

COMMITTEE ON ACCREDITATION
FOR EDUCATION IN NEURODIAGNOSTIC
TECHNOLOGY
(CoA-NDT)

Policy and Procedure Manual
2016



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1.0 General Principles and Policies

1.01 Policies and Procedures

Members of the Committee on Accreditation for Education in Neurodiagnostic Technology (CoA-NDT) are responsible for adopting policies and procedures.

The CoA-NDT uses a collaborative process to develop and approve policies and procedures.

The CoA-NDT policies and procedures are available to the public.

Adopted 03/05/2013

1.02 Ethical Standards

Members of the CoA-NDT Board of Directors, staff, and volunteers adhere to ethical standards of practice in all CoA-NDT and CAAHEP-related activities.

Revised 07/21/2014

A Conflict of Interest

Members of the CoA-NDT and staff refrain from discussing and voting on accreditation matters if for any reason a conflict of interest or the appearance of a conflict of interest is present.

Meeting minutes reflect the non-participating members.

Revised 07/21/2014

B. Conflict of Interest Policy for CoA-NDT Volunteers, Employees and Contractors

Conflict of interest refers to any situation in which a volunteer, employee or contractor of CoA-NDT stands to gain materially from his or her association with CoA-NDT.

A conflict of interest also exists when any member of the CoA-NDT or other volunteer (or immediate family) is directly associated with or stands to realize financial or similar tangible personal or proprietary gain as a result of any action of the CoA-NDT. Similarly, members of the CoA-NDT are not to enter into employment relationships with persons or activities that are either directly or indirectly detrimental to the CoA-NDT.

The situations listed below constitute examples of potential conflicts of interest. These are intended to be illustrative and not necessarily inclusive of all possible scenarios. When a member of the CoA-NDT has violated this conflict of interest policy, he or she will be subject to disciplinary action.

1. Accepting gifts, entertainment or favors from an outside concern that is seeking to do business with CoA-NDT. (This does not include normal business luncheons.)
2. Having a financial interest in an outside concern from which the CoA-NDT purchases goods or services.
3. Accepting personal compensation for Board-related speaking engagements, consulting services, or other activities.
4. Representing the CoA-NDT in any transaction in which the member of the CoA-NDT (or immediate family) has a substantial interest.
5. Members of the CoA-NDT and volunteers associated with the CoA-NDT (e.g., site visitors, self study reviewers) are prohibited from reviewing a program within their own

state, within 50 miles of their employer, and if the individual and program have clinical contracts with the same clinical affiliations.

6. Members of the CoA-NDT and volunteers associated with the CoA-NDT (e.g., site visitors, self study reviewers) are prohibited from reviewing a program if there is any employment relationship between the individual and the sponsoring institution, or if there is an employment relationship between an immediate family member and the sponsoring institution. Members of the CoA-NDT and volunteers associated with the CoA-NDT are prohibited from reviewing a program if he or she has interviewed for a position at the sponsoring institution within the past three years.
7. Members of the CoA-NDT and volunteers associated with the CoA-NDT (e.g., site visitors, self study reviewers) are prohibited from reviewing a program from which the individual or a member of the individual's immediate family (defined as spouse, life partner, child, parent, or sibling) graduated from the sponsoring institution.

All members of the CoA-NDT are prohibited from participating in any discussion regarding his/her program while the program is engaged in the accreditation process (e.g., recommendation for a site visit, review of the site visit report, review of annual and progress reports; during the consideration of an official student complaint).

If any voting member of the CoA-NDT has a conflict of interest in any matter brought before the body for a vote, that member shall declare such conflict before any discussion of the matter. Further, any other voting members may share their concern regarding a potential conflict of interest of other voting members prior to the beginning of any discussion of the matter in question.

When considering accreditation recommendations at face-to-face meetings of the CoA-NDT, members shall absent themselves from the room for any discussion and/or vote on programs located within their own state or within 50 miles of their employer. When considering accreditation actions during conference call meeting of the CoA-NDT, members shall refrain from participating in the discussion or vote on programs located within their own state or within 50 miles of their employer. During any meetings of the CoA-NDT, individual members are not permitted to be present when their own program is being discussed.

Each member of the CoA-NDT and other volunteers (e.g., site visitors, self study reviewers) will annually sign a Conflict of Interest and Disclosure Statement.

Adopted 07/21/2014

B Consultation

Members of the CoA-NDT and staff will not serve as private consultants to any program subject to CAAHEP accreditation. Private consulting means providing advice on accreditation to a specific program for personal gain. When questions arise regarding specific applicability of the policy, the matter will be submitted to the CoA-NDT for resolution.

Revised 07/21/2014

1.03 Continuous Improvement

CoA-NDT is committed to ongoing evaluation of its policies and procedures for the purpose of continuous improvement.

Reviewed 07/21/2014

A Review of the Policy and Procedure Manual

The CoA-NDT Policy and Procedure Manual is reviewed on an annual basis.

Adopted 07/21/2014

B Post Site Visit Questionnaire

A CoA-NDT Post Site Visit Questionnaire (PSVQ), which includes a site visitor evaluation, is sent to the program director and dean following each site visit.

CoA-NDT staff will review all questionnaires received. After initial review by staff, any site visitors receiving an unfavorable evaluation will be reviewed by the CoA-NDT Chair and Vice Chair. An unfavorable evaluation is defined as any “no” answer on the PSVQ. At the discretion of the Chair and Vice Chair, individual site visitors may be notified immediately of negative ratings and remediation will be discussed.

Revised 07/21/2014

C CoA-NDT Review of Quality Improvement Documents

CoA-NDT PSVQs and CAAHEP Accreditation Process Assessments will be reviewed on a quarterly basis by the Vice Chair at the Board of Director’s meetings.

Staff will distribute a report regarding performance of all site visitors who participated in a site visit following review by the Committee. Documentation of all PSVQs and subsequent action will be maintained in the program’s file.

Revised 07/21/2014

2.0 Accreditation Policies and Procedures

2.01 Program Director Qualifications

The program director must meet the qualifications and fulfill the responsibilities stated in the current CAAHEP *Standards and Guidelines for the Accreditation of Educational Programs in Neurodiagnostic Technology*.

- A** Each Neurodiagnostic Technology program is permitted to appoint only one individual as the program director.

Revised 07/21/2014

2.02 Notifying CoA-NDT of Substantive Program Changes

The CoA-NDT must receive timely notification regarding substantive program changes.

Revised 05/19/2014

A Program Director

The sponsor must notify the CoA-NDT within 10 calendar days when a vacancy or change occurs in the position of Program Director.

1. Failure to submit notification within the 10 days may result in the CoA-NDT recommending to CAAHEP that the program be placed on Administrative Probation.
2. The sponsor appoints an acting, interim, or permanent Program Director and notifies the CoA-NDT by completing the appropriate sections of the CoA-NDT Personnel Change Form and submitting it, with the required documentation, within 10 calendar days of the vacancy/change.
3. An acting appointment is defined as when the individual does not meet the Standards. An acting program director can be appointed for up to six months. When there are extenuating circumstances (e.g., major illness of the program director or immediate family, military deployment), the CoA-NDT will consider a request from the institution to extend the acting appointment.
4. An interim appointment is when the individual meets the qualifications, but has not been appointed to the position. An interim appointment can be in place for up to 12 months. When there are extenuating circumstances (e.g., major illness of the program director or immediate family, military deployment), the CoA-NDT will consider a request from the institution to extend the interim appointment.
5. If it appears that the absence/vacancy is going to exceed six months for an acting appointment, or 12 months for an interim appointment, a request for prior approval of a further extension of up to six months may be submitted to the CoA-NDT Executive Office for consideration.
6. The initial request for approval to appoint either an acting program director or an interim program director is considered an administrative action and can be approved by the CoA-NDT Executive Office. The Executive Office must confer with the Chair of the CoA-NDT prior to approving any extension beyond the initial six months (acting) or 12 months (interim). The Chair of the CoA-NDT may approve the request for one extension, or may elect to present the request for an extension to the full CoA-NDT for consideration.

Adopted 05/19/2014

B Medical Director

The sponsor must notify the CoA-NDT within 10 calendar days when a vacancy or change occurs in the position of Medical Director.

1. Failure to submit notification within the 10 days may result in the CoA-NDT recommending to CAAHEP that the program be placed on Administrative Probation.
2. The sponsor appoints an acting, interim, or permanent Medical Director and notifies the CoA-NDT by completing the appropriate sections of the CoA-NDT Personnel Change Form and submitting it, with the required documentation, within 10 calendar days of the vacancy/change.
3. An acting appointment is defined as when the individual does not meet the Standards. An acting medical director can be appointed for up to six months. When there are extenuating circumstances (e.g., major illness of the medical director or immediate family, military deployment), the CoA-NDT will consider a request from the institution to extend the acting appointment.
4. An interim appointment is when the individual meets the qualifications, but has not been appointed to the position. An interim appointment can be in place for up to 12 months. When there are extenuating circumstances (e.g., major illness of the medical director or immediate family, military deployment), the CoA-NDT will consider a request from the institution to extend the interim appointment.
5. If it appears that the absence/vacancy is going to exceed six months for an acting appointment, or 12 months for an interim appointment, a request for prior approval of a further extension of up to six months may be submitted to the CoA-NDT Executive Office for consideration.
6. The initial request for approval to appoint either an acting program director or an interim program director is considered an administrative action and can be approved by the CoA-NDT Executive Office. The Executive Office must confer with the Chair of the CoA-NDT prior to approving any extension beyond the initial six months (acting) or 12 months (interim). The Chair of the CoA-NDT may approve the request for one extension, or may elect to present the request for an extension to the full CoA-NDT for consideration.

Adopted 05/19/2014

C Changes in the Status of the Sponsoring Institution

The sponsoring institution must notify the CoA-NDT about changes at the institution within 14 calendar days of the effective date of the change.

1. Changes in institutional ownership, the chief executive officer, and dean of health professions (or equivalent position*) must be reported to the CoA-NDT within 14 calendar days of the effective date of the change.
**Equivalent position is defined as the administrative official within the sponsoring institution to whom the program director reports.*
2. Any decision adversely affecting the sponsor's institutional accreditation, and/or authorization under law or other authority to provide a program in Neurodiagnostic Technology, must be reported to CAAHEP with 14 calendar days of the receipt of such notice.

Adopted 07/21/2014

D Change in Program Status

The sponsoring institution must notify the CoA-NDT about decisions to close the NDT program, either temporarily or permanently, within 10 calendar days of the final decision by the chief executive officer, Board of Trustees, or equivalent body within the organization's institutional governance.

1. When a decision has been made to close the program, the chief executive officer or an officially designated representative of the program provides an official request either to
 - (a) have the program's accreditation status changed to Inactive Status or,
 - (b) seek voluntary withdrawal of accreditation of the NDT program.

The official request for Inactive Status or voluntary withdrawal of accreditation must be submitted on institutional letterhead, is addressed to CAAHEP, and complies with the current CAAHEP format for requesting voluntary withdrawal of accreditation. **The sponsor should contact the CoA-NDT to obtain a copy of the CAAHEP format for requesting either Inactive Status or voluntary withdrawal of accreditation.**

Adopted 07/21/2014

2.03 Self Study

A Self Study Report is required from all programs seeking either Initial or Continuing Accreditation.

Reviewed 07/21/2014

A Preparing and Submitting the Self Study Report

The Self Study Report must be submitted using the CoA-NDT Self Study Report format.

Adopted 07/21/2014

B Self-Study Review

A Self Study Report will be reviewed by two (2) CoA-NDT approved reviewers. At least one reviewer will be a current member of the Committee. Staff will notify reviewers when a Self Study Report is being sent for review. When reviewers receive a request to analyze a Self Study Report, he/she must respond to the CoA-NDT office within five (5) days of that request to confirm acceptance of the assignment. Reviewers must return the Self Study Report analysis to the CoA-NDT office within 30 days.

The reviewers' analysis of the Self Study Report will be posted to the CoA-NDT hub for review by the members of the CoA-NDT. The site visit will be scheduled as recommended by the reviewers if there are no comments from members of the CoA-NDT within ten (10) days of the analysis being posted on the hub. If there are comments by members of the Committee, the program will be placed on the next available agenda for discussion.

Adopted 05/07/2013

2.04 Site Visit

All programs must participate in a comprehensive accreditation evaluation, including a site visit, at least once every ten years.

Reviewed 07/21/2014

A Scheduling the site visit

The CoA-NDT will provide the program with at least 3 possible dates for the site visit. The program will indicate which of the dates is first, second, and third choice for the institution.

The team for each program evaluation will be selected from the list of Committee-approved site visitors. The team composition will reflect the curriculum design of the program; programs with

an add-on as part of the curriculum design will be site visited by a team that includes at least one member who has expertise in the add-on content.

CoA-NDT staff will work with site visitors to make all travel arrangements.

Adopted 07/21/2014

B Scheduling Site Visits for Programs Holding Continuing Accreditation Status

Programs with continuing accreditation will submit Annual Reports according to the timetable established by the CoA-NDT, and will undergo a comprehensive evaluation, including submitting a self study and participating in an on-site visit, at least once every ten years. The time between comprehensive reviews is based on the program's ongoing compliance with the Standards, the program's ability to meet established outcomes thresholds, significant changes taking place within the program, and the date of the program's last comprehensive evaluation.

Programs will be given approximately one year's notice that a comprehensive evaluation, including submitting a self-study and participating in a site visit, is being scheduled.

Notification of the comprehensive evaluation will include the due date for the Self Study Report, which will be approximately four (4) months prior to the date of the site visit.

Revised 07/21/2014

C Site Visits for Alternative and Distance Programs

The CoA-NDT evaluates alternative and distance programs through a combination of face-to-face and electronic site visits. The specific evaluation will depend on the education media used by the program.

A self-study report will be submitted and analyzed in accordance with Policy 2.03. An appropriate number of site visitors will be assigned. Site visitors will conduct interviews via conference calls with students, clinical instructors/preceptors, and faculty teaching courses using distance education methodology, as appropriate. A subset of the team will visit the campus of the sponsoring institution. The final site visit report will be a compilation of findings by all members of the site team.

Revised 07/21/2014

D Site Visit Findings

Site visitors must submit the site visit report to the CoA-NDT office within 14 calendar days following the site visit. A letter of findings will be forwarded to the program by CoA-NDT staff within 5 business days following receipt of the site visit report. Programs must submit a written response to the site visit findings within thirty (30) days following receipt of the letter of findings.

All files related to the site visit, whether paper or electronic, will be disposed of securely once the official duties performed on behalf of the CoA-NDT have been completed, with the exception of one (1) copy of all such files which shall be retained at the CoA-NDT Executive Office.

Revised 07/21/2014

2.05 Site Visitors

Site visitors will be qualified by education and experience.

Reviewed 07/21/2014

A Nondiscriminatory Practices

The CoA-NDT selects site visitors on a nondiscriminatory basis with respect to race, color, creed, sex, age, handicap(s), or national origin.

Reviewed 07/21/2014

B Appointment as a CoA-NDT Site Visitor

To be considered for appointment as a site visitor for the CoA-NDT, candidates must:

1. Submit a current CV/resume containing employment history; professional activities, and, education and training;
2. Complete a Site Visitor Candidate Application/Questionnaire;
3. Complete CAAHEP's online "Site Visitor Quiz" and submit the certificate of completion to the CoA-NDT office;
4. Participate in a site visitor training session sponsored by the CoA-NDT.

Following appointment, the site visitor will be sent a Letter of Agreement in which the site visitor agrees to:

1. sign a Confidentiality Statement;
2. perform one site visit a year if requested;
3. maintain confidentiality of the program materials and information;
4. be thoroughly familiar with all pertinent documents prior to arrival on-site; and
5. discuss the program with the Program Director at the end of the site visit day when appointed to serve as the Team Leader.

Revised 07/21/2014

C Site Visitor Conflict of Interest Statement

Individuals will not be assigned as site visitors for a program if they:

1. are employed in the same state where the sponsoring institution is located;
2. have been appointees of, employees of, or consultants to the sponsoring institution, or have relatives who are appointees or employees of the sponsoring institution;
3. are graduates of the sponsoring institution;
4. serve as a clinical instructor/preceptor at any of the program's clinical affiliates;
5. are employed by a program that has clinical affiliation agreements with the same institutions as the NDT program at the sponsoring institution; or,
5. have been identified by the sponsoring institution as having a conflict of interest with that institution.

Revised 07/21/2014

D Site Visitor Reimbursement

Site visitors will be reimbursed for reasonable expenses incurred during a site visit.

1. Site visitors will submit the CoA-NDT Travel Reimbursement Form in order to receive reimbursement. Receipts for all travel expenses must be submitted.
2. Expense reimbursement requests must be submitted to the CoA-NDT Executive Office within 60 days of the site visit.
2. In general, the reimbursement period for site visit expenses begins at noon on the day prior to the first day of the visit, and concludes at noon on the day following the exit summation. The CoA-NDT Executive Office must be notified if there are circumstances that require an extension of the reimbursement period, and prior authorization obtained before expenses are incurred.
3. The lowest available airfare will be secured for all site visits. Site visitors may either make their own travel arrangements and submit for reimbursement, or contact the CoA-NDT Executive Office to have the office make travel arrangements. In all cases, flights should be secured not less than 21 days prior to the site visit. In the rare occasion when non-refundable airfare or business and first class tickets are the only options for travel, the site visitor must contact the CoA-NDT Executive Office for

approval prior to purchasing the ticket.

Revised 07/21/2014

E Site Visitor Honoraria

Site visitors will serve without honoraria.

Reviewed 07/21/2014

2.06 Transition from Initial to Continuing Accreditation

The CoA-NDT will consider a program holding Initial Accreditation status for a recommendation to CAAHEP for Continuing Accreditation at least one (1) year in advance of the expiration of that Initial Accreditation status. The CoA-NDT will review the Annual Report(s) and performance on outcomes thresholds.

- a. If the Annual Report(s) provide(s) evidence of satisfactory threshold performance during the period of Initial Accreditation (including number, magnitude, and duration of threshold performance), the program may be recommended for Continuing Accreditation.
- b. If the Annual Report(s) provide(s) evidence of sub-threshold performance during the period of Initial Accreditation (including number, magnitude, and duration of threshold performance), the CoA- NDT may schedule a site visit to the program. Based upon Annual Report data, site visit findings, and the program's response to site visit findings, the program may be recommended for Continuing Accreditation or Probationary Accreditation, or the CoA- NDT may allow the program's Initial Accreditation to expire. A program may request reconsideration of the CoA-NDT's decision to allow Initial Accreditation to expire. However, the CoA-NDT's final decision is not appealable.

Revised 07/21/2014

2.07 Distance Education and Satellite Locations

A Distance Education

The CoA-NDT recognizes distance education programs, which are defined as those in which a student is able to complete the program without attending didactic or laboratory courses on the campus. These can be independent programs or programs affiliated with a face-to-face program. In either case, the distance education program will be evaluated independently, being asked to demonstrate that the education provided and student outcomes meet the Standards and Guidelines for the Accreditation of Educational Programs in Neurodiagnostic Technology. When a distance education program is added to an accredited face-to-face program, the distance education program will be evaluated independently for Initial Accreditation, which is time limited. The policy governing transition from Initial Accreditation to Continuing Accreditation will govern distance education programs. The distance education program is required to submit an Annual Report (CAAHEP Report of Current Status) each year, and separate recommendations for CAAHEP action will be submitted by the CoA-NDT for the distance education program and face-to-face program.

Revised March 17, 2014

B Satellite Locations

The CoA-NDT recognizes and approves satellite locations associated with accredited programs. A satellite program is defined as an off-campus location(s) that is advertised or otherwise made known to individuals outside the sponsor. The satellite, or off-campus location, must offer all the professional didactic and laboratory content of the program. A satellite does not pertain to sites used by a completely online/distance education program for individual students. Satellites are included in the CAAHEP accreditation of the sponsor and

function at the direction of the key personnel of the program. Program outcomes will be reported separately for the student cohort enrolled at the satellite location by using the Annual Report (CAAHEP Report of Current Status). The satellite location is not accredited separately from the campus-based program. The sponsor of the satellite location is required to apply for approval of the satellite location by the CoA-NDT prior to enrolling students at the satellite location.

Revised March 17, 2014

2.08 Add-on Discipline

A Applying for accreditation of an add-on

The sponsor will submit a request for accreditation of an add-on using the CoA-NDT Add-on Self Study Format. The materials will be analyzed by CoA-NDT members who have expertise in the add-on area. A site team, generally consisting of one-person, will be conducted to interview faculty, review evaluations and new clinical sites, and interview students in the new add-on.

Revised 07/21/2014

2.09 Innovative Curriculum Models

The CoA-NDT encourages and supports the development and implementation of innovative or experimental approaches to neurodiagnostic educational programs that vary substantially from traditional designs and methods, while meeting or exceeding the Standards.

Revised 07/21/2014

2.10 Accreditation Outcome Thresholds

The CoA-NDT establishes accreditation outcome thresholds and notifies programs of the effective date for each.

A Retention

The threshold for retention is 70%.

For purposes of determining attrition, programs should begin counting enrollment when students enroll in a course that is required in the NDT curriculum plan, and that all students must take to be able to proceed through the program. Programs should begin counting attrition at the end of the institution's add/drop period for the semester in which that course occurs.

If a program is using a different event to determine retention, it must disclose the method to the CoA-NDT.

B Placement

The threshold for positive placement is 75%.

C Graduate Satisfaction

The threshold for Graduate Satisfaction has two components: Participation and Satisfaction. The Participation threshold is 50% and the Satisfaction threshold is 100% in each of the three domains (cognitive, psychomotor, and affective).

50% in the Participation threshold means that 50% of all graduates responded to the Graduate Survey. 100% in the Satisfaction threshold means that 80% of the responses were rated "3" or higher on the Likert scale.

D Employer Satisfaction

The threshold for Employer Satisfaction has two components: Participation and Satisfaction.

The Participation threshold is 50% and the Satisfaction threshold is 100% in each of the three domains (cognitive, psychomotor, and affective).

50% in the Participation threshold means that 50% of the graduate's employers responded to the Employer Survey. 100% in the Satisfaction threshold means that 80% of the employers responses were rated "3" or higher on the Likert scale.

Adopted July 21, 2014

E Credentialing Exam

Effective with the Class of 2014, Part I of the R EEG T exam will be used as the credentialing exam with a Success Rate of 60% over a 3-year average. The CoA-NDT will monitor participation in the credentialing examination, with each program submitting its results as an addendum to the Annual Report.

Adopted May 7, 2013; Revised 03/18/2015

2.11 Progress Reports and Compliance with the Standards

Progress Reports provide a means for the CoA-NDT to monitor and assist programs in achieving compliance with the Standards.

1. Progress Reports may be required following an initial or continuing comprehensive review or from the program's Annual Report (CAAHEP Report of Current Status), and will be used to document compliance with the current Standards.

The Committee will provide the program with at least two months to respond to an area of non-compliance with a Standard. The Committee may provide a longer response period when it determines the program will need that time to develop an effective action plan to address an area of non-compliance

A program must demonstrate compliance with the cited Standard(s) not later than the submission of two (2) progress reports.

If the program does not achieve compliance with the cited Standard(s) after submission of the second progress report, and there is no evidence of a good faith effort by the program, the CoA-NDT may forward an adverse recommendation to CAAHEP.

Adopted March 17, 2014

2. Failure to submit a progress report by the due date will result in the program being placed on Administrative Probation.

Adopted March 17, 2014

2.12 Affiliation with an Accredited School

1. The phrase "is affiliated with" in Standard I.A.2 means the program has an agreement with a post-secondary academic institution in which the program curriculum is recognized as a specific number of transferrable academic credits toward at least an associate's degree.

The CoA-NDT does not require, but encourages, sufficient affiliation to make students eligible for government grants and loans.

2. If an associate's degree is required for admission into the NDT program, the sponsor is not required to affiliate with a post-secondary academic institution.

Revised 07/21/2014

2.13 Invoicing for Annual Accreditation Fees

Programs are invoiced in January of each year for annual accreditation fees.

Adopted 07/21/2014

A Invoicing Programs Receiving Initial Accreditation

Programs receiving initial accreditation between January 1 and June 30 will be invoiced the entire annual fee. Programs receiving initial accreditation between July 1 and December 31 will be invoiced half of the annual fee.

Revised 07/21/2014

B Invoicing Programs Intending to Discontinue Operation

Programs notifying the CoA-NDT (in writing) of an intention to discontinue between January 1 and June 30 of a given year will be invoiced 50% of the annual fee for that year. Programs notifying the CoA-NDT (in writing) of an intention to discontinue between July 1 and December 31 of a given year are responsible for payment of the total annual fee.

Revised 07/21/2014

2.14 NDT Program Advisory Committee

CAAHEP Standards require each program to appoint an advisory committee, which is representative of at least each of the communities of interest named in the **Standards**; the advisory committee must be charged with the responsibility of meeting at least annually to assist program and sponsor personnel in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring program responsiveness to change. (Standard II.B)

1. Public Member

Purpose:

The public member provides the perspective, and represents the interests, of the community at large.

Definition:

A public member is not employed as a healthcare provider; is not a member of ASET or any trade association or membership organization that is related to the practice of neurodiagnostic technology; does not hold a status named in the Standards (e.g., retired physician, retired employer); is not employed by the sponsor of the NDT program; is not a relative of an individual who is employed by the sponsor of the NDT program; and, does not hold any position with a CAAHEP-accredited program.

Adopted March 17, 2014

2.15 Curriculum

Programs are required, at all times, to demonstrate the curriculum encompasses the NDT Graduate Competencies. A program offering one or more add-ons is required, at all times, to demonstrate the curriculum encompasses the NDT Graduate Competencies as well as the graduate competencies for each specific add-on.

Revised 07/21/2014

2.16 Records Retention

Program directors must retain student records related to academic and clinical progression in the program for a minimum of three years.

Adopted January 25, 2015

3.0 Policies and Procedures Governing Communications with the Public

3.01 Advertisement of Accreditation

All accredited programs and those seeking accreditation must follow CAAHEP's published policy on public use of CAAHEP accreditation status by program and sponsoring institutions. (See CAAHEP Policy 300: <http://www.caahep.org/documents/file/PolicyManual.pdf>)

Revised 07/21/2014

A Developing program

When a developing educational program in neurodiagnostic technology has not yet been scheduled for an initial site visit, no mention of CAAHEP accreditation may be made.

B Publication after Site Visit Scheduled

Once a site visit has been scheduled, the developing program may publish the following statement:

"The Neurodiagnostic Technology (NDT) program at [*institution*] has a site visit scheduled for pursuing initial accreditation by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org). This step in the process is neither a status of accreditation nor a guarantee that accreditation will be granted."

There should be no claims of timelines or when accreditation will be achieved.

C Language to Notify Public Regarding CAAHEP Accreditation Status

If a program has CAAHEP accreditation, the sponsor must use the following language when referring to that accreditation:

1. In at least one of its comprehensive publications customarily used to officially convey institutional information, it must state:

"The [*name of program*] is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Committee on Accreditation for Education in Neurodiagnostic Technology.

Commission on Accreditation of Allied Health Education Programs
25400 U. S. Highway 19 North, Suite 158
Clearwater, FL 33763
727-210-2350
www.caahep.org"

2. Provided the requirements of paragraph C.1 have been met, when the sponsor additionally publishes the accreditation status of the program, it must state:

"The [*name of program*] is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation for Education in Neurodiagnostic Technology."

D Notifying Communities of Interest Regarding Probationary Accreditation Status

If a program has been placed on Probationary Accreditation by CAAHEP, it must inform all students and applicants in writing, and must disclose this sanction whenever reference is made to its accreditation status, by including the statement:

"[*Name of program*] is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation for Education in Neurodiagnostic Technology. The program has been placed on Probationary Accreditation as of [*date of Probation action.*]"

Since probationary accreditation is a temporary status, publications that are published less frequently than one year (e.g., catalogues) are not required to carry the above wording. However, when such publications are distributed to the program's current students or potential applicants, they must include an insert containing the above language. Any promotional pieces, print advertisements or areas on the program's website that make reference to accreditation status must include the above language about Probationary Accreditation.

3.01A – D, adopted from CAAHEP Policy 07/21/2014

3.02 Publishing Accreditation Outcomes

The CoA-NDT requires that all programs publish, preferably in a readily accessible place on their websites, at least the following outcome(s): positive placement. The data to be published should be consistent with the most recent Annual Report filed by the program, and contain each year's result for the most recent three years.

Adopted March 18, 2015

4.0 Standards and Guidelines Review and Revision

4.01 Interval for Review and Revision

The CoA-NDT will review the **Standards** at least every five (5) years and will follow CAAHEP's criteria for accreditation standards upon review and revision.

Revised 07/21/2014

4.02 Program Notification of Standards Revision

When the revised **Standards** have received final approval by CAAHEP, programs are notified, provided with a copy of the new document, and given one (1) year to come into compliance with new requirements.

Revised 07/21/2014

5.0 CoA-NDT Structure and Governance

5.01 Structure and Organization

The Committee on Accreditation for Education in Neurodiagnostic Technology (CoA-NDT) functions within the Commission on Accreditation of Allied Health Education Programs (CAAHEP) system, and adheres to the CAAHEP policies and procedures. The CoA-NDT will assure consistency in its policies and procedures with the CAAHEP policies and procedures.

The CoA-NDT organization and responsibilities are defined within the CoA-NDT Bylaws and CAAHEP Policies and Procedures for CoAs.

Reviewed 07/21/2014

5.02 Committee Composition

The CoA-NDT consists of members appointed by its sponsoring organizations. Each sponsor will appoint a minimum of two (2) representatives. At least one-half of the members on the CoA-NDT will hold a recognized NDT certification as their primary professional credential, with the ratio maintained at the discretion of the CoA-NDT.

Reviewed 07/21/2014

A Continuity of Service

Pursuant to CoA-NDT Bylaw IV.B, the term of service (appointment) will be limited to an initial appointment of three years and two additional terms of three years, for a maximum of nine (9) years of consecutive service. In the event the appointee is elected to a leadership position, (e.g., Chair, Vice Chair) the term of service shall not end prior to the end of that leadership term.

In the event a sponsoring organization has not identified and formally appointed a successor to a CoA-NDT position when the term of service has expired, the incumbent representative will continue to serve until the CoA-NDT receives notice of an appointment to fill that incumbent's seat on the CoA-NDT.

Adopted January 25, 2015

5.03 CAAHEP Commissioner

The Chair of the CoA-NDT, or the Chair's designee, serves as the Commissioner to CAAHEP.

Revised May 19, 2014

5.04 Reimbursement for Committee Member Expenses

CoA-NDT members are reimbursed for reasonable expenses associated with attending meetings.

A Reimbursement Period

In general, the reimbursement period for meeting expenses begins at noon on the day prior to the first day of the meeting. The conclusion of the expense period for CAAHEP and CoA-NDT meetings varies according to the scheduled adjournment of the agenda.

1. The CAAHEP Leadership Meeting generally closes by noon; therefore, the reimbursement period concludes at midnight on the day the closing session is held.
2. The CAAHEP Annual Meeting generally closes mid-afternoon; therefore, the reimbursement period concludes at 6:00 pm on the day following the closing session.
3. The CAAHEP CoA Summer Workshop generally closes by noon; therefore, the

- reimbursement period concludes at midnight on the day the closing session is held.
4. The CoA-NDT Annual Meeting generally adjourns mid-afternoon; therefore, the reimbursement period concludes at 6:00 pm on the day following adjournment.

The CoA-NDT Executive Office must be notified if there are circumstances that require an extension of the reimbursement period, and prior authorization obtained before expenses are incurred.

Adopted 07/21/2014

B Airfare

In general, the lowest available airfare will be secured for all CAAHEP/CoA-NDT travel. Airfare exceeding \$500 requires prior approval.

Members of the Committee should either make their own travel arrangements and submit for reimbursement, or contact the CoA-NDT Executive Office to have the office make travel arrangements. In all cases, flights should be secured not less than 21 days prior to the event.

In the rare occasion when refundable airfare or business and first class tickets are the only options for travel, the committee member must contact the CoA-NDT Executive Office for approval prior to purchasing the ticket.

Adopted 07/21/2014

C Reimbursement for CoA-NDT Meetings

Travel, registration, lodging, meals, and incidental expenses associated with attending the CoA-NDT meetings will be paid by the CoA-NDT. Expense reimbursement requests must be submitted within 60 days of the event

Revised 07/21/2014

D Automobile Reimbursement

Automobile reimbursement for personal car use while performing CoA-NDT business will be according to the current Internal Revenue Service rate. Reimbursement will not exceed the price of reasonable airfare.

Reviewed 07/21/2014

E Expenses to attend CAAHEP Annual Meeting for CoA-NDT members who are also the CAAHEP Commissioner from a sponsor of the CoA-NDT

Travel, registration, lodging, meals, and incidental expenses associated with attending the CAAHEP Annual Meeting will be paid by the CoA-NDT. Expense reimbursement requests must be submitted within 60 days of the event.

Adopted 03/05/2013

5.05 Management Services

A Management Agreement

The CoA-NDT will maintain a management services agreement to provide administrative management services.

Reviewed 07/21/2014

B Evaluation of Management Services

An evaluation of management services will be performed annually by the members of the CoA-NDT.

Reviewed 07/21/2014

C Maintenance of CoA-NDT Records and Files

The management services of the CoA-NDT will keep all records and files.

Reviewed 07/21/2014

D Record Retention

The following schedule will be used for retention of CoA-NDT files:

<u>Administrative</u>	<u>Retention Period</u>
Contracts	Permanently
Meeting Minutes	Permanently
<u>Financial</u>	
Audit Reports	Permanently
Bank Reconciliations	7 years
Checks and Deposits	7 years
Monthly Bank Statements	7 years
Tax Returns and Worksheets	Permanently

Accreditation/Reaccreditation

CAAHEP Request for Accreditation Forms	Permanently
CAAHEP Letters	Permanently
Email Correspondence	Permanently
Program’s Response to Findings	Permanently
Self-Study Documents (ELECTRONIC FILE).	Permanently
Self-Study Reviewer’s Analysis	Permanently
Site Visit Report/Findings	Permanently
Written Correspondence	Permanently

Revised 07/21/2014

5.06 Financial Records

A. Records Provided to Committee Members

Committee members will be provided with detailed profit and loss and balance statements on a monthly basis. An external audit/financial review will be conducted when there is a change in management services.

Revised 07/21/2014

6.0 Appeals and Complaints

6.01 Procedure for Appeals and Complaints

The CoA-NDT follows CAAHEP's published policy on complaints regarding CAAHEP, CoAs, and accredited programs (See CAAHEP Policy 6.02, (<http://www.caahep.org/documents/file/PolicyManual.pdf>)).

Reviewed 07/21/2014

7.0 Fees

7.01 Notification of Fee Increase

Programs and sponsors are given one year's notice prior to implementation of any fee increase approved by the Committee.

Reviewed 07/21/2014

7.02 Sponsor Fee

The sponsors of the CoA-NDT will be billed \$5000 annually. Any sponsor with more than two representatives may be billed an additional \$1500 for each additional representative. Invoices for sponsor fees will be sent annually on or about February 1.

Revised 07/21/2014