



## ON-SITE EVALUATOR INFORMATION

### Purpose

The function of the On-Site Evaluator (site visitor) is to assess the program's compliance with the *Standards and Guidelines*, the nature and manner in which the programs' objectives are being met, and how self-identified concerns or problems are being addressed.

The On-Site Evaluator's responsibility is to clarify, verify and amplify the information provided by the program in its application and self-study. The findings submitted in the On-Site Evaluation Confidential Report allow the ARC/STSA the ability to determine the extent and degree of compliance of an applicant program to the *Standards and Guidelines*.

### Qualifications

An On-Site Evaluator must be a qualified individual who is knowledgeable about the field of surgical technology or surgical assisting and with the education process. Credentials for On-Site Evaluators include: Certified Surgical Technologist (CST), Certified First Assistant (CSFA), Certified Surgical Assistant (CSA), Certified Nurse Operating Room (CNOR), Medical Doctor (MD), surgical technology program director of a CAAHEP-accredited program, allied health dean and or any other qualified individual.

Professional/Paid surgical technology consultants are not eligible to be an On-Site Evaluator. A professional/paid surgical technology consultant may only be eligible to serve as an On-Site Evaluator six (6) months after the last paid consulting job.

### Application Process

A prospective On-Site Evaluator must submit the following application materials to seek approval as On-Site Evaluator:

1. ARC/STST Site Visitor Questionnaire Form
2. ARC/STSA "Consent to Serve" Form
3. ARC/STSA On-Site Evaluator Curriculum Vitae Form
4. ARC/STSA Confidentiality Form
5. ACR/STSA Site Visitor Agreement Form
6. Official Educational Transcripts
7. A current curriculum vitae/résumé
8. Copies of degrees, certification, and licensures
9. Proof of recent attendance at an Accreditation Fundamental for Educators (AFE) workshop
10. Proof of recent attendance at a Site-Visitor Training—Beginners (SVTB) workshop

In addition, applicants must complete the CAAHEP Site Visitor Quiz, available online at [www.caahep.org](http://www.caahep.org).

On-Site Evaluation application forms are available online at [www.arcstsa.org](http://www.arcstsa.org), by contacting the ARC/STSA by e-mail at [info@arcstsa.org](mailto:info@arcstsa.org) or at 303-694-9262

### Application Submission

Please submit your completed application and supporting documentation to:

ARC/STSA  
Attn: On-Site Evaluator Application  
6 West Dry Creek Circle, Suite 110  
Littleton, Colorado 80120