



# Program Official Approval Form

Welcome to the NAACLS Program Official Approval Form. This document is designed to gather important narrative elements and documentation so our volunteer content experts may determine the applicant's requirements with NAACLS Standards.

## 1. Adobe Acrobat Required:

This template must be opened in Adobe Acrobat. Most computers' default setting is to open PDFs in a web browser. PDFs opened in a web browser will not have the functionality to complete the approval form.

To ensure you're using Adobe Acrobat:

- Right-click on the file.
- Select "Open with" from the menu.
- Choose "Adobe Acrobat" from the list of programs.

[If Adobe Acrobat is not installed, download Adobe Acrobat Reader DC for free.](#)

## 2. Required Information and Documentation Assistance:

Please download the Standard Compliance Guide (SCG) for important information to include in your narrative and documentation. The bulk of the SCG is dedicated to the Self-Study Report and site visit. Additionally, there is an entire section dedicated to the Program Official Approval Form. Applicants for a program director at a doctoral program should review the Doctoral Standards Compliance Guide. *NAACLS Staff strongly encourages applicants to review the "Program Official Approval Requirements" in the Standards Compliance Guide prior to beginning work on the form.*

In the template there are areas in blue for you to provide narratives. The areas to attach/pin documentation are gray.

Please be mindful of how you label documents. Additional details can go a long way in assisting our volunteer reviewer. For example, instead of "Affiliate1.docx," consider "StandardIBG\_MercyHospitalNorthWestAgreement.docx." These extra details save our volunteers a lot of time as they double-check and cross-reference documentation.

Please pin all required documents in the grey boxes provided. For Standards with multiple documents, do not "stack" attachments on top of each other. This can hide documentation and lead to concerns on the Program Official Approval Form.

## 3. Attaching Documents:

To add attachments to Adobe Acrobat Reader, please see the following steps:

- Open the Program Official Approval Form in Adobe Acrobat Reader.
- Locate the floating vertical toolbar to the left of the program.
  - You will see the following icon buttons on the toolbar: arrow, comment bubble, highlighter, lasso, and fountain pen.
- Locate the comment bubble button and click the black arrow in the bottom right corner of the button.
- You will see multiple options to replace the comment bubble in the toolbar.
- Select the comment bubble with a paper clip.
- Press the paper clip button to use your cursor to place attachments.



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- Make sure attachments are not stacked on top of each other.
- You may move attachments by selecting the arrow button.

*On-demand demonstration:* Every month, NAACLS has interactive virtual sessions called Dr. NAACLS that are available for free. There is a Dr. NAACLS session that features a demonstration on downloading, saving, and opening the Self-Study Template. Additionally, there was a demonstration of how to attach files to a PDF. The NAACLS Self-Study Template functions similarly to this template. The instructions in that video will be beneficial to you for working with this form. [If you need additional guidance, we recommend watching this video.](#)

### 4. Required Materials by Program Official:

NAACLS reviews many program officials outside the accreditation review cycle (Self-Study Report, site visit, etc.) The review of a program director is the most extensive of these off-cycle program official reviews. A program director seeking approval must complete all narrative and documentation requirements below.

In addition to the program director, other program officials (accreditation liaison [AcL], educational coordinator [EdC], medical director [MedD], and site program Administrator [SPA]) are required to have their qualifications reviewed outside of the accreditation review cycle. Reviews for those officials' qualifications are not as in-depth as the review of a program director's qualifications, and as a result, those officials will not need to address all requirements in this form.

As previously stated, a program director seeking approval from NAACLS must complete all narrative and documentation requirements in the Program Official Approval Form. For all other officials (accreditation liaison [AcL], educational coordinator [EdC], medical director [MedD], and site program administrator [SPA]), a designated acronym is assigned to the appropriate section where officials will need to provide materials.

### 5. Glossary of Terms:

Refer to the glossary in the NAACLS Standards Compliance Guide for commonly used NAACLS terminology.

### 6. Support Available:

- For standard compliance questions, contact a discipline lead person (DLP).
- For other questions, contact NAACLS staff.

Your dedication to maintaining high standards in laboratory science education is appreciated. Let's begin with the Program Official Approval Form.



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## Application

### Applicant Information

Applicant Name and Credentials: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Program Sponsor (if applicable): \_\_\_\_\_

Program Sponsor Address: \_\_\_\_\_

Program Location (City, State, Zip): \_\_\_\_\_

Date Hired as Program Director (if applicable): \_\_\_\_\_

Current or Previous Program Director (if applicable): \_\_\_\_\_

Program Type:

BMS ☐ CG ☐ DCLS ☐ DMS ☐ HT ☐ HTL ☐ MLA ☐

MLM ☐ MLS ☐ MLT ☐ Path A ☐ PHM ☐ PBT ☐

### Applicant Positions

☐ **Program Director**

☐ **Acting Program Director**

The acting program director is only available to programs with a continuing accreditation award. See the glossary in the NAACLS Standards Compliance Guide for details.

☐ **Unaffiliated Program Director**

The unaffiliated program director is only available for applicants not yet hired by an institution. See the glossary in the NAACLS Standards Compliance Guide for details.

☐ **Education Coordinator (EdC)\***

The education coordinator may be required for HT, HTL, MLM, Path A programs only. See the NAACLS Standards for details.

☐ **Medical Director (MedD)\***

The medical director is required for Path A programs only. See the NAACLS Standards for details.

☐ **Site Program Administrator (SPA)**

The site program administrator is required for programs in a partnership only. See the NAACLS Standards for details.

☐ **Accreditation Liaison (AcL)**

The accreditation liaison when required for international programs only. See the NAACLS Standards for details.

*\*For HT/HTL/MLM/Path A programs only: If applying to be a program director without certification, a NAACLS approved education coordinator with certification must be identified below.*

### Approved Education Coordinator Information:

Name and Credentials: \_\_\_\_\_



# Program Official Approval Form

## Program Official Qualifications

### Narrative for Program Official Approval Form:

**Program Director:** Please describe the program official's qualifications (also required of AcL, EdC, and SPA).

**Program Director:** Please describe how the applicant has gained teaching experience and knowledge (also required of SPA).

**Program Director:** Please describe how the applicant has gained experience in educational methodology (also required of the SPA).



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**Program Director:** Please describe how the applicant has gained knowledge in the NAACLS accreditation process (also required of the AcL, EdC).

### Accompanying Documentation for Program Official Approval Form:

**Program Director:** Please provide a curriculum vitae (also required of AcL, EdC, MedD, SPA).

*Please include all documentation in this gray box provided. Please ensure that attachment pin placements are easily identifiable by reviewers.*

**Program Director:** Please provide proof of required teaching experience (also required of SPA).

*Please include all documentation in this gray box provided. Please ensure that attachment pin placements are easily identifiable by reviewers.*

**Program Director:** Please provide proof of required educational methodology and administration knowledge (also required of SPA).

*Please include all documentation in this gray box provided. Please ensure that attachment pin placements are easily identifiable by reviewers.*



*If electronic documents are not available, please have the primary source send the documents to NAACLS, Attn: Jessy Jasso, 5600 N River Road, Suite 720, Rosemont, IL 60018.*

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