



ON-SITE EVALUATOR INFORMATION

Purpose

The function of the On-Site Evaluator (site visitor) is to assess compliance with CAAHEP's *Standards and Guidelines*, the manner in which outcomes are being met, and how non-compliance with CAAHEP's *Standards and Guidelines* is 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 CAAHEP's *Standards and Guidelines*.

Qualifications

An On-Site Evaluator must be an 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, or allied health dean.

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 an 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.

On-Site Evaluation application forms are available online at www.arcstsa.org, by contacting the ARC/STSA by e-mail at 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