

# NAACLS Self-Study Template

## Instructions

Dear Program Director, you will find instructions on using Adobe programs with this self-study template on this cover page. Finding necessary tools (such as paperclips) may be located in different places depending on which program you use.

Before we get to instructions on attachments to the self-study, NAACLS staff recommends that you ensure that your version of Adobe is up to date.

After downloading the file, right-click it and open it with an Adobe product. When you download the template, your computer's operating system will likely open the PDF in a web browser. This process is the default setting in most operating systems. You will have limited usability editing this document in a web browser.

If you have any additional questions, please reach out to staff.

*Instructions on how to attach documents to this template:*

*To Attach a File anywhere in this PDF:*

### *I. For Acrobat Adobe Reader DC:*

- 1. Click on "View"*
- 2. Click on "Tools"*
- 3. Click on "Comment"*
- 4. Click on "Open" and the comment tool bar will open.*

*Add attachment*

- 1. Click on paper clip.*
- 2. Click on "Attach File".*
- 3. Cursor will turn into a push pin. Place the push pin in the appropriate box and click.*
- 4. Select document file you want to attach by double clicking on it.*
- 5. Pop up window will open; select "Attachment" which has icon of push pin next to it.*
- 6. Click on "OK".*

### *II. For Acrobat Adobe XI:*

- 1. On the upper right side, click on Comment > Annotations > Attach File (the icon looks like a paperclip with a text bubble).*
  - 2. Your cursor will turn into a "push pin", then click in the proper area where you want to place the attachment. (If you no longer wish to attach a file and just want your normal cursor back, press the "ESC" button)*
  - 3. Select the file that you want to attach and then click SELECT.*
- In the File Attachment Properties dialog box, select the "Push Pin" (attachment) icon and click "OK".*

# NAACLS Self-Study Template

For Fall 2022 Self Studies (Published March 2022)

Program Sponsor:

---

Sponsor Type:

(Sponsoring Institution, Consortium or Multilocation)

---

Program Type:

---

Program Location (City, ST):

---

Program Director Name, Credentials,  
Phone/Email

---

Medical Director Name (if applicable):

---

It is recommended that you download the following documents prior to completing this Self-Study:

- [NAACLS Standards for Accredited and Approved Programs](#)
- [NAACLS Standards Compliance Guide](#)

*To attach files and documents if the toolbar is not displaying a paperclip:*

*Click Tools → Comments → Open*

*Then click the paper clip (+) to attach a document or file.*

**Introduction: Briefly describe the organization of your program to include the name of the sponsor, a brief history of program, the certificate or degree awarded, and specific information that will aid reviewers in understanding the program and institution.**

Accompanying Documentation for Self-Study:

Documentation	Files
<p><b><i>Submit completed Sponsoring Institution Fact Sheet</i></b></p> <p><a href="https://www.naacls.org/Other/Documents.aspx?page=3">https://www.naacls.org/Other/Documents.aspx?page=3</a></p>	

## Standard I.A: Sponsorship – Sponsoring Institution

**Contents of Narrative for Self-Study** (See *Standards Compliance Guide* for required/suggested contents):

Not Applicable

--

**Accompanying Documentation for Self-Study:**

<b>Documentation</b>	<b>Files</b>
Provide copy of current institution accreditation award letter or certificate (as appropriate)	
Provide copy of current program accreditation award letter or certificate (as appropriate)	

## Standard I.B: Sponsorship – Consortium Sponsor

**Contents of Narrative for Self-Study** (See *Standards Compliance Guide* for required/suggested contents):

**Not Applicable**

--

### **Accompanying Documentation for Self-Study:**

<b>Documentation</b>	<b>Files</b>
Provide copies of award letters and/or certificates as proof of sponsor accreditation, along with a completed Sponsoring Institution Fact Sheet <a href="https://www.naacls.org/Other/Documents.aspx?page=3">https://www.naacls.org/Other/Documents.aspx?page=3</a>	
Memorandum of understanding, as described in <i>Standards Compliance Guide</i> .	

## Standard I.C: Sponsorship – Multi-location Sponsor

**Contents of Narrative for Self-Study** (See *Standards Compliance Guide* for required/suggested contents):

**Not Applicable**

--

### **Accompanying Documentation for Self-Study:**

<b>Documentation</b>	<b>Files</b>
Provide copies of award letters and/or certificates as proof of sponsor accreditation, along with a completed Sponsoring Institution Fact Sheet <a href="https://www.naacls.org/Other/Documents.aspx?page=3">https://www.naacls.org/Other/Documents.aspx?page=3</a>	

# Standard I.D: Sponsorship – Responsibilities of the Sponsor

**Contents of Narrative for Self-Study** (See *Standards Compliance Guide* for required/suggested contents):

--

**Accompanying Documentation for Self-Study:**

<b>Documentation</b>	<b>Files</b>
Attach documentation that supports the narrative explanation for Standard I.D.3 (See <i>Standards Compliance Guide</i> for further instruction).	

Attach items on the following grids. For Standard I.D.2, attach documents when applicable (See Standards Compliance Guide for further instruction).

<b>Affiliate (Name, City and State)</b> <i>Check if Clinical (C) or Academic (A)</i>	<b>Current, Signed Affiliation Agreement</b>	<b>Completed Clinical Facility Fact Sheet</b>	<b>Site Specific Objectives, Evals, Unique Rules &amp; Policies (I.D.2), as applicable</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>

Attach items on the following grids. For Standard I.D.2, attach documents when applicable (See Standards Compliance Guide for further instruction).

<b>Affiliate (Name, City and State)</b> <i>Check if Clinical (C) or Academic (A)</i>	<b>Current, Signed Affiliation Agreement</b>	<b>Completed Clinical Facility Fact Sheet</b>	<b>Site Specific Objectives, Evals, Unique Rules &amp; Policies (I.D.2), as applicable</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>



Attach items on the following grids. For Standard I.D.2, attach documents when applicable (See Standards Compliance Guide for further instruction).

<b>Affiliate (Name, City and State)</b> <i>Check if Clinical (C) or Academic (A)</i>	<b>Current, Signed Affiliation Agreement</b>	<b>Completed Clinical Facility Fact Sheet</b>	<b>Site Specific Objectives, Evals, Unique Rules &amp; Policies (I.D.2), as applicable</b>
C A			NA
C A			NA
C A			NA
C A			NA
C A			NA
C A			NA
C A			NA
C A			NA
C A			NA
C A			NA
C A			NA

Attach items on the following grids. For Standard I.D.2, attach documents when applicable (See Standards Compliance Guide for further instruction).

<b>Affiliate (Name, City and State)</b> <i>Check if Clinical (C) or Academic (A)</i>	<b>Current, Signed Affiliation Agreement</b>	<b>Completed Clinical Facility Fact Sheet</b>	<b>Site Specific Objectives, Evals, Unique Rules &amp; Policies (I.D.2), as applicable</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>
<b>C</b> <b>A</b>			<b>NA</b>

## Standard II.A: Assessment and Continuous Quality Improvement – Systematic Assessment

**Contents of Narrative for Self-Study** (See *Standards Compliance Guide* for required/suggested contents):

--

### Accompanying Documentation for Self-Study:

<b>Documentation</b>	<b>Files</b>
Attach program mission statement and outcomes/goals.	
Submit a fully documented plan that includes a schedule/timeline for continuous and systematic assessment of the effectiveness of the program.	

## Standard II.B: Assessment and Continuous Quality Improvement – Outcomes Measures

**Contents of Narrative for Self-Study** (See *Standards Compliance Guide* for required/suggested contents):

--

### **Accompanying Documentation for Self-Study\*:**

\*Outcomes Measures submitted for II.B that fall below NAACLS approved benchmarks as listed in the *Standards Compliance Guide* (or if this is an initial program), require additional documentation submitted for Standard VIII.C.

Programs undergoing initial accreditation/approval are not required to submit Outcomes Measures.

***Complete all tables that apply to the program graduates.***

<b>CERTIFICATION RATES</b>	<b>For students who graduated between:</b>			
	<input type="checkbox"/> **	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7/1/____ 6/30____	7/1/____ 6/30____	7/1/____ 6/30____	7/1/____ - 6/30____
**Programs with Self-Study Due Dates between ____ and ____ may choose to use this column since a full year will not have been completed to collect data for the last column. Those submitting on or after ____ cannot use this column.				
A) Total # of Graduates	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> NA	<b>ASCP-BOC</b>			
B) # who sat for the exam within the first year of graduation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
C) # who passed the exam within the first year of graduation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Yearly Certification Rate (%) (C ÷ B) X 100	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Three-Year Average of Certification Rate (%):</b> <b>(ΣC ÷ ΣB) X 100</b>	<input type="text"/>		<input type="text"/>	
<input type="checkbox"/> NA	<b>AMT</b>			
D) # who sat for the exam within the first year of graduation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
E) # who passed the exam within the first year of graduation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Yearly Certification Rate (%) (E ÷ D) X 100	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Three-Year Average Certification Rate (%):</b> <b>(ΣE ÷ ΣD) X 100</b>	<input type="text"/>		<input type="text"/>	

<input type="checkbox"/> NA	NCCT			
F) # who sat for the exam within the first year of graduation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
G) # who passed the exam within the first year of graduation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Yearly Certification Rate (%) (G ÷ F) X 100	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Three-Year Average Certification Rate (%):</b> <b><math>(\sum G \div \sum F) \times 100</math></b>	<input type="text"/>			
<input type="checkbox"/> NA	NHA			
H) # who sat for the exam within the first year of graduation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
I) # who passed the exam within the first year of graduation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Yearly Certification Rate (%) (I ÷ G) X 100	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Three-Year Average Certification Rate (%):</b> <b><math>(\sum I \div \sum G) \times 100</math></b>	<input type="text"/>			

<input type="checkbox"/> NA	OTHER: (please identify) _____			
J) # who sat for the exam within the first year of graduation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
K) # who passed the exam within the first year of graduation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Yearly Certification Rate (%) (K ÷ J) X 100	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Three-Year Average Certification Rate (%):</b> <b><math>(\sum K \div \sum J) \times 100</math></b>	<input type="text"/>			

**If graduates of a program sat for more than one type of certification examination, provide summary data below.**

<b>Summary of Graduate Certification</b>				
L) total # of graduates sitting for any certification exam within first year of graduation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
M) # of graduates certified within first year of graduation  (M ÷ L) X 100	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
L) Three-Year Average Certification Rate within the first year of graduation. $(\sum M \div \sum L) \times 100$	<input type="text"/>			

**Three-year average certification rate below 75% requires additional information to be submitted under Standard VIII.C.**

<b><u>ATTRITION/GRADUATION RATES</u></b>	<b><u>For Students slated to graduate in the time periods below:</u></b>		
	<u>7/1/</u> ____ - <u>6/30</u> ____	<u>7/1/</u> ____ - <u>6/30</u> ____	<u>7/1/</u> ____ - <u>6/30</u> ____
A) # who began the “final half” of the program	<input type="text"/>	<input type="text"/>	<input type="text"/>
B) # who began the “Final half” of the program and subsequently left (voluntarily or involuntarily)	<input type="text"/>	<input type="text"/>	<input type="text"/>
C) # who began the “final half” of the program but are still currently enrolled	<input type="text"/>	<input type="text"/>	<input type="text"/>
D) # who began the “final half” of the program during the given time period and have since graduated	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Yearly Attrition Rate (%):</b> <b><math>(B \div (A - C)) \times 100</math></b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Yearly Graduation Rate (%):</b> <b><math>(D \div (A - C)) \times 100</math></b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>*Three-Year Graduation Rate (%):</b> <b><math>(\sum D \div (\sum A - \sum C)) \times 100</math></b>	<input type="text"/>		
NAACLS Benchmark for Graduation Rates: Three-years consecutive results of graduation rates demonstrating an average of at least 70%** of students who have begun the final half of the program go on to successfully graduate from the program as calculated by the most percent three-year period. <b><u>Please explain how you have determined what the “final half” of the program is, as used in your statistics above.</u></b>			

***\*Three-year average graduation rate below 70% requires additional information to be submitted under Standard VIII.C.***



Describe how Graduation Rates are analyzed and used in program assessment and continuous quality improvement of the program:

--

<b>Documentation</b>	<b>Files</b>
Attach examples of tools used to collect Graduation Rate data (include source documentation with student names redacted)	

Describe how the Attrition Rate data is analyzed and used in program assessment and continuous quality improvement of the program:

--

<b>Documentation</b>	<b>Files</b>
Attach examples of tools used to collect Attrition Rate data (include source documentation with student names redacted)	

<b><u>PLACEMENT RATES</u></b>	<b>For Students slated to graduate in the time periods below:</b>			
Please "check" which successive years were used to determine Three-Year Averages.	<input type="checkbox"/> **	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	7/1/ ____ - 6/30 ____	7/1/ ____ - 6/30 ____	7/1/ ____ - 6/30 ____	7/1/ ____ - 6/30 ____
A) Total # of Graduates	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
B) # that found employment (in field or in a closely related field) and/or continued their education within one year of graduation	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
C) # that did neither listed above	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D) # who you do NOT have any information for	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Yearly Average Placement Rate (%): ((B ÷ (B + C)) X 100</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>*Three-Year Average Placement Rate (%): (ΣB ÷ (ΣB + ΣC)) X 100</b>	<input type="text"/>			

***\*Three-year average graduation rate below 70% requires additional information to be submitted under Standard VIII.C.***

Describe how the Placement Rate is analyzed and used in program assessment and continuous quality improvement of the program:

--

Documentation	Files
Attach examples of tools used to collect Placement Rate data (include source documentation with student names redacted)	

(Optional) Describe how other outcomes measures data used in program evaluation as defined in Standard II.B.5 are used in program assessment and continuous quality improvement of the program.

--

Documentation	Files
(Optional) Attach examples of tools used to collect other outcomes measures data used in program evaluation as defined in Standard II.B.5 (include source documentation with student names redacted)	

## Standard II.C: Assessment and Continuous Quality Improvement – Program Assessment and Modification

**Contents of Narrative for Self-Study** (See *Standards Compliance Guide* for required/suggested contents):

**Accompanying Documentation for Self-Study:** \*Programs undergoing initial accreditation/approval are not required to submit documentation for Standard II.C.

Documentation	Files
Attach documentation reflecting review and evaluation of program outcomes measures [advisory board, program didactic and/or clinical faculty, curriculum teams, etc.).	
Attach evidence of changes implemented due to outcomes measures review and evaluation, and documentation of ongoing evaluation of the effectiveness of such changes.	

## Standard III.A: Resources – General Resources

**Contents of Narrative for Self-Study** (See *Standards Compliance Guide* for required/suggested contents):

--

### **Accompanying Documentation for Self-Study:**

<b>Documentation</b>	<b>Information/Files</b>
Number of students admitted each year	
Admission date (s)	
Instructor to student ratio (s) for lectures	
Instructor to student ratios for student laboratory (if applicable)	
Instructor to student ratios for clinical laboratory (if applicable)	
Attach relevant staff position descriptions	
Attach program evaluation information/data used to evaluate resource adequacy as part of continuous program evaluation	

## Standard III.B: Resources – Financial Resources

**Contents of Narrative for Self-Study** (See *Standards Compliance Guide* for required/suggested contents):

--

**Accompanying Documentation for Self-Study:**

<b>Documentation</b>	<b>Files</b>
Attach an institutionally approved budget OR a written statement of continued financial support for the educational program from an executive officer of the sponsor (or one from each participating entity in a consortia or multi-location program)	

## Standard III.C: Resources – Physical Resources

**Contents of Narrative for Self-Study** (See *Standards Compliance Guide* for required/suggested contents):

--

**Accompanying Documentation for Self-Study:**

<b>Documentation</b>	<b>Files</b>
Attach a sample list of equipment and instructional resources available to students and describe how they are utilized in the curriculum.	

## Standard IV.A: Students – Publications and Disclosures

**Contents of Narrative for Self-Study** (See *Standards Compliance Guide* for required/suggested contents):

--

**Accompanying Documentation for Self-Study:** (if not applicable write NA)

**Please label each attachment per item required.**

<b>Documentation</b>	<b>URL and/or Files</b>
College Catalog	
Program of Study identifying course sequence and class schedule	
Application Form	
Program Brochure	
Student and/or Clinical Handbook	



**Standard IV.A. Accompanying Documentation for Self-Study:** Please indicate where the following information can be found. Provide specific page numbers and paragraphs when referring to web page or paper publications such as catalogs, handbooks, and brochures. Alternatively, scan and attach appropriate pages or include quoted, cited passages from the identified publication.

Items	URL and/or Files
Program Mission Statement	
Program Goals and Graduate Competencies	
Programmatic Accreditation/Approval Status including NAACLS contact information	
Results of external certification outcomes, graduation rate outcomes, and placement rate outcomes of the last three active years	
List of clinical and/or academic affiliates	
Admission criteria	
List of course descriptions (and associated credit hours if appropriate)	
Names and academic rank or title of the program director and faculty	
Tuition and fees with refund policies	
Service work policies	
Policies & procedures for 1) advising and guiding students through the program, 2) clinical assignment, 3) student grievance and appeals, 4) criteria for program completion including probation, suspension, and dismissal	
Academic calendar	
Rules and regulations governing acceptable personal and academic conduct, including behavior expectations for clinical experience	

## Standard IV.B: Students – Student Records

**Contents of Narrative for Self-Study** (See *Standards Compliance Guide* for required/suggested contents):

--

**Accompanying Documentation for Self-Study:** (if not applicable write NA)

<b>Documentation</b>	<b>URL and/or Files</b>
Include policies and procedures regarding the retention of records for enrolled students	
Provide a copy of a completed transcript with student identification information redacted	

## Standard IV.C: Students – Health and Safety

**Contents of Narrative for Self-Study** (See *Standards Compliance Guide* for required/suggested contents):

--

**Accompanying Documentation for Self-Study:** (if not applicable write NA)

<b>Documentation</b>	<b>URL and/or Files</b>
Provide the policy and procedures used for safeguarding the health and safety of students, faculty, and patients	
Attach any forms and other documentation used to provide evidence that students have received biohazard and safety training with identifying information redacted	

## Standard V.A: Operational Policies – Fair Practices

**Standard V.A - Contents of Narrative for Self-Study** (See *Standards Compliance Guide* for required/suggested contents):

--

### **Standard V.A - Accompanying Documentation for Self-Study:**

Documentation	URL and/or Files
Attach written and/or published documentation to support statements made in narrative	

**Standard V.B - Contents of Narrative for Self-Study (Optional):** (See *Standards Compliance Guide* for required/suggested contents):

<i>No narrative required</i>
------------------------------

### **Standard V.B - Accompanying Documentation for Self-Study:**

Documentation	URL and/or Files
Provide location on website, or evidence of documents, with location identified, of non-discrimination policies for staff and faculty recruitment	
Provide location on website, or evidence of documents, with location identified, of non-discrimination policies for student recruitment and admission	

**Standard V.C - Contents of Narrative for Self-Study (Optional):** (See *Standards Compliance Guide* for required/suggested contents):

<i>No narrative required</i>
------------------------------

**Standard V.C- Accompanying Documentation for Self-Study:**

Documentation	URL and/or Files
Provide evidence that indicates that granting of the degree or certificate is not contingent upon passing an external certification or licensure exam (For example: Student Handbook or Catalog statements)	

**Standard V.D - Contents of Narrative for Self-Study (Optional):** (See *Standards Compliance Guide* for required/suggested contents):

*No narrative required*

**Standard V.D- Accompanying Documentation for Self-Study:**

Documentation	URL and/or Files
Attach a general plan for potential temporary and permanent closures that addresses possible student transition and completion opportunities	

**Standard V.E - Contents of Narrative for Self-Study:** (See *Standards Compliance Guide* for required/suggested contents):

--

**Standard V.E - Accompanying Documentation for Self-Study:**

Documentation	URL and/or Files
Attach a policy that explains under what conditions students may be permitted to perform service work for institutions	

**Standard V.F - Contents of Narrative for Self-Study:** (See *Standards Compliance Guide* for required/suggested contents):

--

**Standard V.F- Accompanying Documentation for Self-Study:**

<b>Documentation</b>	<b>URL and/or Files</b>
Attach policies that demonstrate students are not to be substituted for staff during scheduled educational times	

## **Standard VI.A: Administrative: Maintaining Accreditation/Approval – Program/Sponsoring Institution Responsibilities**

**This Standard involves the administrative requirements for maintaining accreditation/approval throughout its award period. No information is required for the self-study or site visit process.**

# Standard VII.A: Program Administration – Program Director

**Standard VII.A.1 Qualifications - Contents of Narrative for Self-Study** (See *Standards Compliance Guide* for required/suggested contents):

**Standard VII.A.1 Qualifications - Accompanying Documentation for Self-Study:**

Documentation	URL and/or Files
<p>Provide a curriculum vita for the program director that provides evidence of teaching experience, knowledge of education methods and administration, current NAACLS accreditation procedures and certification procedures.</p> <p><b>*For Phlebotomy Programs only: For certification agencies recognized by NAACLS as meeting Standard requirements for Phlebotomy Certification Qualifications of a program director, see <i>Standards Compliance Guide</i></b></p>	
<p>Submit notification from NAACLS indicating program director approval</p>	



**Standard VII.A.2. Responsibilities - Contents of Narrative for Self-Study:** (See *Standards Compliance Guide* for required/suggested contents):

--

**Standard VII.A.2 Responsibilities - Accompanying Documentation for Self-Study:**

Documentation	URL and/or Files
Submit a completed Faculty Fact Sheet for the program director, including required professional development with associated CEUs/hours.	
Submit a faculty position description for the Program Director that indicates responsibilities of the position	

**Standard VII.A.3. Faculty Appointment - Contents of Narrative for Self-Study:** (See *Standards Compliance Guide* for required/suggested contents):

--

**Standard VII.A.3 Faculty Appointment - Accompanying Documentation for Self-Study:**

<b>Documentation</b>	<b>URL and/or Files</b>
Attach documentation of faculty appointments (or equivalent) for the Program Director (letters of appointment, college web pages, catalog listing, etc.). Language found in affiliation agreements is not proof of appointment.	

**Standard VII.B: Program Administration – Site Program Coordinator (required for Multi-location only, assigned to each participating site)**

**Not Applicable (Proceed to VII.C)**

**Standard VII.B.1 Qualifications - Contents of Narrative for Self-Study:** (See *Standards Compliance Guide* for required/suggested contents):

**Standard VII.B.1 Qualifications - Accompanying Documentation for Self-Study:**

<b>Documentation</b>	<b>URL and/or Files</b>
Attach a curriculum vita for the site program coordinator (s), that provides evidence of discipline appropriate experience in education	

## Standard VII.C: Program Administration – Faculty Members and Clinical Liaison

**Contents of Narrative for Self-Study** (See *Standards Compliance Guide* for required/suggested contents):

--

**Accompanying Documentation for Self-Study:**

Documentation	URL and/or Files
<p>Attach Didactic Faculty Fact sheets for each major didactic faculty member.</p> <p><a href="https://www.naacls.org/getattachment/31587006-3fd3-4bc2-b6ca-e91e3eaa4051/Faculty-Fact-Sheet.aspx">https://www.naacls.org/getattachment/31587006-3fd3-4bc2-b6ca-e91e3eaa4051/Faculty-Fact-Sheet.aspx</a></p> <p><i>Information for Clinical Liaison(s) is to be included on each Clinical Facility Fact sheet that is attached to the table under Standard I - Sponsorship</i></p>	
<p>Provide a narrative on the relevancy of the professional development activities, that are listed on the accompanying didactic faculty fact sheets, as related to the program responsibilities of each major faculty member.</p>	

<p>Attach evidence that the faculty teach effectively and at the appropriate level. Supporting documentation should include examples of completed faculty and student evaluation forms.</p> <p><i>**Documentation submitted and made available for review that contains confidential information (i.e., Student/Faculty Names, Social Security Numbers, etc.) may have such content redacted to protect privacy</i></p>	
<p>Attach representative samples of communication between the clinical liaison and the program director or designee as applicable</p>	

## Standard VII.D: Program Administration – Advisory Committee

**Contents of Narrative for Self-Study** (See *Standards Compliance Guide* for required/suggested contents):

--

**Accompanying Documentation for Self-Study:**

<b>Documentation</b>	<b>URL and/or Files</b>
Attach evidence of regular, meaningful, and relevant input from Advisory Committee members (for example: minutes, emails, notes from phone conversations or individual meetings, etc.)	
Provide names of Advisory Committee members and their relationship to the program	

## Standard VII.E: Program Administration – Education Coordinator (when required)

**Not Applicable (Proceed to VII.F)**

**Contents of Narrative for Self-Study** (See *Standards Compliance Guide* for required/suggested contents):

--

### **Accompanying Documentation for Self-Study:**

<b>Documentation</b>	<b>URL and/or Files</b>
Submit a completed Faculty Fact Sheet for the Education Coordinator	
Submit a curriculum vita for the Education Coordinator, providing evidence of knowledge of current NAACLS accreditation procedures and certification procedures	

## Standard VII.F: Program Administration – Medical Director (for PathA Programs only)

**Not Applicable (Proceed to Standard VIII)**

**Contents of Narrative for Self-Study** (See *Standards Compliance Guide* for required/suggested contents):

### **Accompanying Documentation for Self-Study:**

<b>Documentation</b>	<b>URL and/or Files</b>
Attach a completed Faculty Fact Sheet for the Medical Director	
Attach a signed, faculty position description for the Medical Director that indicates responsibilities for the position	



# Standard VIII.A for Accredited Programs: Curriculum Requirements – Instructional Areas

**Contents of Narrative for Self-Study** (See *Standards Compliance Guide* for required/suggested contents):

**Accompanying Documentation for Self-Study:**

Documentation	URL and/or Files
Provide a completed Standard VIII Matrix* that identifies where items listed in Standard VIII.A are addressed within the curriculum  <b>*<a href="https://www.naacls.org/getattachment/67f23688-5574-449e-8d15-cfb45deb85a7/Standard-VIII-Matrices-2015.aspx">https://www.naacls.org/getattachment/67f23688-5574-449e-8d15-cfb45deb85a7/Standard-VIII-Matrices-2015.aspx</a></b>	
Attach a program schedule that includes the sequence of courses and student clinical assignments:  <b>FOR MLS, MLT:</b> Provide examples of how each course addresses the pre-analytical, analytical, and post analytical components as listed in the <i>Standard Compliance Guide</i>  <b>FOR HTL, HT</b> Provide examples of how each course addresses histopathology applications	
Submit a list of required prerequisite coursework	

## Standard VIII.B for Accredited Programs: Curriculum Requirements – Learning Experiences

**Contents of Narrative for Self-Study** (See *Standards Compliance Guide* for required/suggested contents):

--

**Accompanying Documentation for Self-Study:**

<b>Documentation</b>	<b>URL and/or Files</b>
Attach program policies regarding students performing procedures under qualified supervision (See <i>Standards Compliance Guide</i> for suggested documents)	

# Standard VIII.C for Accredited Programs: Curriculum Requirements – Evaluations

**Contents of Narrative for Self-Study** (See *Standards Compliance Guide* for required/suggested contents):

--

**Accompanying Documentation for Self-Study:**

<b>Documentation</b>	<b>URL and/or Files</b>
Submit proof that evaluation systems relate to course content and support program competencies	
Submit proof that evaluation systems are employed frequently enough to provide students and faculty with timely indications of the students' academic standing and progress	
Submit proof that evaluation systems serve as a reliable indicator of the effectiveness of instruction and course design	

**If outcomes measures listed in Standard II.B are below NAACLS approved benchmarks (or if there is not three years' worth of accumulated data, in the case of initial programs), provide all of the following items from one course in the curriculum:**

<b>Documentation</b>	<b>URL and/or Files</b>
Syllabus	
Course goals	
Measurable objectives in the cognitive, psychomotor, and affective domains	
Evaluation systems that correlate with objectives	

# Standard VIII.A for Approved Programs: Curriculum Requirements – Instructional Areas

**Contents of Narrative for Self-Study** (See *Standards Compliance Guide* for required/suggested contents):

**Accompanying Documentation for Self-Study:**

Documentation	URL and/or Files
<p>Provide a completed Standard VIII Matrix* that identifies where items listed in Standard VIII.A are addressed within the curriculum</p> <p><b><i>*<a href="https://www.nacls.org/getattachment/67f23688-5574-449e-8d15-cfb45deb85a7/Standard-VIII-Matricies-2015.aspx">https://www.nacls.org/getattachment/67f23688-5574-449e-8d15-cfb45deb85a7/Standard-VIII-Matricies-2015.aspx</a></i></b></p> <p><b>FOR PBT include:</b></p> <ul style="list-style-type: none"> <li>• A list of required prerequisite course work, if applicable</li> <li>• Program goals</li> <li>• Curriculum outline, including course sequencing and a sample schedule demonstrating how a student may progress through the program</li> <li>• Course descriptions for each unit of instruction or course in the program, including</li> </ul>	

<p>documentation of how each course addresses a variety of collection techniques, contact with various patients in a variety of settings, and a minimum of 100 hours of applied experiences and 100 unaided collections</p> <ul style="list-style-type: none"> <li>• Document where items in Standards VIII.A1-6 are included within the program curriculum Suggested documentation may include: <ul style="list-style-type: none"> <li>○ course syllabi that include schedules and objectives</li> <li>○ objectives for the didactic and clinical aspects of the program that address the cognitive, psychomotor, and affective domains</li> <li>○ course examinations</li> <li>○ program schedules</li> </ul> </li> </ul> <p><b>FOR CA include:</b></p> <ul style="list-style-type: none"> <li>• A list of required prerequisite course work, if applicable</li> <li>• Program goals</li> <li>• Curriculum outline, including course sequencing and a sample schedule demonstrating how a student may progress through the program, including sequenced course of study from basic content to higher level of learning in the modules offered. Note where and how the core competencies are obtained and the 100 hours of applied experiences are provided.</li> <li>• Course descriptions for each unit of instruction or course in the program</li> <li>• Document where items in Standards VIII.A are included within the program curriculum. Suggested documentation may include: <ul style="list-style-type: none"> <li>○ course syllabi that include schedules and objectives</li> <li>○ objectives for the didactic and clinical aspects of the program that address the cognitive, psychomotor, and affective domains</li> <li>○ course examinations</li> <li>○ program schedules</li> </ul> </li> </ul>	
--	--

## Standard VIII.B for Approved Programs: Curriculum Requirements – Learning Experiences

**Contents of Narrative for Self-Study** (See *Standards Compliance Guide* for required/suggested contents):

--

### Accompanying Documentation for Self-Study:

<b>Documentation</b>	<b>URL and/or Files</b>
Submit documentation that didactic and clinical curricula provide sequenced learning experiences necessary to achieve entry level competencies (See <i>Standards Compliance Guide</i> for suggested documents)	

# Standard VIII.C for Approved Programs: Curriculum Requirements – Evaluations

**Contents of Narrative for Self-Study** (See *Standards Compliance Guide* for required/suggested contents):

--

**Accompanying Documentation for Self-Study:** (See *Standard Compliance Guide* for suggested documents)

<b>Documentation</b>	<b>URL and/or Files</b>
Describe the evaluation system(s) utilized by the program to assess the effectiveness of instruction, frequency of use of the various evaluation tools, and how the results of evaluation are utilized in program evaluation and revision	
Attach policies and procedures for student and faculty evaluation	
Provide evidence of feedback from evaluations in determining program effectiveness	
Provide evidence of programmatic curriculum improvements and changes made in response to systematic program review	



If outcomes measures listed in Standard II.B are below NAACLS approved benchmarks (or if there is not three years' worth of accumulated data, in the case of initial programs), provide all of the following items from one course in the curriculum:

Documentation	URL and/or Files
Syllabus	
Course goals	
Measurable objectives in the cognitive, psychomotor, and affective domains	
Evaluation systems that correlate with objectives	

**Name of Preparer:**

---

**Signature of Preparer:**

---

**Date:**

---