NAACLS Doctoral Accreditation Application Packet
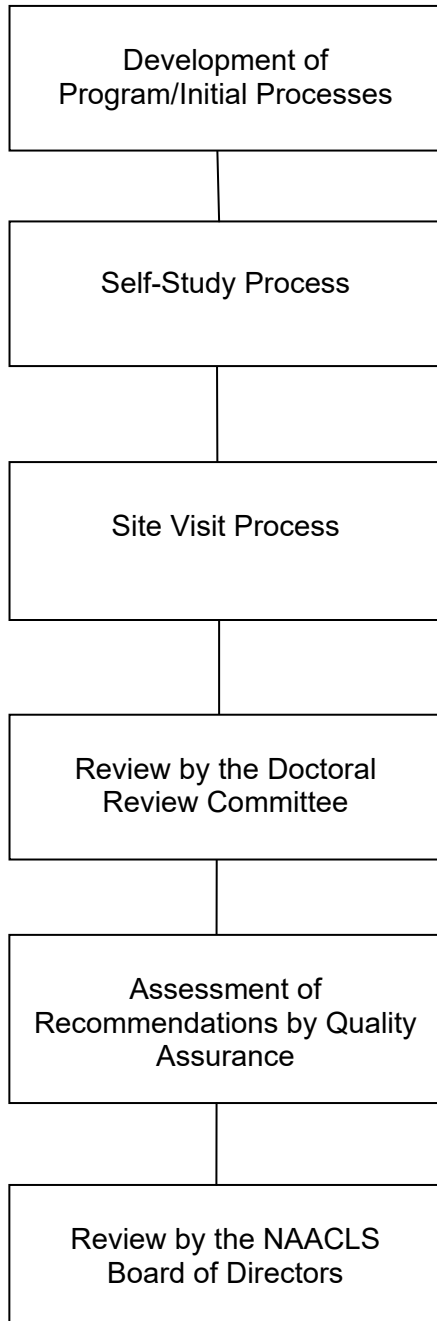
Adopted 2018

The Initial Doctoral Accreditation Process

The Overall Accreditation Process

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│ Development of           │
│ Program/Initial Processes│
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│ Self-Study Process       │
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│ Review by the Doctoral   │
│ Review Committee         │
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│ Assessment of            │
│ Recommendations by Quality│
│ Assurance                │
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│ Review by the NAACLS     │
│ Board of Directors       │
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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

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.

National Accrediting Agency for Clinical Laboratory Sciences

APPLICATION FOR INITIAL ACCREDITATION

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

Signed by the chief executive officer of the Sponsor (or participating entity, in cases of consortia) or the delegated representative, this application, along with the Initial Application Fee of $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 (**circle 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

Web site 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   Year

IV. AFFILIATES

List academic and/or clinical affiliates (use separate sheet of paper, if necessary)

NAME   CITY/STATE

If you have questions, call 773.714.8880.
Return this completed application and Initial Application fee of $600 to:

National Accrediting Agency for Clinical Laboratory Sciences
5600 N. River Road, Suite 720
Rosemont, IL 60018
773.714.8886 FAX

(1/2020)

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

Show how program 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 e 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 provide 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.