

**Accreditation Review Council on Education
in Surgical Technology and Surgical Assisting (ARC/STSA)
INACTIVE Surgical Technology Program
Process and Procedure
for
Submitting the Annual Report in 2012**

The following is the Inactive Status Policy that is published in the *Standards and Guidelines for the Accreditation of Educational Programs in Surgical Technology, Appendix A.5.*

Requesting Inactive Status of a CAAHEP-Accredited Program

Inactive status may be requested from CAAHEP at any time by the Chief Executive Officer or an officially designated representative of the sponsor writing to CAAHEP indicating the desired date to become inactive. No students can be enrolled or matriculated in the program at any time during the time period in which the program is on inactive status. The maximum period for inactive status is two years. The sponsor must continue to pay all required fees to the ARC/STSA and CAAHEP to maintain its accreditation status.

To reactivate the program the Chief Executive Officer or an officially designated representative of the sponsor must notify CAAHEP of its intent to do so in writing to both CAAHEP and the ARC/STSA. The sponsor will be notified by the ARC/STSA of additional requirements, if any, that must be met to restore active status.

If the sponsor has not notified CAAHEP of its intent to re-activate a program by the end of the two-year period, CAAHEP will consider this a "Voluntary Withdrawal of Accreditation."

If your program has requested and was/has been inactive anytime during the **August 1, 2009 – July 31, 2010, August 1, 2010 – July 31, 2011** or **August 1, 2011 – July 31, 2012** ARC/STSA reporting periods you are still required to submit a 2012 Annual Report. However, depending on when your surgical technology program has been inactive, you will submit a revised format of the report based on the following:

- ✓ **If you were inactive during the August 1, 2009 – July 31, 2010 reporting period**, please use the following instructions for completing the 2012 Annual Report:
 - Complete the Current Program Information section of the report
 - Complete the Program Outcomes section of the report
 - Complete the Graduate Outcomes section of the report using the following instructions:
 1. Access the Graduate Outcomes Completion Date page and select the date of 7/31/2010.
 2. Select the "Next" button
 3. On the Graduate Placement Outcomes page, insert the following in **all** data analysis text fields: "Inactive program – no graduate outcomes data for this reporting period."
 4. Select the "Yes" radio button for **all** threshold questions
 5. Select the "Save and Next" button
 6. Repeat steps 3-5 on the Employer Survey Outcomes page **and** the Graduate Survey Outcomes page

- ✓ **If you were inactive during the August 1, 2010 – July 31, 2011 reporting period**, please use the following instructions for completing the 2012 Annual Report:
 - Complete the Current Program Information section of the report
 - Complete the Program Outcomes section of the report using the following instructions:
 1. Access the Program Outcomes Completion Date page and select the date of 7/31/2011.
 2. Select the "Next" button
 3. On the Program Retention Data page, insert the following in **all** data analysis text fields: "Inactive program – no graduate outcomes data for this reporting period."
 4. Select the "Yes" radio button for **all** threshold questions
 5. Select the "Save and Next" button
 6. Repeat steps 3-5 on the Outcomes Assessment Exam Results page
 - Complete the Graduate Outcomes section of the report

- ✓ **If you were inactive during both the August 1, 2009 – July 31, 2010 and August 1, 2010 – July 31, 2011** ARC/STSA reporting periods, please contact the ARC/STSA at 303-694-9262 to set up a conference call to assist you with completion of the 2012 Annual Report.
- ✓ **If you are inactive during the August 1, 2011 – July 31, 2012 reporting period but were active during the August 1, 2009 – July 31, 2010 and August 1, 2010 – July 31, 2011 reporting periods** then you must submit a 2012 Annual Report.
- ✓ If you have not formally requested inactive status then neither the Commission on Accreditation of Allied Health Education Programs (CAAHEP) nor the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) recognize your surgical technology program as inactive and you must submit a 2012 Annual Report.