
Application for Candidate Status

Institution Information

Institution Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Name of institutional accrediting agency: _____

Institution web address: _____

Type of award? (Indicate all that apply)

Certificate Associate Baccalaureate Masters

Distance Learning Included in Program? Yes No

(Indicate all that apply)

Interactive TV Internet Course(s) Other

Describe the distance learning (if other is checked) (attach additional sheet if needed):

Program Information

Program Length (months): _____

Month 1st Class Begins: _____

Goal of when students first accepted: Month: _____ Year: _____

Program Director Information

Name (Last, First): _____

Credentials: _____ Title: _____

Institution Name: _____

Program Director Continued



Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Dean

Name (Last, First): _____

Credentials: _____ Title: _____

Institution Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

CEO

Name (Last, First): _____

Credentials: _____ Title: _____

Institution Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____



Individual Completing this form:

Name (Last, First): _____

Working Title: _____

Phone: _____ Email: _____

Signature of CEO is required:

CEO Signature: _____ Date: _____

Application submission of 5 bounded copies to:

NCOPE

330 John Carlyle St., Ste. 200
Alexandria, VA 22314
703-836-7114 phone
703-836-0838 fax
Email: info@ncope.org



The Report Section of the ACS

Submission of the Application for Candidate Status (ACS) is a crucial step in the accreditation process for O&P program. The ACS is a report through which the institution provides information in response to the items in the *Standards*. The information and data submitted in the ACS are used to identify areas of weakness that might preclude compliance with the Standards and to offer recommendations for strengthening the education program.

Five copies of the ACS are to be submitted no later than ten months prior to the enrollment of the first class of students in the professional or technical phase of the program. In cases of curricular design of one year or less, frequently seen in certificate level programs, the program is expected to submit the ACS a full year in advance.

Applications must include:

1. A completed Application for Candidate Accreditation, which is signed by the Chief Executive Officer of the sponsoring institution and the program director who has responsibility for the program.
2. Evidence of appropriate state approval to offer the program, if necessary.
3. Evidence that the institution planning to offer the program is, or has an executed formal agreement with, an institution of higher education with degree granting authority and accreditation from an agency or association recognized by the U.S. Department of Education or the Council for Higher Education Accreditation, or evidence that the institution has at least candidate status granted by the appropriate accrediting agency or association.
4. Evidence that the institution has employed a program administrator/director who meets the Standards related to qualifications. The program administrator/director should be employed full-time to plan, as well as implement, the program. This individual plans and implements the academic and clinical education components (where appropriate) of the program; demonstrates an understanding of the curriculum; provides timely communication with the institution, profession and other communities of interest; and demonstrates a concern with the future welfare of the education program being developed.
5. Evidence that the institution and program agree not to enroll students in the program until Candidate for Accreditation status has been achieved.



Narrative and Evidence

The program is expected to provide a report with supporting evidence via documents, data, etc. as it relates to the *Standards*. The evidence should be provided in appendices appropriately labeled and identified.

Example Below:

Standard by Standard Narrative

(reference the standards at: http://caahep.org/documents/ForProgramDirectors/OP_Standards.pdf)

I. Sponsorship

A. Sponsoring Educational Institution

The sponsoring institution, the University of XYX, meets the requirements outlined in the standard. It is accredited by the XYX regional accreditation to award the bachelor's, master's and doctorate degrees. The program is established in an academic health center with relevant hospital affiliations.

Examples of evidence in appendix 1: organization chart, mission statement of institution, institution bulletin/catalog.

III. Resources

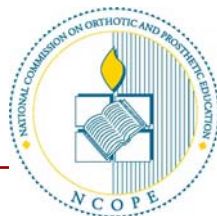
C. Curriculum

Faculty and students are provided with a clear written description of the program and its content including learning goals, course objectives, supervised clinical practice assignments and competencies for graduation.

Course summaries, syllabi and class schedules are provided in appendix 2. A close review of course content reveals that courses carry the appropriate credit hour designations.

Examples of evidence in appendix 2: a. Course syllabi and schedules for every required course (didactic/clinical), excluding prerequisite and elective courses; b. completed form A-8 for every required course (didactic/clinical), excluding prerequisite and elective courses; c. Completed B-8 form identifying number of content hours for each subject taught in each of the courses.

(reference Core Curriculum Guide at: http://www.ncope.org/assets/pdfs/core_guide_for_bs.pdf)



Form A-8

COURSE SUMMARY SHEET

Course Number and Title:

Course Description:

Relationship to the Curriculum Design:

Course Objectives:

Topical Outline:

Teaching/Learning Experiences:

Evaluation Methods (include Weighting):



