

**Core Standards and Documentation  
Required for  
Accredited Programs:**

**MLS, MLT,  
HTL, HT, DMS,  
CG, and PathA**

## **CORE STANDARDS AND THE REQUIRED DOCUMENTATION**

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### **1. Institutional Affiliation**

The sponsoring institution (or at least one participating entity in the case of a consortium or joint venture) and affiliates, clinical and/or academic, if any, must be accredited by recognized regional and/or national agencies.

In programs in which the education is provided by two or more institutions, responsibilities of the sponsor and of each affiliate for program administration, instruction, and supervision must be described in writing and signed by both parties. All provisions of the agreement must be active with written documentation of the following items:

#### A. General

1. Reason for the agreement
2. Responsibilities of the academic facility
3. Responsibilities of the clinical facility
4. Joint responsibilities

#### B. Specific

1. Supervisory responsibilities for the students
2. Student professional liability coverage
3. Student health and safety policies
4. Provision for renewal
5. Termination clause providing for program completion of enrolled students

### **2. Sponsorship**

Educational programs must be sponsored by:

- A. colleges and universities;
- B. hospitals and medical centers;
- C. medical laboratories,
- D. consortia or joint ventures, consisting of two or more participating entities and formed by agreement to undertake a common enterprise as a sponsoring entity, whereby at least one member of the consortium or joint venture must meet the requirements of Standard 1, or;
- E. other institutions which meet comparable standards for education in clinical laboratory science.

### **3. Responsibilities of the Sponsor**

Accreditation is granted to the sponsor (and participating entities, in cases of consortia) that assumes primary responsibility for curriculum planning and selection of course content; coordinates classroom teaching and applied education, appoints faculty to the program, receives and processes applications for admission, and assures that graduates of the program have obtained the appropriate degrees/certificates upon completion of the program, as detailed in Standard 14G:

- A. The sponsor (and participating entities, in cases of consortia) must be responsible for providing assurance that the activities assigned to students in the clinical setting are educational.
- B. There must be documented ongoing communication between the sponsor (and participating entities, in cases of consortia) and its affiliates for exchange of information and coordination of the program.

### **4. General Resources**

Resources must support the number of students admitted into the program. The instructor to student ratio must be adequate to achieve the stated program goals.

### **5. Financial Resources**

Financial resources for continued operation of the educational program must be ensured by an adequate, institutionally approved budget or by a statement of continued financial support from an executive officer of the sponsor (or one from each participating entity, in cases of consortia).

### **6. Physical Resources**

#### A. Facilities

Classrooms, laboratories, administrative offices and other facilities must be adequate, equipped for safety, and must be in compliance with pertinent governmental laws.

#### B. Equipment and Supplies

Each student must have reasonable access to and experience with modern equipment and supplies.

#### C. Information Resources

Each student must have reasonable access to information resources containing current editions of books, periodicals and other reference materials in contemporary formats related to all content areas of the curriculum.

#### D. Instructional Resources

Adequate instructional resources must be available to facilitate each student's attainment of entry level competencies.

E. Computer Technology

Each student must have access to and experience with contemporary computer technology.

## 7. Program Description/Publications

Students must be provided with a clear description of the program and its content and current publications, which must include:

- A. program mission statement;
- B. program goals and competencies;
- C. course objectives;
- D. applied education assignments (if applicable);
- E. admission criteria, both academic and non-academic;
- F. a list of course descriptions;
- G. names and academic rank or title of the program director and faculty (**and medical director/medical advisor for PathA programs**)
- H. tuition and fees with refund policies;
- I. causes for dismissal;
- J. rules and regulations;
- K. a listing of clinical facilities (if applicable),
- L. essential functions, and
- M. policies and procedures when applied experience cannot be guaranteed.
- N. outcomes measure

## 8. Admissions

Admission of students, including advanced placement if available, must be made in accordance with the clearly defined and published practices of the institution. Specific academic standards and essential functions required for admission to the program must be clearly defined, published and provided to prospective students and made available to the public.

- For HTL programs: Required prerequisite course work for admission to a certificate program shall include chemistry, biology, and mathematics, all at the college level.
- For HT programs: Required prerequisite course work for admission to a certificate program shall include chemistry, biology, and mathematics, all at either the high school or college level.

The signature of the student indicating full understanding of the policies for progression in the program and completion of the program must be secured.

## **9. Acceptable Conduct**

Rules and regulations governing acceptable personal and academic conduct must be defined and provided to all students upon entering the program.

## **10. Student Records**

Student records must be maintained for admission, evaluation, and counseling or advising sessions. Individual grades and credits for courses must be recorded and permanently maintained by the sponsor (and participating entities, in cases of consortia). The program must maintain the student records, conforming to any governmental regulations and the regulations of any other accrediting agencies.

## **11. Health and Safety**

There must be a procedure for determining that each applicant's or student's health will permit the individual to meet the written essential functions of the program. Students must be informed of and have access to the usual student health care services of the sponsor (or each participating entity, in cases of consortia).. The health and safety of students, faculty, and patients associated with educational activities must be safeguarded. Emergency medical care must be available for students while in attendance.

## **12. Guidance**

Guidance must be available to assist students in understanding and observing program policies and practices, for advising on professional and career issues, and for providing counseling or referral for personal and financial problems that may interfere with progress in the program. Confidentiality and impartiality must be maintained in dealing with student problems.

## **13. Appeal Procedures**

Appeal procedures must be distributed to students upon entering the program. They must include provisions for academic and non-academic types of grievances and a mechanism for neutral evaluation that ensures due process and fair disposition.

## **14. Fair Practices**

- A. Programmatic announcements must accurately reflect the program offered and include NAACLS' name, address and phone number.
- B. Student recruitment and admission must be non-discriminatory in accordance with existing governmental regulations and the regulations of any other accrediting agencies applicable to the institution.
- C. Faculty recruitment and employment practices must be non-discriminatory in accordance with existing governmental regulations and the regulations of any other accrediting agencies applicable to the institution.
- D. Academic credits and costs to the student must be accurately stated, published, and made known to all applicants.
- E. Policies and procedures for student withdrawal and refunds of tuition and fees must be published and made known to all applicants.
- F. If the sponsor offers more than one clinical laboratory science program the sponsor must demonstrate that each program is being conducted to assure appropriate instruction for the students at the different educational levels.
- G. The program must culminate in
  - (For MLS, DMS, HTL, CG, or Path. Asst., programs) at least a baccalaureate degree or higher, or in a certificate for the student who otherwise completes the required degree.
  - (For MLT programs) an associate degree, or in a certificate for the student who otherwise completes the required degree.
  - (For HT programs) in a certificate or an associate degree, as appropriate.

The granting of the degree or certificate must not be contingent upon the student's passing any type of external certification or licensure examination. Academic standards for the program must be acceptable to the institution that grants the degree.

- H. A written record of formal student complaints and resolution must be maintained.
- I. Program evaluation information, including graduation, placement and any certification pass rates must be made available to NAACLS upon request.

## **15. Systematic Review**

There must be a mechanism for continually and systematically reviewing the effectiveness of the program to include survey and evaluation instruments that incorporate feedback from a combination of students, employers, faculty, graduates, exit or final examinations, and accreditation review.

## **16. Outcome Measures**

A review of outcomes measures (e.g. external certifying examination results, results from capstone projects) from the last three active years must be documented, analyzed and used in the program evaluation.

## **17. Graduation and Placement Rates**

A review of graduation rates and placement rates must be documented, analyzed and used in the program evaluation.

## **18. Program Evaluation and Modification**

The results of program evaluations must be documented and reflected in ongoing curriculum development and program modification, followed by an analysis of the effectiveness of any changes implemented.

## **19. Program Sponsor Responsibilities**

Programs are required to comply with administrative requirements for maintaining accreditation, including:

- A. Submitting the Self-Study Report, an Application for Continuing Accreditation, or a required Progress Report as determined by NAACLS;
- B. Paying accreditation fees, as determined by NAACLS;
- C. Informing NAACLS of relevant administrative and operational changes within 30 days. This includes changes in program official names, addresses or telephone numbers; affiliates, status (e.g., inactivity, closure) or location; and institution name;
- D. Completing an Annual Report prescribed by NAACLS and returning it by the established deadline;
- E. Verifying compliance with these Standards upon request from NAACLS, and;
- F. Agreeing to a site visit date before the end of the period for which accreditation was awarded.

## Documentation Required for Core Standards

	<i>Narrative</i>	<i>Documentation</i>	<i>Site Visitor Role</i>
Standard 1	Describe the relationship between the sponsor and affiliates.	<p>List the accreditors for the sponsor and each affiliate.</p> <p>Information for <b>each</b> clinical affiliate (if applicable):</p> <ul style="list-style-type: none"> <li>• Clinical Facility Fact Sheet</li> <li>• Signed, current Affiliation Agreement</li> <li>• Capital (major) equipment utilized for student instruction</li> <li>• Facility specific required textbooks</li> <li>• Access to periodicals</li> <li>• Instructional resources</li> <li>• Objectives and evaluations utilized exclusively by the facility</li> <li>• Rules and policies unique to the facility that govern student behavior</li> </ul> <p><i>The Sponsor Program Fact Sheet and Clinical Facility Fact Sheets are located in the appendix of this Guide.</i></p>	<p>Verify the accreditation status of the sponsor and affiliates (e.g., copies of award letters, certificates).</p> <p>Review signed current affiliation agreements for <u>all</u> affiliated institutions and ensure that all provisions of the agreement are active.</p>

### Documentation Required for Core Standards

	<i>Narrative</i>	<i>Documentation</i>	<i>Site Visitor Role</i>
Standard 2	<u>No Narrative Required</u>	Indicate the type of sponsor (e.g., college, hospital, consortium, laboratory).	Verify the type of sponsor.
Standard 3	Describe the responsibilities assumed by the sponsor.	Submit a copy of the certificate issued upon graduation or completion of the program, or the appropriate page from the college catalog indicating that the institution grants a degree.	Verify that the sponsor assumes the required responsibilities.
Standard 3A	Describe how the sponsor assures that assigned activities in the clinical setting are educational.	<u>No Documentation Required</u>	Verify that the sponsor assures that assigned activities in the clinical setting are educational.
Standard 3B	Describe how the program communicates with affiliates for exchange of information and coordination.	Submit documentation of ongoing communication between representatives of the sponsoring institution and an affiliate.	Verify that there is documented ongoing communication between representatives of the sponsor and the affiliates.

## Documentation Required for Core Standards

	<i>Narrative</i>	<i>Documentation</i>	<i>Site Visitor Role</i>
Standard 4	Describe how personnel resources (e.g., instructors, staff) support the number of students admitted.	Indicate: <ol style="list-style-type: none"> <li>1. The number of students admitted per year.</li> <li>2. Admission date(s).</li> <li>3. Instructor to student ratios for lecture, student laboratory (if applicable) and clinical laboratory (if applicable).</li> </ol>	Verify that the personnel resources (e.g., instructors, staff) support the number of students admitted.
Standard 5	Describe how the financial resources are adequate to assure the continued operation of the program.	Submit an institutionally approved budget <b>OR</b> 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 cases of consortia)..	Verify that the financial resources for the continued operation of the educational program are assured by an adequate budget and/or funding resources.
Standard 6A	Describe the program's academic and clinical facilities (e.g., classrooms, laboratories, administrative offices) and safety features.	<u><i>No Documentation Required</i></u>	Verify that the program's physical facilities (e.g., classrooms, laboratories, administrative offices) are adequate.  Verify that the laboratories are equipped for safety.
Standard 6B	<u><i>No Narrative Required</i></u>	List the capital (major) equipment and supplies utilized in student instruction.	Verify that students have reasonable access to and experience with modern equipment and supplies.

## Documentation Required for Core Standards

	<i>Narrative</i>	<i>Documentation</i>	<i>Site Visitor Role</i>
Standard 6C	Describe the accessibility of information resources to students.	<p>Submit a list of required textbooks (list the author, title, publisher and, publication date for each).</p> <p>Include a representative sample of periodicals and references.</p>	Verify that each student has reasonable access to information resources containing current editions of books, periodicals and other reference materials in contemporary formats related to all content areas of the curriculum.
Standard 6D	Describe the resources, including clinical, reference and demonstration materials (e.g., practice specimens, stock cultures, case studies) used in instruction for each laboratory discipline.	<u><i>No Documentation Required</i></u>	Verify that instructional resources in each laboratory discipline include appropriate clinical, reference and demonstration materials.
Standard 6E	Describe how access to contemporary computer technology is provided to students.	<u><i>No Documentation Required</i></u>	Verify that students have access to and experience with contemporary computer technology.

## Documentation Required for Core Standards

	<i>Narrative</i>	<i>Documentation</i>	<i>Site Visitor Role</i>
Standard 7	Identify the specific publication(s) in which items in Standard 7 A-N are included.	<p>Submit current publications (e.g., program brochures, student handbooks, policy manuals, catalogs, websites, and/or syllabi) that address the items listed in Standard 7 A-N.</p> <p>A matrix is provided in the appendix to assist you in identifying the publication(s) that address the items listed in Standard 7 A-N.</p> <p><i>*Use of the matrix is optional.</i></p>	<p>Verify that students and/or applicants receive the information listed in Standard 7 A-N.</p> <p>Verify that current publications contain the information listed in Standard 7 A-N.</p> <p>Verify that at least one outcomes measure is included.</p> <p>Verify that announcements accurately reflect the program offered.</p>

## Documentation Required for Core Standards

	<i>Narrative</i>	<i>Documentation</i>	<i>Site Visitor Role</i>
Standard 8	<p>Describe how academic standards and essential functions required for admission to the program are provided to prospective students and made available to the public.</p>	<p>Submit published admissions policies and procedures for <u>both</u> the institution and the program.</p>	<p>Verify that the admissions policies and procedures are in accordance with the clearly defined and published practices of the institution.</p> <p>* Quantitative admission criteria may include such components as grade point average, completion of courses in specified subjects and standardized aptitude tests.</p> <p>** Qualitative criteria may include assessments of interviews, recommendations, statement of career goals and health status.</p>
	<p>Describe how admission to the program is made in accordance with clearly defined and published practices of the institution.</p>	<p>Submit a sample student signature page indicating awareness of the essential functions and policies for progression in and completion of the program.</p>	<p>Verify that students are informed of the written essential functions and the policies for progression in and completion of the program.</p>

### Documentation Required for Core Standards

	<i>Narrative</i>	<i>Documentation</i>	<i>Site Visitor Role</i>
Standard 9	Describe rules and regulations governing acceptable conduct for both the academic and clinical setting. Indicate how they are distributed.	Submit policies governing acceptable conduct for all academic and clinical settings.	Verify that rules and regulations governing acceptable conduct are clearly defined and provided to all students upon entering the program.
Standard 10	Describe how the sponsoring institution maintains records for graduates and enrolled students.	Submit policies and procedures regarding the retention of records for graduates and enrolled students.	<p>Verify that the student records contain the materials required by Standard 10.</p> <p>Verify maintenance of records for admission, evaluation and counseling or advising sessions.</p> <p>Verify that the sponsor permanently maintains records for individual grades and credits for courses.</p>

### Documentation Required for Core Standards

	<i>Narrative</i>	<i>Documentation</i>	<i>Site Visitor Role</i>
Standard 11	<p>Describe how students are informed of and have access to the usual student health care services of the sponsor (or each participating entity, in cases of consortia).</p> <p>Describe how the health and safety of students, faculty and patients associated with educational activities are safeguarded.</p> <p>Describe how emergency medical care is made available to students while they are in attendance.</p>	<u><i>No Documentation Required</i></u>	<p>Verify that students are informed of and have access to the usual student health care services of the sponsor (or each participating entity, in cases of consortia).</p> <p>Verify that the health and safety of students, faculty and patients associated with educational activities are adequately safeguarded.</p> <p>Verify that emergency medical care is available to students while they are in attendance.</p>
Standard 12	<p>Describe the guidance available to assist students.</p> <p>Describe how confidentiality and impartiality are maintained in dealing with student problems.</p>	<u><i>No Documentation Required</i></u>	<p>Verify that guidance is available to assist students in understanding and observing program policies and practices, to advise on professional and career issues, and to provide counseling or referral for problems that may interfere with progress in the program.</p> <p>Verify that confidentiality and impartiality are maintained in dealing with student problems.</p>

## Documentation Required for Core Standards

	<i>Narrative</i>	<i>Documentation</i>	<i>Site Visitor Role</i>
Standard 13	Describe when appeals procedures are distributed.	Submit appeals procedures and due process policies.	<p>Verify that the appeals procedures are distributed to students at the start of the program.</p> <p>Verify that the procedures include provisions for academic and non-academic types of grievances and a mechanism for neutral evaluation.</p>
Standard 14A	<u><i>No Narrative Required</i></u>	<p>Submit programmatic announcements for the program offered that include NAACLS' name, address, and phone number.</p> <p><i>* Programmatic announcements may include catalogs, websites, handbooks.</i></p>	Verify that the programmatic announcements accurately reflect the program offered and include NAACLS' name, address and phone number.
Standard 14B	<u><i>No Narrative Required</i></u>	Submit non-discrimination statement regarding student recruitment and admission.	Verify that student recruitment and admissions policies are non-discriminatory.
Standard 14C	<u><i>No Narrative Required</i></u>	Submit non-discrimination statement regarding faculty recruitment and employment practices.	Verify that faculty recruitment and employment practices are non-discriminatory.

## Documentation Required for Core Standards

	<i>Narrative</i>	<i>Documentation</i>	<i>Site Visitor Role</i>
Standard 14D	Describe how academic credits and costs are published and made known to all applicants.	Submit admissions publications that address academic credits and cost.	Verify that academic credits and costs are accurately stated, published and made known to all applicants.
Standard 14E	Describe how policies and procedures for student withdrawal and refunds of tuition and fees are published and made known to all applicants.	Submit policies and procedures for student withdrawal and refunds of tuition and fees.	Verify that policies and procedures for student withdrawal and refunds of tuition and fees are accurately stated, published and made known to all applicants.
Standard 14F	<b>IF</b> more than one level of clinical laboratory science program is offered, <b>THEN</b> describe how each program is being conducted to assure appropriate instruction for students at different educational levels.	<u><i>No Documentation Required</i></u>	<b>IF</b> more than one level of clinical laboratory science program is offered, <b>THEN</b> verify that each program is being conducted to assure appropriate instruction for students at different educational levels.

### Documentation Required for Core Standards

	<i>Narrative</i>	<i>Documentation</i>	<i>Site Visitor Role</i>
Standard 14G	Indicate whether the program culminates in a degree or a certificate for the student who otherwise completes the required degree (or in a certificate only for HT programs).	Submit a policy statement indicating that the issuing of the degree or certificate <b>IS NOT</b> contingent upon the students passing any type of external certification or licensure examination.	Verify that the granting of the degree or certificate is not contingent upon the students passing any type of external certifying or licensure examination.  Verify that the academic standards for the program are acceptable to the institution that grants the degree.
Standard 14H	Describe the process in which student complaints are handled.	Submit a policy statement related to student complaints and resolution.	Verify that records relating to student complaints and resolution are maintained.
Standard 14I	Describe the availability of the program evaluation information.	<u>No Documentation Required</u>	Verify that program evaluation information is available to NAACLS.

## Documentation Required for Core Standards

	<i>Narrative</i>	<i>Documentation</i>	<i>Site Visitor Role</i>
Standard 15	Describe the formal evaluation plan for continually and systematically reviewing the effectiveness of the program.	Submit: <ol style="list-style-type: none"> <li>1) source and frequency of feedback especially from the following: students, graduates, employers of graduates, faculty, advisory groups, exit or final examinations, and clinical affiliates</li> <li>2) survey/feedback/evaluation forms</li> </ol>	Verify that there is a mechanism for continually and systematically reviewing the effectiveness of the program.
Standard 16  <i>*Initial, Transferred, and previously Inactive programs are not required to address Standards 16-18 in the Self-Study Report or during the site visit. They will be required to submit a Progress Report addressing Standards 16-18 two years after the accreditation, transfer, or reactivation has been awarded.</i>	Describe how outcome measures (e.g., the performance of graduates on external certifying examinations or capstone projects) from the last three active years are considered in the program evaluation.	Submit the outcome measures for the last three active years and the number of graduates from the program. (For performance on certification exams, list the number taking the certifying examination, the pass rates (percentages) and the program and national mean scores.)	Verify that outcome measures from the last three active years are documented, analyzed, and used in the program evaluation.

### Documentation Required for Core Standards

	<i>Narrative</i>	<i>Documentation</i>	<i>Site Visitor Role</i>
Standard 17	Describe how the reviews of graduation and placement rates are documented, analyzed and used in the program evaluation.	Submit the reviews of graduation and placement rates.  Submit documentation of analysis showing how results are used in program evaluation.	Verify that reviews of graduation and placement rates are documented, analyzed, and used in the program evaluation.
Standard 18	Describe how the results of program evaluation are reflected in the curriculum and other elements of the program.	Submit an example of significant change resulting from program evaluation. Include the analysis of the effectiveness of that change.	Verify that results of program evaluation are documented and reflected in ongoing curriculum development and program modification.  Verify that any changes implemented are followed by analysis of effectiveness.
Standard 19	<u>No narrative required</u>	<u>No documentation required</u>	<u>No verification required</u>