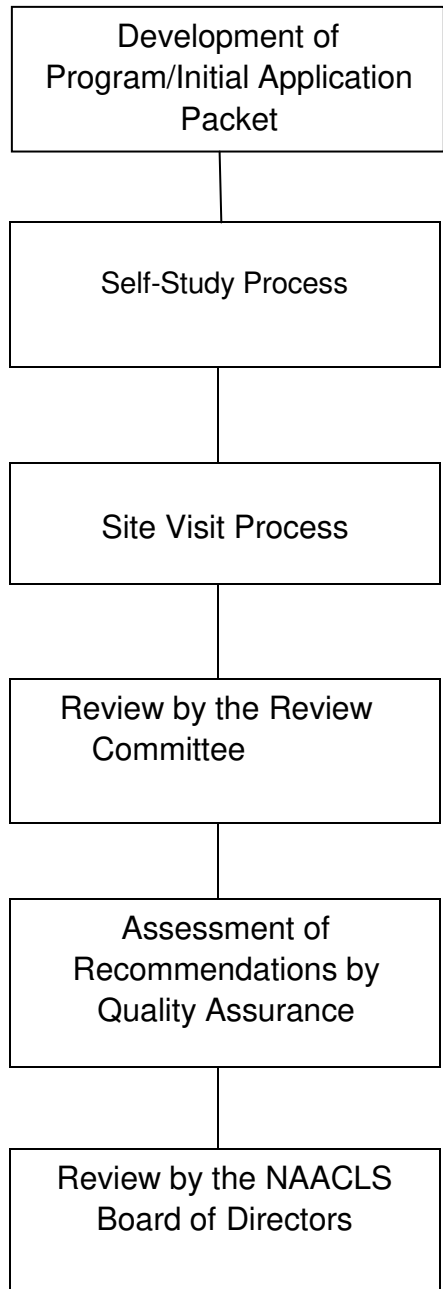# NAACLS
Accreditation
Application Packet

Adopted 2020; Edited 10/2021, 06/2022, 07/2023, 07/2024

The Initial Accreditation Process

The Overall Accreditation Process

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┌─────────────────────────────┐
│   Development of             │
│ Program/Initial Application  │
│         Packet               │
└─────────────────────────────┘
              │
┌─────────────────────────────┐
│                              │
│    Self-Study Process        │
│                              │
└─────────────────────────────┘
              │
┌─────────────────────────────┐
│                              │
│   Site Visit Process         │
│                              │
└─────────────────────────────┘
              │
┌─────────────────────────────┐
│   Review by the Review       │
│       Committee              │
│                              │
└─────────────────────────────┘
              │
┌─────────────────────────────┐
│   Assessment of              │
│ Recommendations by           │
│  Quality Assurance           │
└─────────────────────────────┘
              │
┌─────────────────────────────┐
│   Review by the NAACLS       │
│    Board of Directors        │
│                              │
└─────────────────────────────┘
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Development of Program/Initial Processes
Programs seeking Initial 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. These individual requirements must be submitted in the Initial Application Packet (available on the website). For BMS programs seeking Initial Accreditation, they must complete the Preliminary Potential Partnership Questionnaire first.

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 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 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.

Review by a 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 Review Committee makes determinations as to the compliance, partial compliance or non-compliance of a program with the Standards, and recommends accreditation and actions to the NAACLS Board of Directors.

Quality Assurance Assessment

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

The Review by the NAACLS Board of Directors

Based on the recommendations of the 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 accreditation.

The Initial Accreditation Process Chart

STEP	ACTION	RESPONSIBLE PARTY	TIME FRAME FOR THE PROGRAM
1. Download the Initial Accreditation Packet	Access the Initial 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 Accreditation Packet	Sponsoring Institution submits: Letter of Intent, signed by a designated institution official legally authorized to sign contractual agreements on behalf of the institution (DSA) Initial Application Form (included in packet) Initial Application Fee (see website)	Proposed Program Director/Department Chair	As soon as the program has completed all listed steps.
3. Initial Accreditation Packet Approved *	Program encouraged to proceed with the Self-Study process. .	NAACLS	NAACLS Reviewers receive up to 2 months to review all submitted materials
*A Program will not be considered for Accreditation unless the Initial Accreditation Packet has been accepted, stating that NAACLS is reasonably assured that the program will meet the standards. If the program enrolls students too early in the initial application process and NAACLS does not approve the program's Initial Accreditation Packet, the program may risk having students graduate from their program before the program is accredited.			
7. Self Study submitted to NAACLS	Submit Self Study to NAACLS.	Program Director	Prior to graduation of first class
8. Program receives "Serious Applicant Status"	Once the Initial Application Packet is approved and the Self-Study is received NAACLS grants "Serious Applicant Status"	NAACLS	Immediately after the Initial Application Packet is approved and the Self- Study is received
9. Self Study Review	Self-Study is evaluated.	NAACLS	Self-Study Review forwarded to program typically

			within 2-3 months
10. 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
11. 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
12. 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. Review Committee recommendations are reviewed by the QA Committee and sent to the NAACLS Board of Directors to determine Accreditation awards.

Initial Accreditation Packet

Institutional administrators submitting the Initial Accreditation Packet must include the following:

1. A letter of interest signed by a designated institution official legally authorized to sign contractual agreements on behalf of the institution (DSA), declaring the program's intent to start an accredited program.

2. The Application for Initial Accreditation to NAACLS.

3. Proof the Initial Application Fee has been paid.

4. Required items for the Preliminary Report.

Preliminary Report Requirements

The Preliminary Report is a general overview of the program and although not a full Self-Study Report it does form part of the foundation for the Initial Accreditation Self-Study Report. As such, the Preliminary Report must provide adequate evidence that the program will be able to meet the NAACLS Standards for Accreditation to be accepted as satisfactory. The Preliminary Report is submitted with all other required materials in the Initial Application Packet.

Standard I. Sponsorship

- Sponsoring Institution: Provide documents of current accreditation by a state, regional or national agency for the sponsoring organization/corporation.

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

Standard II. Assessment and Continuous Quality Improvement

- Program Evaluation: Summarize a documented plan for continuous and systematic assessment of program effectiveness with a plan for program modification and improvement.

Standard III. Resources

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

- Budget Information: Provide a budget sufficient to achieve program goals or a letter of financial support.

Standard IV. Students

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

Standard V. Operational Policies

- Recruitment: Describe student recruitment, processing of applications, 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

- A completed program official approval form with all required documentation and narratives included. Or, submit proof of NAACLS Approval of the Program Director. Submit additionally required documentation for Medical Director and/or Education Coordinator, if applicable.

- 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.

- Advisory Committee: Describe the membership of Advisory Committee which 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 and program tracks and rationale for course sequencing. In addition to the above description, provide a program of study that contains all required program courses in recommended sequence, course syllabi, course descriptions and measurable student learning outcomes for all program specific courses.

- For one course, provide an example of a lecture and associated evaluation tools that align with identified program outcomes and will provide evidence of learning in the

cognitive, affective and psychomotor domains Program course must include all of the instructional areas delineated in Standard VIII.A specific for the level of program.

Upon review of the Initial Accreditation Application Packet, if the committee is reasonably assured that the program will meet the Standards, NAACLS notifies the program director to begin the Initial Self-Study process. Additional documentation and clarification may be requested before a program is encouraged to proceed. Programs are allowed three (3) opportunities to submit requested items to achieve a satisfactory Initial Accreditation Application Packet Review. If the program is unable to achieve a satisfactory review upon the third submission, the program must begin the initial Accreditation process from the beginning, including submission of a new initial application and application fee.

Once the Initial Accreditation Application Packet is accepted as satisfactory, NAACLS staff will assign a Self-Study Report due date (and a site visit date for programs seeking accreditation). *Ideally*, the Self-Study Report due date is prior to graduation of the first class of students. The site visit date is typically no later than three months after the class graduates and within six months of the Self-Study Report due date.

5. Submit the Self-Study Report.

    See the NAACLS Website for instructions on submission of the self-study report.

6. Achieve "serious applicant" status.

    NAACLS considers a program a "serious applicant" for accreditation when it has achieved the following steps:

    a. Received approval for the Initial Application Packet.
    b. Submitted the completed Self-Study Report.

Periodically, certification agencies request information from NAACLS regarding whether or not a program is considered to be a "serious applicant." Until NAACLS has received these items, it does not report that a program is a "serious applicant." **NAACLS has no authority to determine admission to a certification examination. All questions regarding eligibility for such examinations should be directed to the following certification agencies for accredited programs:**

    ASCP Board of Certification, 800-267-2727; info@ascp.org
    AMT, American Medical Technologists, 847-823-5169, mail@americanmedtech.org
    NHA, National Healthcareer Association, 800-499-9092, https://info.nhanow,com/nha-email-form
    NCCT, National Center for Competency Testing, 800-845-4404, contactus@ncctinc.com
    AAB/ABB, American Association of Bioanalysts, https://www.aab.org

A program seeking initial accreditation may remain in serious applicant status for 18 months. After that time, the program must reapply.

The program director must inform students seeking admission that the program is applying for Accreditation and that their eligibility to take some certification examinations may depend on whether or not the program achieves "serious applicant" status. This information must be transmitted in writing

NAACLS 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

<u>Required Administrative Items for Application Packet</u>:

Documentation	Files
Provide a PDF of your organizations/corporations letter of intent. This letter must be on your organization's/corporation'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 organization/corporation 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
☐ Hospital or med ctr: 1-99 beds
☐ Hospital or med ctr: 100-299 beds
☐ Hospital or med ctr: 300-499 beds
☐ Hosp or med ctr: 500 or more beds
☐ Junior or community college
☐ Non-hosp hlth care facil, BB or lab
☐ Vocational or technical school

INSTITUTIONAL CONTROL (Ownership)
(check only one category)

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

1

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

_____

Medical Advisor/Medical Director (for Pathologists' Assistant programs only)   Degree/Credentials

_____

Mailing Address

_____

City, State and Zip Code

_____

IV. PROGRAM INFORMATION

Length of program in months_____   Month(s) class(es) begin(s)_____

Award granted_____   Average first-year tuition for full-time student:
(Specify -- BA, BS, AS, Cert, Dipl, etc)   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

_____

Program Sponsor:

Sponsor Type:

Program Type:

Program Location:

Program Director Name/Phone:

Medical Director Name (if

required):

Education Coordinator (if required):

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

Standard I: Sponsorship – Sponsoring Institution

Required Documentation for Preliminary Report:

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

<u>Required Documentation for Preliminary Report:</u> 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:	
Name: City: State:	
Name: City:	

State:	
Name: City: State:	
Name: City: State:	
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: Program Evaluation - Summarize a documented plan for continuous and systematic assessment of program effectiveness with a plan for assessment and continuous quality 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 budget sufficient to achieve program goals 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 entry level competencies including both core and unique standards for the profession.

Standard V: Operational Policies

Contents of Narrative for Preliminary Report: 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 (or Medical Director when applicable) has been approved previously, 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, complete the following sections.

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
- 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, 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 (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, to include: a. writing objectives, b. test items, c. evaluations, d. learning strategies

- 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* documentation cannot be obtained, please describe extenuating circumstances in the above narrative box)

Teaching experience (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 educational methodology. Please provide one or more of the following:

- Transcript(s) including relevant courses
- Certificate (s) of completion from CE course work
- NAACLS workshop certificate if applicable
- Other evidence of knowledge of educational methodology

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
Teaching experience	
Knowledge of educational methodology.	
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") or relevant certification, licensure, or recognition for the field for PHM	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 withdrawal of accreditation

Program Level: ☐ MLS ☐ MLT ☐ HTL ☐ HT ☐ DMS ☐ CG ☐ Path A

☐ BMS   ☐ PHM ☐ MLM ☐ PBT ☐ MLA

Position: ☐ Program Director
☐ Education
  Coordinator

I. __GENERAL INFORMATION__

_____   _____
Name and credentials

_____   _____
Certification # / Agency / Level / Type   Date

_____   _____
Institution

_____   _____
Mailing Address

_____   _____
City / State / Zip

_____   _____   _____
Telephone   Fax   Email

_____

Effective date of change:

__Attended a NAACLS Workshop?__   ☐ YES   ☐ NO

_____
Date Attended

II. If the candidate was previously employed as a program director or education coordinator for a NAACLS accredited program, please   provide the following information:

Program Level

Institution

City / State

Dates of employment

****

To comply with Standard VII, the program must have a qualified program director, or education coordinator when applicable. The   signature below acknowledges that the proposed program director/education coordinator meets the qualifications for a NAACLS   accredited/approved program director/education coordinator, and that documented proof of these qualifications is included with this   application.

Information on this form was completed by: (please print)

Name/Title

Date

Signature

If you have questions, call 773.714.8880.

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 and Course 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, course descriptions and measurable student learning outcomes for all program specific courses.	

For one course, provide an example of a lecture and associated evaluation tools that align with identified program outcomes and will provide evidence of learning in the cognitive, affective and psychomotor domains.	