

ACCREDITATION REVIEW COUNCIL ON EDUCATION IN SURGICAL TECHNOLOGY AND SURGICAL ASSISTING
[ARC/STSA] sponsored by the
American College of Surgeons [ACS] and Association of Surgical Technologists [AST]
in collaboration with the
COMMISSION ON ACCREDITATION OF ALLIED HEALTH EDUCATION PROGRAMS [CAAHEP]

Transfer of Sponsorship – Procedure

In order for the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) to consider a request for transfer of sponsorship of an accredited surgical technology or surgical assisting program, the following information will be required. Transfer of sponsorship must be initiated by the institution sponsoring the currently accredited program. And, that institution must provide reasonable assurances that the *Standards and Guidelines* for the ARC/STSA will continue to be met. These will include but not be limited to:

I. Sponsorship

- Proof of appropriate institutional accreditation for the new sponsoring institution
- An organizational chart identifying the program's position within the organizational structure and all key personnel by name and title

II. Program Goals

- Provide a list of program goals
- Description of how the program regularly assesses its goals
- Completed Program Advisory Committee (PAC) form

III. Program Resources

- A copy of the program's Resource Assessment Plan
- Provide a list of computer resources, equipment and supplies, and instructional resources
- Completed Clinical Affiliate Attestation Form and Completed Clinical Affiliation Site Reporting Form
- Completed Program Personnel Data Form and supporting documentation for staff/faculty related to the program (President, Dean, Program Director, Clinical Coordinator, Core Instructors, and clerical support)
- Completed Course Sequencing Form, Core Curriculum Outline Comparison Form, Curriculum Attestation Form, and syllabi for all courses required for program completion

IV. Student and Graduate Evaluation/Assessment

- Completed Methods of Didactic and Laboratory Evaluation Form
- Completed Methods of Clinical Evaluation Form
- A copy of the program's Outcomes Assessment Plan

V. Fair Practices

- Completed Fair Practices Reporting Form and supporting documentation

Should the CoA find the information and exhibits by the new sponsor to be less than adequate, they may:

1. Require modification and submittal of the most recent Self-Study Report with specific deadline date, or
2. Require a new Self-Study Report by date set by the CoA and/or
3. Recommend to CAAHEP that transfer of sponsorship be denied for reasons stated. This recommendation may or may not be based on a special, modified site visit.