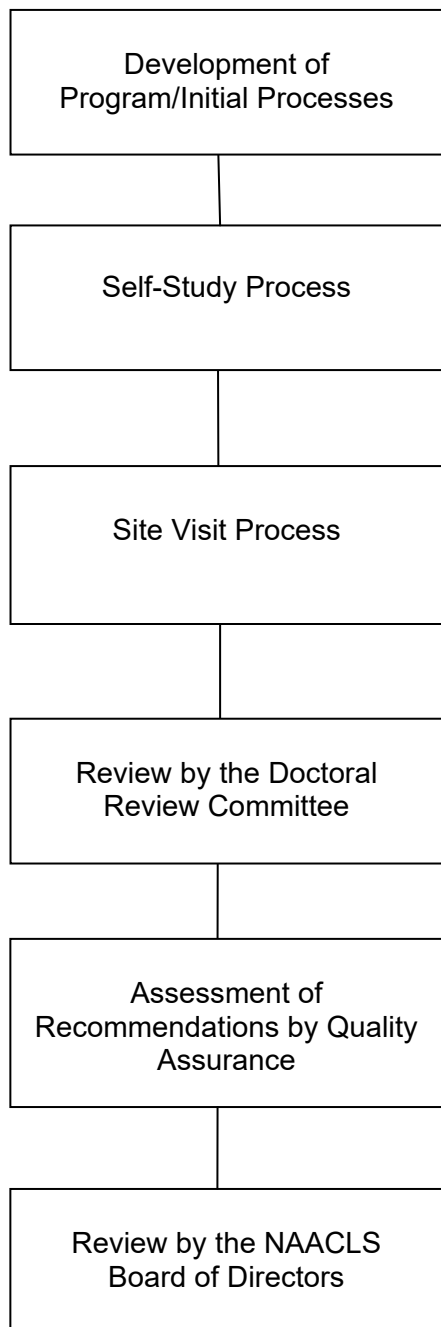# NAACLS Doctoral Accreditation Application Packet

Adopted 2018, Updated: 2024

The Initial Doctoral Accreditation Process

The Overall Accreditation Process

Development of Program/Initial Processes

Programs seeking Initial Doctoral Accreditation must first comply with several requirements including a letter of intent, a completed initial application, payment of an initial application fee, and approval of a preliminary report.

Unlike other NAACLS Accreditation/Approval processes, for the NAACLS Doctoral accreditation process, all of these items may be submitted concurrently.

The Self-Study Process

The first step in the evaluation of a program is the program's own self-evaluation. This is accomplished by the Program Director with the cooperation of the program faculty and administration. NAACLS has made the forms that the reviewers will use available for download on the NAACLS web site (www.naacls.org) as an aide for program officials to evaluate their program. While the program's self-evaluation certainly should review the NAACLS Standards, other documents, such as the programmatic and institutional mission statements, supply additional information for the functions of the program. The eventual result of this self-evaluation is the Self-Study, which is a document that demonstrates the program compliance with the Standards. Recommendations for assembling the Self-Study are found in the Standards Compliance Guide.

The Self-Study reviewer is charged with the review of the Self-Study, ensuring that it adequately demonstrates the program's compliance with the Standards. The reviewer is evaluating the Self-Study, rather than the program, thus assuring that good practice processes are documented. In addition, the reviewer is the earliest outside source to review the adequacy of compliance. The program receives the Self-Study Review and is directed to develop a Response to the Self-Study Review. The Response attempts to clarify issues identified in the Self-Study

Development of
Program/Initial Processes

Self-Study Process

Site Visit Process

Review by the Doctoral
Review Committee

Assessment of
Recommendations by Quality
Assurance

Review by the NAACLS
Board of Directors

Review, and perhaps to develop new policies and procedures to address the concerns noted.

The Site Visit Process

Site visits are fact-finding journeys.   The objective of a site visit is to verify and supplement information presented in the Self-Study and the Response to the Self-Study Review. The Site Visit Report is the product of the Site Visit, and is a summary of information that the program has provided for the site visitors, keyed to the NAACLS Standards. The program receives the Site Visit Report and is directed to develop a Site Visit Report Response. The Response attempts to clarify issues identified in the Site Visit, and perhaps to develop new policies and procedures to address the concerns noted.

The Review by the Doctoral Review Committee

Based on the review of Self-Study Review, the Program's Response to the Self-Study Review, the Site Visit Report, and the Program's Response to the Site Visit Report, the appropriate Program Review Committee makes determinations as to the compliance, partial compliance or non-compliance of a program with the Standards, and recommends accreditation and approval actions to the NAACLS Board of Directors

Quality Assurance Assessment

The Quality Assurance Committee reviews all accreditation or approval recommendations before the sponsoring institution is notified of the Program Review Committee recommendations and before the recommendations are sent to the Board of Directors for final approval of accreditation and approval awards

The Review by the NAACLS Board of Directors

Based on the recommendations of the Program Review Committee, and with review of consistent application of the Standards to insure that decisions are not arbitrary, capricious, or inconsistent, the Board of Directors makes the final determination to award, withhold, or withdraw Doctoral Accreditation.

The Initial Doctoral Accreditation Process Chart

STEP	ACTION	RESPONSIBLE PARTY	TIME FRAME FOR THE PROGRAM
1. Download the Initial Doctoral Accreditation Packet	Access the Initial Doctoral Accreditation Packet on the NAACLS Website.	CEO/President or other high ranking administrator of Sponsoring Institution	Starting point
2. Provide all materials required by the Initial Doctoral Accreditation Packet	Sponsoring Institution submits: Interest Letter, signed by President or Dean. Initial Application Form (included in packet) Initial Application Fee ($600) Preliminary Report (Requirements required in packet)	Proposed Program Director/Department Chair	As soon as the program has completed all listed steps.
3. Initial Doctoral Accreditation Packet Approved *	Program encouraged to proceed with the Self-Study process. Program begins first class.	NAACLS	NAACLS Reviewers receive up to 2 months to review all submitted materials
Once the Program's Initial Doctoral Accreditation Packet is completed and approved, the program is considered "NAACLS Doctoral Accreditation Candidate".			
4. Self Study submitted to NAACLS	Submit Self Study to NAACLS.	Program Director	Three years after the Initial Doctoral Accreditation Packet is approved or after the third student graduates, whichever comes first

5. Self Study Review	Self-Study is evaluated.	NAACLS	Self-Study Review forwarded to program typically within 2-3 months
6. Response to Self-Study Review	Response to Self-Study Review is submitted with supporting documentation	Program Director	Within 1 month of receipt of Self-Study Review
7. Site Visit	Site Visit Team submits a written report following the site visit	NAACLS	Site Visit Report forwarded to program within 1.5 months following the site visit
8. Response to Site Visit Report	Response to Site Visit Report is submitted with supporting documentation	Program Director	Within 1 month of receipt of Site Visit Report

All documentation is reviewed by NAACLS. Program Review Committee recommendations are reviewed by the QA Committee and sent to the NAACLS Board of Directors to determine Doctoral Accreditation awards.

Doctoral Preliminary Report Requirements

Standard I. Sponsorship

Sponsoring Institution: Provide documents of current accreditation by a regional or national agency for the sponsoring institution.

Affiliations: Provide letters of intent (or good faith) or signed affiliation agreements from proposed clinical sites, providing evidence that enough sites are available to accommodate projected numbers of students.

Standard II. Assessment and Continuous Quality Improvement

Program Evaluation: Summarize a plan for continuous and systematic assessment, proposed outcomes of program effectiveness with a plan for program modification and improvement.

Standard III. Resources
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Budget Information: Cost projection or a letter of financial support.

Physical Resources: Describe facilities, equipment, and supplies sufficient to achieve program goals.

Standard IV. Students

Mission, Goals and Outcomes: Provide program goals that will align, correlate, and support NAACLS DCLS competencies including both core and unique standards for the profession.

Standard V. Operational Policies

Recruitment: Describe student recruitment, and selection of students appropriate to the size and scope of the program. Describe how admissions criteria and essential functions and student outcomes measures will be communicated to prospective students.

Standard VII. Faculty

Program Director Qualifications: Provide resume (cv), transcripts, documentation of certification and proof of knowledge of education methods and administration as well as current NAACLS accreditation procedures and certification procedures.

Personnel Plan**:** Describe the faculty/personnel plan (additional faculty positions if appropriate) adequate to support the program goals. Provide a list of faculty and the courses they will be teaching as possible.

Advisory Committee: Describe the membership of Advisory Committee which will provides input into the program/curriculum to maintain current relevancy and effectiveness.

Standard VIII. Curriculum

Program and Course Descriptions: Provide a description of the proposed length of program or program tracks, courses, course descriptions with measurable program level student learning outcomes and sequencing.

NAACLS DCLS Initial Accreditation Application Packet Template

The Initial Application Packet is a general overview of the program that must provide adequate evidence of potential compliance with the NAACLS standards for Accreditation. This is not the same as a Self-Study report, which would be the next step after approval of the Initial Application Packet. **Please note, NAACLS Staff will not distribute the Initial Application Packet for review until all items are included within the Initial Application Packet template.** NAACLS recommends that the program consider the following items:

- Make sure your version of Adobe Reader is up to date. This program is free, please see link: www.adobe.com
- Download the template from the website and open it with an Adobe program (often computer operating systems use a web browser as a PDF "preview" default. This preview cannot be edited. This document can only be edited with an Adobe program.
- NAACLS Standards for Accredited Programs should be downloaded and reviewed. This can be found on the NAACLS website by visiting WWW.NAACLS.ORG. You can then click on the "Program Directors Tab" and scroll down. You will see all relevant documents listed on the right hand side.
- A program has three opportunities to have their Initial Application Packet approved. If a program does not have their report approved after the third opportunity, they must wait for a year before applying again. Programs are provided feedback after a negative review.
- Narrative answers should be clear and concise.
- Required documentation should be edited in a way to present only the essential information to NAACLS reviewers. For example, instead of a whole catalog, including only the relevant pages with relevant information highlighted.
- Please name your file attachments with the Standard it pertains to (i.e. Standard1-ABCHospitalAffiliationAgreement.pdf).

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".
Note: To delete the attachment, right-click the attached comment icon, and choose Delete. When you save your Initial Application Packet, all of the attached files are saved along with the Initial Application Packet in a single PDF file.

NAACLS Initial Accreditation Application Packet
Administrative Items

Documentation	Files
Provide a PDF of your organizations letter of intent. This letter must be on your organization's letterhead and signed by a designated institution official legally authorized to sign contractual agreements on behalf of the institution (DSA), or high ranking official.	

Documentation	Files
Provide proof of the initial application fee submission.	

National Accrediting Agency for Clinical Laboratory Sciences

APPLICATION FOR INITIAL ACCREDITATION

*** ***Completion and return of this form is required for Accreditation*** ***

Signed by a designated institution official legally authorized to sign contractual agreements on behalf of the institution (DSA) of the Sponsor (or participating entity, in cases of consortia) or the delegated representative, this application, along with the Initial Application Fee ($600), is a request that NAACLS begin the process of accreditation review of the applicant program.

The accreditation process is initiated only at the request of the institution sponsoring an allied health educational program. It provides peer review of the program's educational content and process, a review based on recognized national educational standards. The Standards have been adopted by appropriate allied health and medical specialty organizations.

PLEASE TYPE OR PRINT INFORMATION CAREFULLY.

I. SPONSOR

☐   ☐

Name of (**check one**):   **Sponsor**   **Participating entity within a consortium/ multi-location****

**If a participating entity within a consortium, please list the name of the consortium sponsor here

The sponsoring institution of the applicant program is accredited or otherwise recognized by the following national or regional agency:

INSTITUTIONAL TYPE
(check only one category)

- ☐ Academic health ctr/medical school
- ☐ US Department of Defense
- ☐ US Department of Veterans Affairs
- ☐ Four-year college or university

INSTITUTIONAL CONTROL (Ownership)
(check only one category)

- ☐ State, county or local government
- ☐ Non-profit (private or religious)
- ☐ For profit
- ☐ Federal government

II. OFFICIALS

Chief Executive Officer   Degree/Credentials   Title

Signature   Date

Mailing Address

City, State and Zip Code   Telephone Number   Email Address

Dean or Comparable Administrator   Degree/Credentials   Title

Signature   Date

Mailing Address

City, State and Zip Code   Telephone Number   Email Address

III. PROGRAM ADMINISTRATION

Name of Profession

Name of Program

Mailing address

City, State and Zip Code

Program Homepage URL

Program Director   Degree/Credentials

Telephone Number   Fax Number   Email Address

IV. PROGRAM INFORMATION

Length of program in months‗‗‗‗‗‗‗‗

Month(s) class(es) begin(s)‗‗‗‗‗‗‗‗

Award granted‗‗‗‗‗‗‗‗‗‗‗‗‗‗‗‗‗

Average first-year tuition for full-time student:
Resident‗‗‗‗‗‗‗‗   Non-Resident‗‗‗‗‗‗‗‗

Maximum enrollment capacity‗‗‗‗‗‗‗‗

Month and year program first accepted or
intends to accept students:
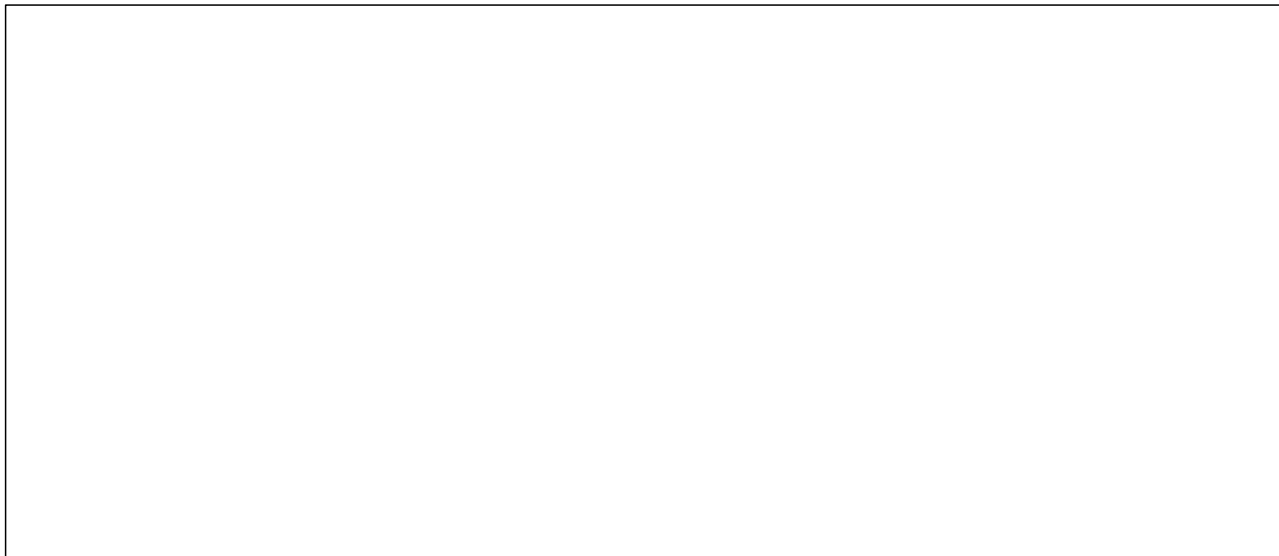
Month and year program anticipates first graduating
Class:

Month	Year

Month	Year

Briefly describe the organization of your program to include: name of sponsor, how the program fits within the department and specific information that will aid reviewers in understanding the program and institution.

Standard I: Sponsorship – Sponsoring Institution

Required Documentation for Preliminary Report:

Documentation	Files
Provide documents of current accreditation by a regional or national agency for the sponsoring institution.	

Required Documentation for Preliminary Report: Affiliations - Provide letters of intent (or good faith) or signed affiliation agreements from proposed clinical sites, as well as evidence that enough sites are available to accommodate projected numbers of students.

Affiliate (Name, City and State)	Letters of intent (or good faith) or signed affiliation agreements from proposed clinical sites
Name: City: State:	
Name: City: State:	
Name: City: State:	
Name: City: State:	
Name: City: State:	
Name: City: State:	
Name: City: State:	
Name: City: State:	
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Name: City: State:	
Name: City: State:	
Name: City: State:	
Name: City: State:	
Name: City: State:	

Standard II: Assessment and Continuous Quality Improvement

Contents of Narrative for Preliminary Report: Summarize a plan for continuous and systematic assessment, proposed outcomes of program effectiveness with a plan for program modification and improvement:

Standard III: Resources

Contents of Narrative for Preliminary Report: Physical Resources - Describe facilities, equipment, and instructional resources to achieve program goals.

Accompanying Documentation for Preliminary Report:

Documentation	Files
Provide a cost projection or a letter of financial support.	

Standard IV: Students

Contents of Narrative for Preliminary Report: Provide program goals that will align, correlate, and support NAACLS DCLS competencies including both core and unique standards for the profession.

Standard V: Operational Policies

<u>Contents of Narrative for Preliminary Report:</u> Recruitment - Describe student recruitment, processing of   applications, and selection of students appropriate to the size and scope of the program. Describe how   admissions criteria, essential functions and student outcomes measures will be communicated to   prospective students.

Standard VII: Program Administration

Required Documentation for Preliminary Report (for Program Officials previously approved):
If the   prospective Program Director has previously been found compliant to **the NAACLS DCLS Standards**, submit   proof of NAACLS Approval of the Program Director below.

Documentation	Files
NAACLS letter indicating approval of the Program Director A previous award recognizing them as the Program Director A self study review or site visit report recognizing the individual as Program Director. These documents should not identify concerns on standard VII.A	

If not previously approved as a DCLS Program director, complete the following sections through "Required Documentation for Program Official Approval".

Program Official Approval (for Program Officials not previously approved):
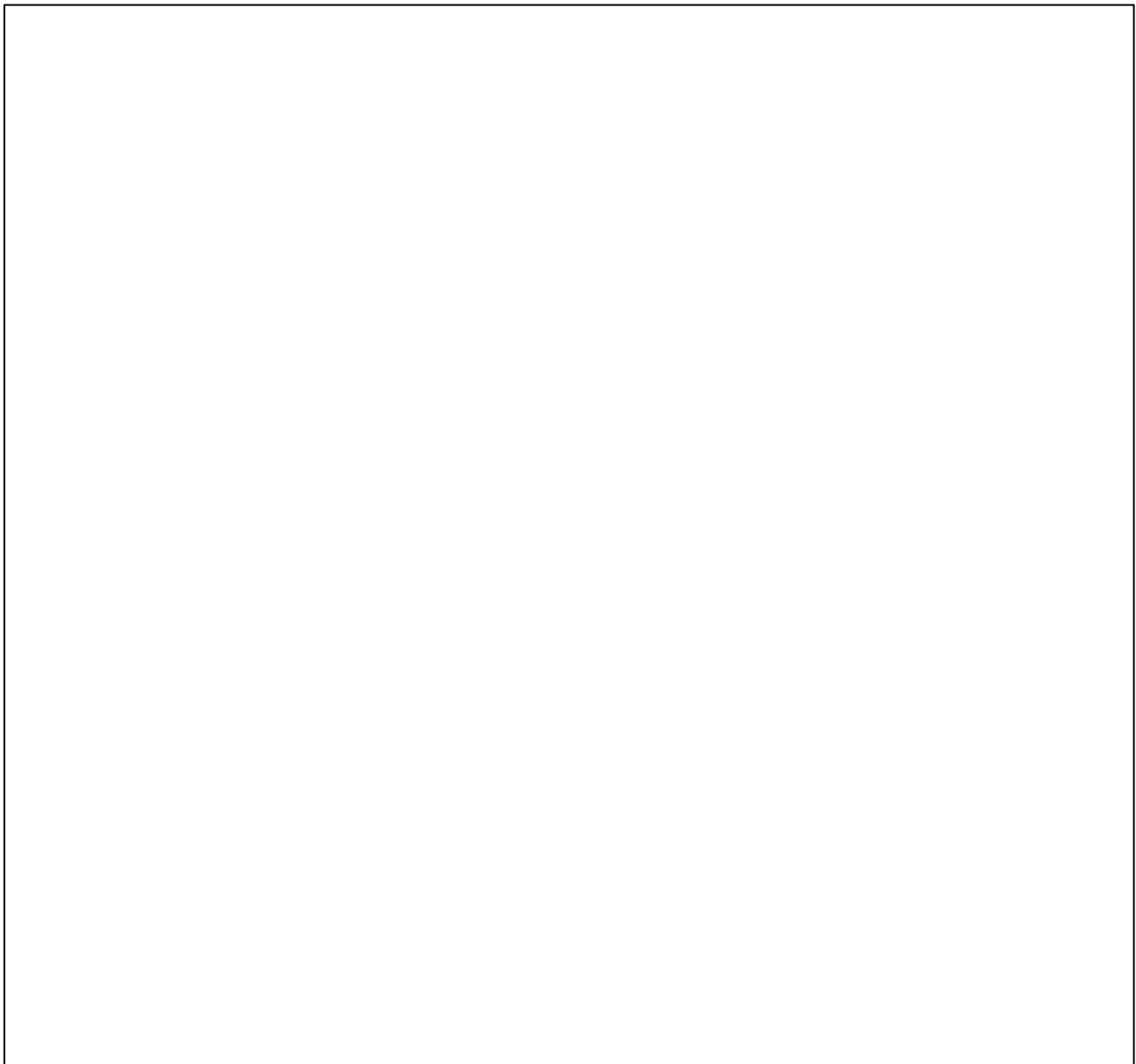Complete curriculum vitae. The curriculum vitae must include:
- Education: Institution(s), major, degree type, and graduation year
- Teaching Experience (a minimum of 3 years)
    - List institution, position, dates, and discipline.
    - List of courses taught including title, type of class (didactic, laboratory or bench)

Documentation	Files
Complete curriculum vitae.	

Contents of Narrative for Program Official Approval:

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

- Describe your teaching experience in terms of courses taught and at what level (didactic, lab, bench or combination, graduate level teaching experience)

- Describe your knowledge and experience in evaluating program effectiveness and providing input into curriculum development, policy and procedure formulation

- Indicate how you gained knowledge of the accreditation process (i.e. NAACLS Workshop or through other routes)

Contents of Documentation for Program Official Approval:

If previously approved as a NAACLS DCLS Program Director, provide that letter below. If you have not been previously approved as a NAACLS DCLS Program director, please follow the following instructions.

Teaching experience (graduate level as well as didactic, lab, bench or combination). Please provide one or more of the following:
- Letter(s) from a supervisor*
- Letter(s) from appropriate administrator at college or university*
- Copies of course schedules that include the name of the proposed program director

Knowledge of NAACLS accreditation process. Please provide one or more of the following:
- Certificate from NAACLS workshop
- Previous Program Director experience
- Letter from mentor or administrator documenting involvement in NAACLS accreditation process*

Documentation	Files
Letter demonstrating previous approval as NAACLS DCLS Program Director (if applicable)	
Teaching experience	
Knowledge of NAACLS accreditation process.	

*Documentation must originate from primary source on official letterhead and be sent directly to NAACLS via email to jjasso@naacls.org.

<u>Required Documentation for Program Official Approval:</u> Certification and Transcript – Both of these items must come directly from the primary source to NAACLS.

Documentation	Files
ASCP – BOC (use ascp.org and click on "verification")	Emailed directly from source to Jessy Jasso at jjasso@naacls.org.
Official college transcript for the highest degree earned	Emailed directly from source to Jessy Jasso at jjasso@naacls.org. If electronic transcripts are unavailable, have the college or university mail them to the following address: NAACLS Attn: Jessy Jasso 5600 N River Road Suite 720 Rosemont, IL 60018
Recommendation Letters	Emailed directly from source to Jessy Jasso at jjasso@naacls.org.
For Staff Use Only:	

Misrepresentation of information will negatively affect the accreditation status of the program and may lead to   withholding of accreditation

Contents of Narrative for Preliminary Report:

Personnel Plan **-** Describe the faculty/personnel plan (additional faculty positions if appropriate) adequate to support the number of students proposed in the program and to achieve the program goals. Provide a list of faculty and the courses they will be teaching if possible.

Contents of Narrative for Preliminary Report

Advisory Committee - Describe the membership of the Advisory Committee which provides input into the program/curriculum to maintain current relevancy and effectiveness.

Standard VIII: Curriculum

Contents of Narrative for Preliminary Report:

Program Descriptions - Provide a description of the proposed length of program and program tracks and rationale for course sequencing.

Accompanying Documentation for Preliminary Report:

Documentation	Files
Provide a program of study that contains all required program courses in recommended sequence. Provide course syllabi which include course descriptions and measurable student learning outcomes for all program specific courses.	

For one course, provide an example of an activity/learning experience/project and associated evaluation tools that align with identified program outcomes and will provide evidence of doctoral level learning.	