**National Accrediting Agency for Clinical Laboratory Sciences**

 **PROGRAM OFFICIAL APPLICATION AND INSTRUCTIONS**

To submit an application for program official approval, a mandatory, nonrefundable application fee of $200) is required. Please condense the completed application and supporting documentation into **one PDF** document containing all of the following required documentation in the order listed below. The single PDF must be uploaded after completing payment. All supporting documents from primary sources (letters, official transcripts, and ASCP-BOC verification) must be sent **directly** to Jessy Jasso at POForms@naacls.org.

***Applications missing necessary documentation and signatures will not be reviewed.***

# Please note: The review process can take up to two (2) months. If applying for temporary status, submit the documentation described below and refer to page 2 for additional documentation. *Misrepresentation of information will negatively affect the approval of the official, accreditation status of identified sponsoring program, and may lead to withdrawal of accreditation.*

# Instructions for submitting documentation for approval as program director/education coordinator:

# A complete curriculum vitae that includes all the following:

* + Education: Institution(s), major, degree type, and graduation year
	+ Laboratory Experience: institution, position, dates, and discipline
* Teaching Experience (a minimum of 3 years):
* List institution, position, dates, and discipline.
* List of courses taught including title and type of class (didactic, laboratory, or bench)

# A narrative describing the qualifications for program director applicant using the following format:

* + Describe your teaching experience in terms of courses taught (didactic, lab, bench, or combination)
	+ Describe your knowledge and experience in evaluating program effectiveness and providing input into curriculum development, policy, and procedure formulation
	+ Indicate how you gained knowledge and experience in educational methodology, including: writing objectives, test items, evaluations, learning strategies
	+ Indicate how you gained knowledge of the accreditation process (i.e., NAACLS Workshop, or other routes)
1. **Required documentation** to substantiate statements made in section two. (If documentation cannot be obtained, please describe extenuating circumstances).
	* Teaching experience (didactic, lab, bench, or combination). Please provide one or more of the following:
		+ Letter(s) from a supervisor**\***
		+ Letter(s) from an appropriate administrator at college or university\*
		+ Copies of course schedules that include the name of the proposed program director
	* Knowledge of educational methodology. Please provide one or more of the following:
* Transcript including relevant courses
* Certificate of completion from CE coursework
* Other documentation of educational methodology
* Knowledge of the NAACLS accreditation process. Please provide one or more of the following:
	+ Certificate from NAACLS workshop
	+ Previous Program Director experience in NAACLS Accredited/ Approved program
	+ Letter from mentor or administrator documenting involvement in NAACLS Accreditation process**\***
1. **Validation of certification** (Verification by ASCP-BOC; use ascp.org and click on “verification”).**\***

# Official college transcript for the highest degree earned.\*

1. **For HT, HTL and PathA programs in which the proposed program director does NOT have discipline-specific ASCP-BOC certification**:
* Concurrently submit information for an education coordinator that includes a **curriculum vitae**, discipline-specific ASCP-BOC verification, and a statement of qualifications according to the discipline-specific standard.

***\*Documentation for mentor or administrator letters, verification of certification and college transcripts must originate from primary source on official letterhead and be sent directly to NAACLS.***

# Acting Program Director

Acting Program Director status may be considered by NAACLS **for continuing programs only** when there is a departure of the previous program director to allow time for a program to complete the search process for a qualified program director. **Once the Acting Program Director’s status has expired, a program is required to have a fully qualified program director in place**.

## The following are required qualifications of an Acting Program Director:

* Certification requirements as identified in Standard VII.
* Letter from a current or previous supervisor providing evidence of at least two years of education experience (as appropriate for program type – See NAACLS Unique Standard VII.A). **Letter must originate from a primary source on official letterhead and be sent directly to NAACLS.**
* Be able to achieve all qualifications for Program Director status within 12 months.

## Under the Acting Program Director option, the following items must be submitted in addition to the documentation required on page one:

* Program Official Approval Form for the Acting Program Director.
* A brief narrative that gives the reason for requesting Acting Program Director status.
* A narrative describing the plan for achieving the qualifications for program director within one year.

Acting Program Director status is approved for one (1) year. Extensions can only be approved by the appropriate review committee for a maximum of six (6) months.

## Requests for an extension must include:

* A narrative with supporting documentation describing the reason(s) why the previous plan did not succeed.
* A narrative describing the plan for complying with Standard VII within six months.
* An updated Program Official Approval Form for the Acting Program Director.

***Failure to comply with Standard VII after this extension will result in probationary accreditation status****.*

# Program Supervisor with Consultant

Program Supervisor with Consultant status may be considered by NAACLS **for continuing programs only** when there is a departure of the previous program director and there is no qualified person to serve as Acting Program Director during the search process. **Once the Program Supervisor’s status has expired, a program is required to have a fully qualified program director in place**.

## The following are required qualifications of a Program Supervisor:

* Certification requirements as stated in Standard VII
* Letter from a current or previous supervisor providing evidence of at least one year of laboratory or education experience as appropriate for program type – See NAACLS Unique Standard VII.A. **Letter must originate from primary source on official letterhead and be sent directly to NAACLS.**

Applicants for Program Supervisor must serve with a Consultant. The Consultant must have prior experience as a program director of a NAACLS accredited/approved program and meet all the qualifications (certification and years of experience) of the program director as defined by the Standards. The consultant must be on‐site at least once a month and in touch with the Program Supervisor more often, as necessary.

## Under this option, the following items must be submitted in addition to the documentation required on page one:

* Program Official Approval Forms for the Program Supervisor and for the Consultant.
* A brief narrative that gives the reason for requesting Program Supervisor with Consultant status.
* A brief narrative describing the search plan for a qualified program director.

Program Supervisor with Consultant status is approved for one (1) year. Extensions can only be approved by the appropriate review committee for a maximum of six (6) months.

## Requests for an extension must include:

* A narrative with supporting documentation describing the reason(s) why the previous plan did not succeed.
* A narrative describing the plan for complying with Standard VII within six months.
* An updated Program Official Approval Form for both the Program Supervisor and the Consultant.

***Failure to comply with Standard VII after this extension will result in probationary accreditation status.***

***Program Director Approval is valid for up to three years in cases where the individual is not associated with a sponsoring institution.***

**National Accrediting Agency for Clinical Laboratory Sciences**

**PROGRAM OFFICIAL APPLICATION FORM**

**Name and Credentials of Applicant:**

**Applicant Email:**

**Applicant Phone Number:**

1. **Applicant is applying for the following program/s: (Check all that apply)**

Program Level: [ ]  CG [ ]  DMS [ ]  HT [ ]  HTL [ ]  MLS [ ]  MLT [ ]  PathA [ ]  MLA [ ]  Phleb

 [ ]  MLM [ ]  PHM

1. [ ]  **Applicant is applying for one of the following:**

 Permanent status: [ ]  Program Director

***\*\*For HT/HLT/PathA Programs Only:*** *If applying to be a program director of a HT/HTL program without certification, a NAACLS approved Education Coordinator with certification must be identified here:*

 [ ]  Education Coordinator (if required by Standard VII.A.1.b for HLT, HT, or VII.A.2. for PathA)

 Temporary status: [ ]  \*Acting Program Director (not available for initial programs)

***\*For HT/HLT/PathA Programs Only:*** *If applying to be a program director of a HT/HTL program without certification, a NAACLS approved Education Coordinator with certification must be identified here:*

 [ ]  \*Program Supervisory (Must serve with a consultant. Not available for initial programs.)

 [ ]  Consultant

1. [ ]  **Applicant is applying for a program director position for a program seeking *Initial Accreditation*.**
* Name of Sponsoring Institution:
* Address of Sponsoring Institution:
* Date hired by institution as Program Director :

1. [ ]  **Applicant is applying for a program director position at a *NAACLS* *accredited sponsor.***
* Name of Sponsoring Institution:
* Address of Sponsoring Institution:
* Date hired by institution as Program Director :
* Name of current or previous program director:
1. [ ]  **Applicant is not affiliated with any sponsoring institution/program.** Applicant is seeking approval for possible future employment in a NAACLS accredited program. **If approved, the validity period is for three (3) years from the approval date.** If the applicant is employed by a NAACLS accredited program, the applicant must notify NAACLS and provide an updated POAF form with their NAACLS approval letter.
2. [ ]  **Applicant is applying for an international position.**

**Signature of Applicant:**        **Date:**