing education	:	<input type="text" value="1"/>
Total Number of Graduates Placed	:	<input type="text" value="13"/>
Total Graduates	:	<input type="text" value="15"/>
Graduate Placement	:	<input type="text" value="86.67"/> %

Below the table is a text area with the prompt: "Please provide an analysis of results reported during this reporting year. Please provide plan of action for improvement, if applicable." This is followed by another text area with the prompt: "How do reported placement levels compare with last 2 years?:". At the bottom of the form is a button labeled "Update & Continue >".

- Indicate the number of graduates who were employed in the field within one year of graduation **and** the number of graduates who were both employed in the field within one year of graduation **and** continuing their education (combine both numbers = one number in the “Graduates employed within 1 year” field).
- Indicate the number of graduates who were **not** employed in the field within one year of graduation but **continued their education**.
- Indicate the total number of graduates placed (combine the number of graduates employed in the field within 1 year + the number of graduates continued their education = one number in the “Total Number of Graduates Placed” field).
- Indicate the total number of graduates for the completion date.
- Graduate Placement will be automatically calculated.
- ✓ **For those with multiple cohorts:**
 - After the Graduate Placement has been automatically calculated for each cohort, you will need to click the “**Update & Continue**” button to go back to the previous page.
 - Select “**Report Outcomes**” for each cohort that you need to complete.
 - Once you have recorded the outcomes for each cohort, click the “**Report Average Outcomes**” button to average the graduate placement results for the year.
 - Please write down the averages.
 - The analysis and comparison boxes will need to be filled in for each cohort after you have noted the annual averages. You may copy and paste the analysis and comparison information for the year from cohort to cohort.
- Analyze the annual graduate placement results. If your graduate placement level is below 80%, provide an explanation and submit a detailed plan of action and timeline for implementation as to how

the program will bring the graduate placement rating to established threshold level. If the graduate placement rate is 80% or above, no further information is needed.

- Compare the reported annual graduate placement levels with the graduate placement rates of the two previous Reporting Years. Specifically focus on any major changes in the graduate placement levels.
- Select **“Update & Continue.”** If applicable, repeat this process until graduate placement data has been completed for all completion dates reported.
- Note: Verify that the **“Results Reported?”** field(s) state **“Yes”** for all completion dates listed. The **“Yes”** status will only be reflected if all graduate placement data has been entered completely for each completion date.
- Select **“Save Changes.”**

Employer Survey

The ARC/STSA threshold for Employer Survey **Return Rate** is 50%. The ARC/STSA threshold for Employer **Satisfaction Rate** is 85%.

- Select **“Report Outcomes.”**

***To determine the employer satisfaction rating, divide number of satisfactory surveys by the total number of surveys returned. A satisfactory survey must have 24 out of the 28 questions rated 3 or greater on the 5 point Likert scale.*

The screenshot shows a web form titled "Annual Report - Section II" with a completion date of 8/1/2008. It contains two sections for data entry:

Employer Survey Return Rate

Employer Surveys Distributed	:	<input type="text" value="20"/>
Employer Surveys Returned	:	<input type="text" value="14"/>
Employer Survey Return Rate	:	<input type="text" value="70"/> %

Employer Survey Satisfaction Rate

A satisfactory survey must have 24 out of the 28 questions rated 3 or greater on the 5 point Likert scale

Employer Satisfactory Surveys	:	<input type="text" value="10"/>
Employer Surveys Returned	:	<input type="text" value="12"/>
Employer Satisfaction Rating	:	<input type="text" value="83.33"/> %

Please provide an analysis of results reported during this reporting year. Please provide plan of action for improvement, if applicable.

How do employer survey levels compare with last 2 years?:

At the bottom of the form, there is a button labeled "Update & Continue" with a right-pointing arrow.

- Indicate the number of surveys distributed.
- Indicate the number of surveys returned.
- The Employer Survey Return Rate will be automatically calculated.
- Indicate the number of satisfactory employer surveys. *[To determine the employer satisfaction rating, divide number of satisfactory surveys by the total number of surveys returned. A satisfactory survey must have 24 out of the 28 questions rated 3 or greater on the 5 point Likert scale.]*

- Indicate the number of surveys returned.
- The Employer Satisfaction Rate will be automatically calculated.
- ✓ **For those with multiple cohorts:**
 - After the Employer Survey Return Rate and the Employer Satisfaction Rating have been automatically calculated for each cohort, you will need to click the **“Update & Continue”** button to go back to the previous page.
 - Select **“Report Outcomes”** for each cohort that you need to complete.
 - Click the **“Report Average Outcomes”** button to average the graduate placement results for the year.
 - Please write down the averages.
 - The analysis and comparison boxes will need to be filled in for each cohort after you have noted the annual averages. You may copy and paste the analysis and comparison information for the year from cohort to cohort.
- Analyze the employer survey return and satisfaction results. If the employer survey return is below 50% or the employer satisfaction is below 85%, provide an explanation and submit a detailed plan of action and timeline for implementation as to how the program will bring the employer survey return and/or rating to established threshold levels. If the employer survey return is 50% or above and graduate satisfaction is 85% or above, no further information is needed.
- Compare this report’s employer satisfaction and survey return levels with the satisfaction and return levels from the two previous reporting periods.
- Select **“Update & Continue.”** If applicable, repeat this process until employer survey data has been completed for all completion dates reported.
- Note: Verify that the **“Results Reported?”** field(s) state **“Yes”** for all completion dates listed. The **“Yes”** status will only be reflected if all employer survey data has been entered completely for each completion date.
- Select **“Save Changes.”**

Graduate Survey

The ARC/STSA threshold for Graduate Survey Return Rate is 50%. The ARC/STSA threshold for Graduate Satisfaction Rate is 85%.

***To determine the graduate satisfaction rating, divide number of satisfactory surveys by the total number of surveys returned. A satisfactory survey must have 7 out of the 8 questions rated 3 or greater on the 5 point Likert scale.*

- ✓ Select **“Report Outcomes.”**

The screenshot shows a web form titled "Annual Report - Section II" with a completion date of 8/1/2008. It contains two sections for data entry:

- Graduate Survey Return Rate:** Graduate Surveys Distributed (20), Graduate Surveys Returned (12), and Graduate Survey Return Rate (60%).
- Graduate Survey Satisfaction Rate:** A note states "A satisfactory survey must have 7 out of the 8 questions rated 3 or greater on the 5 point Likert scale." Below this, Graduate Satisfactory Survey (10), Graduate Surveys Returned (12), and Graduate Satisfaction Rate (83%) are entered.

Below the data entry fields are two large text boxes for analysis and comparison, followed by an "Update & Continue" button.

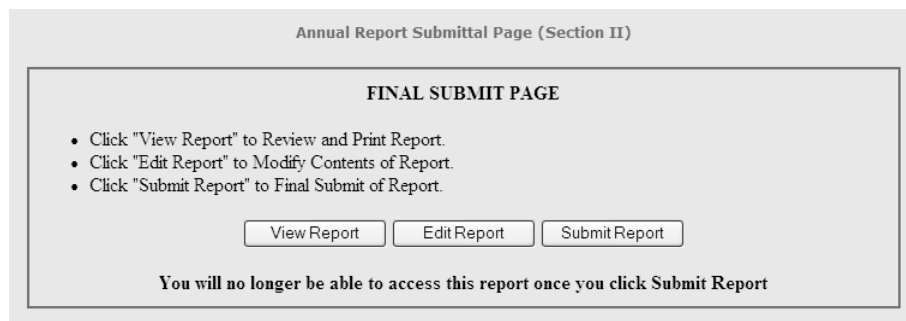
- Indicate the number of graduate surveys distributed.
- Indicated the number of graduate surveys returned.
- The Graduate Return Rate will be automatically calculated.
- Indicate the number of satisfactory graduate surveys. *[To determine the graduate satisfaction rating, divide number of satisfactory surveys by the total number of surveys returned. A satisfactory survey must have 7 out of the 8 questions rated 3 or greater on the 5 point Likert scale.]*
- Indicate the number of graduate surveys returned.
- The Graduate Satisfaction Rating will be automatically calculated.
- ✓ **For those with multiple cohorts:**
 - After the Graduate Return Rate and the Graduate Satisfaction Rating have been automatically calculated for each cohort, you will need to click the **“Update & Continue”** button to go back to the previous page.
 - Select **“Report Outcomes”** for each cohort that you need to complete.
 - Click the **“Report Average Outcomes”** button to average the graduate placement results for the year.
 - Please write down the averages.
 - The analysis and comparison boxes will need to be filled in for each cohort after you have noted the annual averages. You may copy and paste the analysis and comparison information for the year from cohort to cohort.
- Analyze the graduate survey return and satisfaction results. If the graduate survey return is below 50% or the graduate satisfaction is below 85%, provide an explanation and submit a detailed plan of action and timeline for implementation as to how the program will bring the graduate survey return

and/or rating to established threshold levels. If the graduate survey return is 50% or above and graduate satisfaction is 85% or above, no further information is needed.

- Compare this report's graduate satisfaction and survey return levels with the satisfaction and return levels from the two previous reporting periods.
- Select "**Update & Continue.**" If applicable, repeat this process until graduate survey data has been completed for all completion dates reported.
- Note: Verify that the "**Results Reported?**" field(s) state "**Yes**" for all completion dates listed. The "**Yes**" status will only be reflected if all graduate placement data has been entered completely for each completion date.
- Select "**Save Changes.**"

Submitting your Report

- Select "**Submit Report.**"



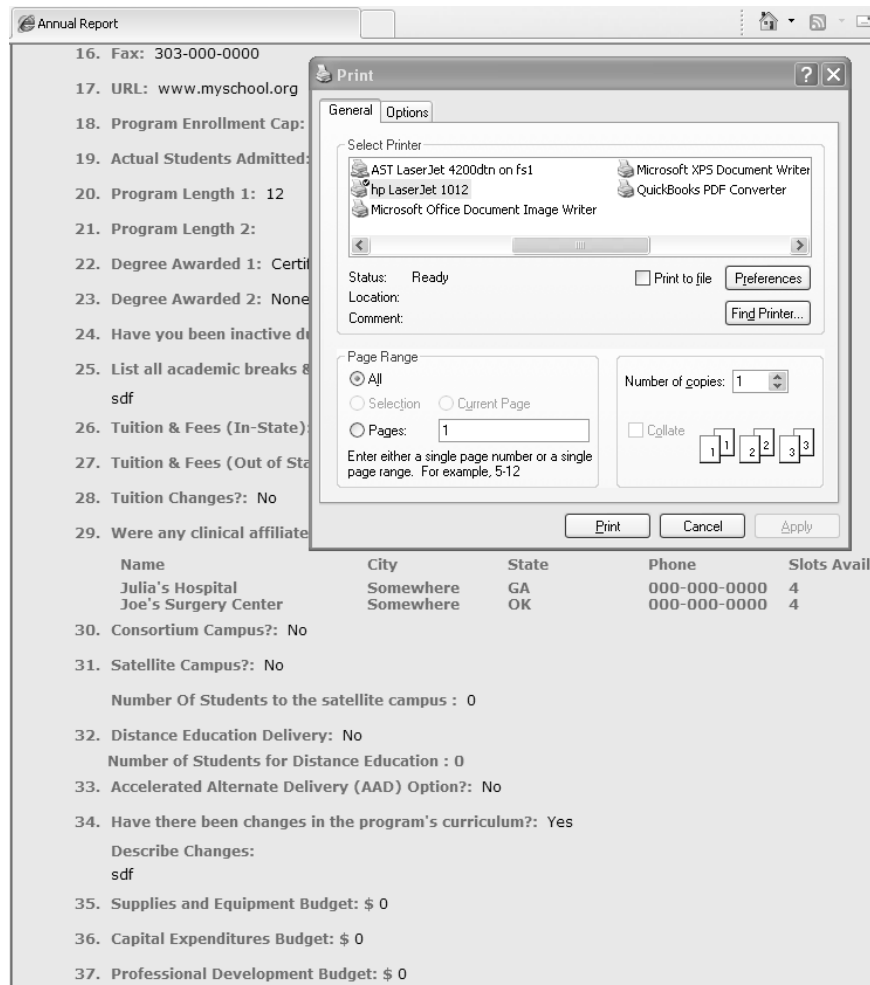
Annual Report Submittal Page (Section II)

FINAL SUBMIT PAGE

- Click "View Report" to Review and Print Report.
- Click "Edit Report" to Modify Contents of Report.
- Click "Submit Report" to Final Submit of Report.

You will no longer be able to access this report once you click Submit Report

- Select "**View Report.**"
- Review the Report to make verify that all information submitted is accurate.
- Select "**Print**" (it is **recommended** that the program print and retain a copy of the report prior to submitting the report).



- Once you have printed the report, close the “**View Report**” window.

If applicable:

- Select the “**Edit Report**” button to make changes or corrections.
 - ✓ This will take you back to “**Page 1**” of Section II of the report.
 - ✓ From this page you may choose to make corrections to Section II.
 - ✓ From this page select “**Edit Section I**” to make corrections to Section I.
 - ✓ Make the necessary corrections.
- Select “**Submit Report.**”
- Select “**Review Report.**”
- Print a copy of the report.
- Close the **View Report** window.

After the report has been completely reviewed *and* all information has been verified for accuracy, select the final “**Submit Report**” icon. Once you have selected the final “**Submit Report**” icon, you will *no longer* be able to make changes to this report. You should receive a submission confirmation e-mail sent to the e-mail address on file at the ARC/STSA.

- If you receive an **error message** upon clicking the submit button **or** do not receive a **submission confirmation e-mail**, you will need to contact the ARC/STSA to verify that the report has been submitted.

Close the internet browser and the process will be completed. **Congratulations!**

If you encounter any problems with this report please contact the ARC/STSA office at (303) 694-9262 or e-mail info@arcstsa.org.