

CAAHEP

Annual Report

July 1, 2003 - June 30, 2004

The Year in Review:

A Report from the President

by Sondra Flemming



Happy Birthday CAAHEP!

Anniversaries are a time to celebrate, a time to reflect on the past and to envision the future. Fiscal year 2003-04 marked CAAHEP's 10th anniversary, and even as we celebrated the accomplishments of those ten years, we initiated a number of changes in process and direction that we hope will make the next ten years every bit as successful.

One way in which we celebrated the "big 10" was by honoring the first president of CAAHEP, Bill Teutsch. In addition to presenting him with the CAAHEP Exceptional Service Award, we also invited Bill to serve as Keynote Speaker at our 10th Annual Meeting. In his usual style he provided food for thought in the ongoing discussion of the future of CAAHEP.

Change is good...

Streamlining the process and shortening the time it takes for a program to go from application to final action have been goals for CAAHEP since its inception. While we had made incremental progress in this area, FY 2003-04 marked some significant changes that will bring us much closer to those goals. The Board agreed to increase the number of times it will act upon accreditation recommendations from four times a year to six times. In addition to making accreditation decisions at face-to-face meetings in January and July, the Board has added conference calls in March, May, September and November. This change should provide a quicker turnaround on accreditation actions and no recommendations from our CoAs will have to wait longer than two months for a CAAHEP review and vote. As part of this change, the Board will no longer consider accreditation actions at the April annual meeting, and they eliminated the October face-to-face meeting.

We will use resources previously spent on that October meeting to expand the January strategic planning meeting to include the Chairs from each of the Committees on Accreditation (CoAs). The first joint meeting will occur January 2005. It is hoped that by including the Chairs, who are key members of the CAAHEP leadership team, the strategic planning process will be enriched and will reflect the collaborative efforts of CAAHEP and the CoAs.

Investing in the Future

Planning has been a thrust of the Board this year. The desire to enhance the value-added aspect of CAAHEP has caused the Board to make some serious investments in projects to increase the resources available to the CoAs, and to enhance the image of accreditation. The Board approved CAAHEP's involvement in the creation of a web-based annual report that is now available for use by the CoAs. With the tremendous progress made by the CoAs in the move to outcome-based standards, the annual report from programs becomes a critical factor in the monitoring process. The development and provision of a customized reporting system for the CoAs should assist them in their reporting processes for the outcomes approach.

In trying to enhance the image of accreditation and the public's understanding of accreditation, the Board has agreed to develop a 2-minute "Spotlight On" program that will highlight accreditation. This video will be shown on public television stations and will eventually be available on CAAHEP's website.

As part of this project, CAAHEP will be supplied with viewership numbers. The results will be monitored and the outcomes reviewed with the idea of additional video spots in collaboration with the CoAs and sponsoring organizations.

But some decisions are tougher than others...

The need to provide additional services and strengthen the image of the organization provided a backdrop to the review of the finances of CAAHEP. One of the toughest decisions was to increase the institutional fee, which has not changed in ten years. After reviewing several scenarios it was decided to increase the fee from \$300 to \$450 starting July 2005. The Board is confident that this amount will give us a strong financial base and allow us to expand services and activities in the years to come.

Other Activities

Accreditation activities have abounded this year. CAAHEP was invited to participate in the Third Summit on Accreditation sponsored by the Association of Schools of Allied Health Professions. In addition, the Executive Director has attended the meetings of ASPA and CHEA to continue CAAHEP's representation at the accreditation table.

Good News/Bad News

We were delighted to welcome a new Committee on Accreditation at the 2004 Annual Meeting - the CoA for the Exercise Sciences. Of course, we've also had our challenges this year. There have been on-going discussions with three CoAs who are considering leaving to establish separate accrediting groups. And yet, even as some CoAs talk about leaving, we continue to have groups expressing interest in joining the CAAHEP system.

Meanwhile, CAAHEP has been evaluating its own quality assurance processes and has developed a CoA Annual Activity Report. The annual report was distributed in the fall to assist CAAHEP in assuring CHEA that CoA policies and procedures are in line with CAAHEP to assure due process. CAAHEP hopes to use this and other information to address trends and issues among the CoAs. In addition, CAAHEP continues to offer the summer workshop to the CoAs and to provide a CAAHEP Liaison at every CoA meeting.

Whew! No wonder it seemed like such a busy year!

*Highlights from the financial audit of CAAHEP
Fiscal year 2003-04*

*performed by
Legacy Professionals LLP,
Certified Public Accountants,
Chicago, Illinois*

THE COMPOSITION OF INVESTMENTS AT JUNE 30, 2004 AND 2003 IS AS FOLLOWS:

	FY 2004	FY 2003
Common Stock	\$ 303,300	\$ 249,182
Corporate Bonds	176,785	210,221
Certificates of Deposit	500,000	450,000
U.S. Treasury Note	--	50,421
Total	\$ 980,085	\$ 959,824

**STATEMENT OF ACTIVITIES
YEARS ENDED JUNE 30, 2004 AND 2003**

	June 30, 2004	June 30, 2003
Revenue	\$ 646,307	\$ 626,237
Net gain (loss) on investments	44,343	(3,579)
Total Revenue	\$ 690,650	\$ 622,658
Total Expenses	\$ 619,601	\$ 585,845
Net Increase	\$ 71,041	\$ 36,813

**COMMISSION ON ACCREDITATION OF
ALLIED HEALTH EDUCATION PROGRAMS**

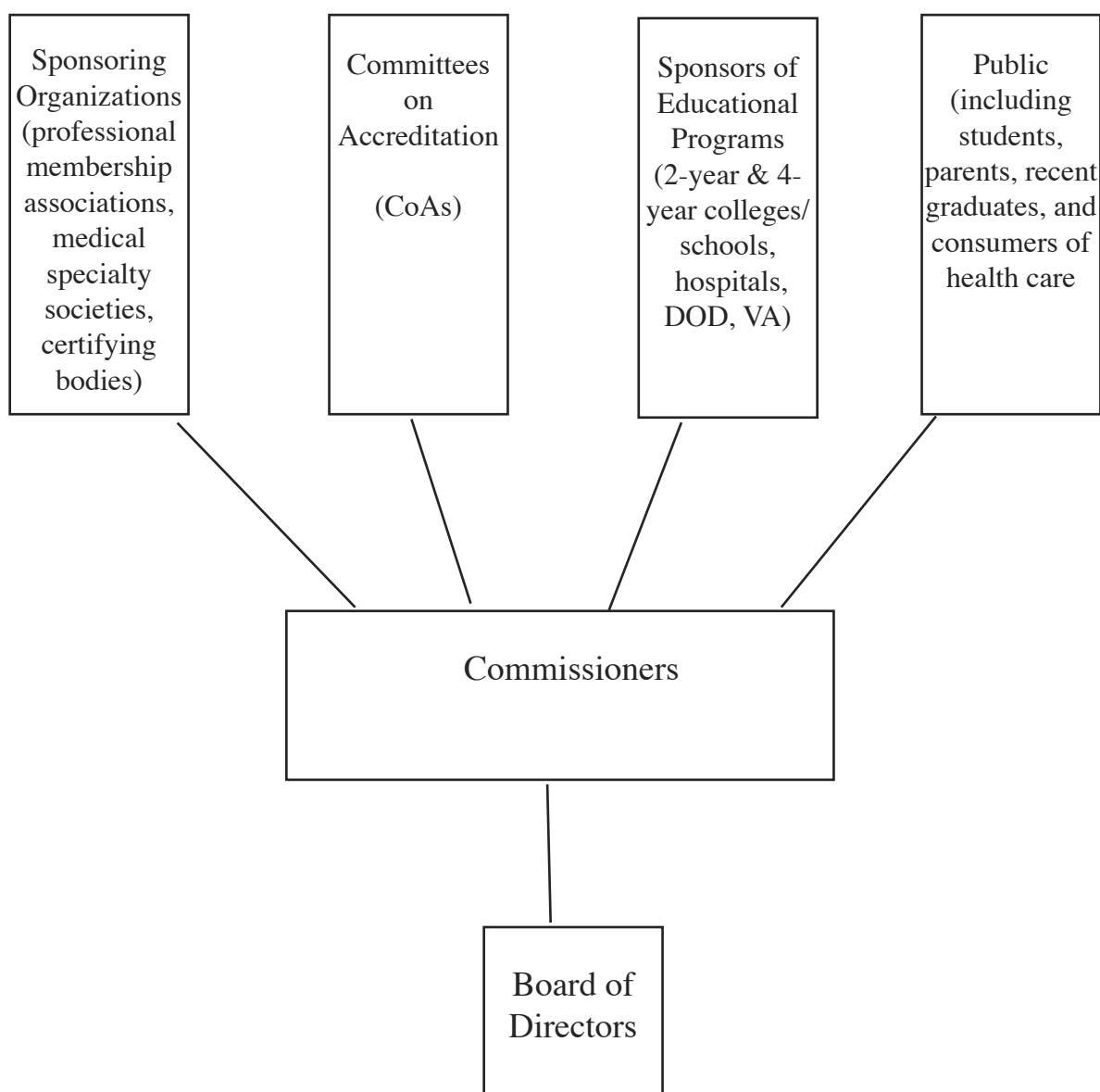
STATEMENTS OF FINANCIAL POSITION

June 30, 2004 and 2003

	2004	2003
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$ 388,566	\$ 321,747
Accrued investment income	4,381	4,304
Prepaid expenses	32,074	13,274
Total current assets	425,021	339,325
INVESTMENTS	980,085	959,824
PROPERTY AND EQUIPMENT		
Office furniture and equipment	43,935	88,451
Less accumulated depreciation	(36,491)	(76,597)
Net property and equipment	7,444	11,854
Total assets	\$ 1,412,550	\$ 1,311,003
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	\$ 1,075	\$ 5,569
Accrued vacation	7,100	5,100
Deferred revenue	305,700	272,700
Total current liabilities	313,875	283,369
UNRESTRICTED NET ASSETS	1,098,675	1,027,634
Total liabilities and net assets	\$ 1,412,550	\$ 1,311,003

CAAHEP 101: An Overview

Understanding the complicated structure of CAAHEP is an on-going challenge, so before we tell you the names of CAAHEP's leaders, we thought a "refresher" might be helpful! Below is an organizational chart for the components of CAAHEP. The top four boxes represent the membership base, and the Commissioners are drawn from these categories (appointed by the member organizations or, in the case of categories that have no organization - such as the Public - individuals are appointed by the Board of Directors).



CAAHEP Leadership

Every nonprofit enterprise relies heavily on the energy, expertise and commitment of volunteers. CAAHEP is no exception. From the hundreds of dedicated site visitors to the members of the Committees on Accreditation, to the CAAHEP Board of Directors, the "accreditation engine" is fueled by the excellent work of these volunteers.

As indicated in the overview on the preceding page, each member constituency of CAAHEP has a Commissioner. These Commissioners serve for three year terms and meet once a year at the Annual Meeting (generally held in April). Commissioners are responsible for setting the Vision and Mission of CAAHEP, they have the power to amend the Bylaws, admit new professions and new organizations into the CAAHEP system, and they elect the Board of Directors from among their ranks.

CAAHEP Board of Directors 2003-04

Sondra Flemming, President

G.A. "Bud" Jeffcoat, Vice President

Judith A. Kilmer, Secretary

Lindsay Rettie, Treasurer

James M. Atkins

Susan M. Fuchs

David Gibson

Calvin D. Harris

Fred A. Luchette

Marj Reif

Stephen J. Rodgers

Gregory Paulauskis

David (Jeff) Smith

William J. Horgan

Commissioners 2003-2004

Deborah Adams	Amer Board of Cardiovascular Perfusion
Martin Allard	Society of Cardiovascular Anesthesiologists
Lynn Anderson	Joint Commission on Allied Health Personnel in Ophthalmology
William Andrea	Accreditation Review Committee for the Medical Illustrator
Michael Armacost	National Assn of State EMS Directors
James Atkins	Committee on Accreditation of Educ Programs in the EMS Professions
Thomas Barnes	Amer Assoc for Respiratory Care

Bruce Bartel	Amer Society of Extra-Corporeal Technology
Steve Bild	Joint Review Committee on Education in Electroneurodiagnostic Technology
Marie Buckley	Joint Review Committee on Education in Cardiovascular Technology
George Burton	Amer College of Chest Physicians
Karen Byrne	Amer Assoc of Blood Banks
Linda Cantu	Amer Board of Cardiovascular Perfusion
Debra Cason	Natl Assn of Emergency Medical Services Educators
Jule Cherosky	Recent Graduates
Mary Chivington	Amer Society of Echocardiography
Jeff Davis	Society of Invasive Cardiovascular Professionals
Mark Edwards	National Commission on Orthotic and Prosthetic Education
Sondra Flemming	Natl Network of Health Career Programs in 2-Year Colleges
Susan Fuchs	Amer Academy of Pediatrics
Dan Gerard	National Assn of Emerg Med Technicians
David Gibson	Assoc of Schools of Allied Health Professions
Cecil Givens	Hospital-Based Programs
Paul Goldiner	Assoc for Anesthesiologist Assistants Education
Lawrence Green	Amer Clinical Neurophysiology Society
Barbara Guidos	Amer Society of Cytopathology
Marilyn Harrington	Assoc of Schools of Allied Health Professions
Calvin Harris	Public Members
Richard Hernandez	Vocational-Technical Programs
Samuel Hissong	Amer College of Radiology
William Horgan	Accreditation Committee-Perfusion Education
Loretta Horton	Council on Accreditation of the American Health Information Mgmt Assoc
Grover Jeffcoat	Amer Board for Certification in Orthotics and Prosthetics, Inc.
Linda Johnson	U.S. Department of Veterans Affairs Programs

Judy Jondahl	Amer Assoc of Medical Assistants
Kathleen Jung	Accreditation Review Committee for the Medical Illustrator
Angela Kiernan	At-Large - Two Year Institutions
Judith Kilmer	Natl Network of Health Career Programs in 2-Year Colleges
Peter Koehneke	Joint Review Committee on Educational Programs in Athletic Training
Kathryn Kuntz	Joint Review Committee on Education in Diagnostic Medical Sonography
Joseph Long	Accreditation Review Committee on Educ in Surgical Tech
Fred Luchette	Amer College of Surgeons
Sherry Makely	Hospital Based Programs
Sal Martino	Amer Society of Radiologic Technologists
Cynthia Mattice	Committee on Accreditation of Education for Polysomnographic Technologists
LeAnn Maupin	Society for Vascular Ultrasound
Brad Maxwell	Accreditation Review Committee for Anesthesiologist Assistant
Robert McCoach	Amer Academy of Cardiovascular Perfusion
M. Lacheeta McPherson	Natl Network of Health Career Programs in 2-Year Colleges
Marilee Means	Cytotechnology Programs Review Committee
Kathryn Mendoza	National Surgical Assistants Association
Elizabeth Meng	Amer Society of Electroneurodiagnostic Technologists
Walter Merrill	Society of Thoracic Surgeons
Howard Odom	Amer Society of Anesthesiologists
David Ogella	Amer Academy of Cardiovascular Perfusion
Michael Oros	Amer Academy of Orthotists & Prosthetists, Inc.
John Padgett	Proprietary Institutions
Richard Pan	Amer Medical Association

Gregory Paulauskis	Committee on Accreditation for Respiratory Care
George Payan	Amer Health Information Mgmt Assoc
Dan Points	Natl Network of Health Career Programs in 2-Year Colleges
Paul Price	Assoc of Surgical Technologists
Lee Ann Prihoda	Committee on Accreditation of Specialist in Blood Bank Tech Schools
Jerry Purvis	Committee on Accreditation of Educ Programs for Kinesiotherapy
James Ramsey	Perfusion Program Directors Council
Marj Reif	Curriculum Review Board of the American Assoc of Medical Asst Endowment
Lindsay Rettie	Assoc of Schools of Allied Health Professions
Stephen Rodgers	Public Members
Fran Schoen	Committee on Accreditation for Ophthalmic Medical Personnel
Mitchell Seeman	Amer Orthopaedic Society for Sports Medicine
Edward Shepherd	U.S. Department of Defense Programs
Jeff Smith	Amer Academy of Anesthesiologist Assts
Nancy Smith	Amer Society of Cytopathology
Jean Spitz	Society of Diagnostic Medical Sonography
Daniel Storer	Amer College of Emergency Physicians
John Trufant	Assoc of Schools of Allied Health Professions
J. Martin Tucker	Amer College of Obstetricians & Gynecologists
Steve Valand	Natl Network of Health Career Programs in 2-Year Colleges
Clifford VanMeter	Amer Assoc for Thoracic Surgery
Jon Vonderhaar	Amer Kinesiotherapy Association

Robert Wagoner	National Registry of Emerg Med Technicians
Alice Wilcoxson	National Athletic Trainers Assoc, Inc
Rose Ann Zumstein	Assn of Polysomnographic Technologists

Committees 2003-04

As a result of the strategic planning effort, many of the traditional CAAHEP committee functions were reorganized. However, three committees remained the same and the volunteers on those three bodies did excellent work for CAAHEP in 2003-04.

Annual Meeting Program Planning Committee

LaCheeta McPherson, Chair
Claire Dixon Lee
Sherry Makely
Sal Martino

Nominating and Elections Committee (elected by the Commissioners)

Steve Valand, Chair
Joseph Long
Alice Wilcoxson

Standards Committee

William W. Goding, Chair
Debra Cason
Cecil Givens
Stanton Nolan
Jennifer Anderson Warwick

Accreditation Actions: July 2003 – June 2004

A few Highlights for the Fiscal Year just ending:

- The CAAHEP BoD reviewed and acted upon 451 accreditation recommendations from 16 CoAs.
- Athletic Training forwarded 77 recommendations for initial accreditation.
- The number of programs being recommended for initial accreditation was almost identical to those being recommended for continuing accreditation (Initial- 209, Continuing- 219).
- The CAAHEP BoD reviewed 60 more programs in 2003-04 than they did in 2002-03.

PROGRAMS	INITIAL	CONTINUING	PROBATION	WITHDRAWN and/or WITHHELD	TRANSFER OF SPONSORSHIP	TOTAL
Athletic Trainer	77	28	5			110
Cardiovascular Technologist	6	3			1	10
Cytotechnologist		11		1		12
Diagnostic Medical Sonographer	23	19	1		1	44
Electroneurodiagnostic Technologist	1	1				2
Emergency Medical Technician-Paramedic	31	22			1	54
Health Information Management		4				4
Health Information Technologist	6	27	1	1		35
Medical Assistant	11	55	3			69
Ophthalmic Medical Technician	2	2				4
Orthotic and Prosthetic Practitioner	1					1
Respiratory Therapist (advanced)	9	16	5		1	31
Respiratory Therapist (entry-level)	2	1	1			4
Specialist in Blood Bank Technology		2				2
Surgical Assistant	1					1
Surgical Technologist	39	28	1			68
TOTALS	209	219	17	2	4	451

Please Note:

1. Not all CAAHEP recognized professions brought accreditation recommendations to the CAAHEP Board of Directors this Fiscal Year.
2. In FY 2003-04 there were not yet any CAAHEP-accredited programs in Polysomnographic Technology or in the Exercise Sciences.

Accredited Programs as of June 30, 2004

Programs	Provisional	Initial	Continuing	Probation	Total
Anesthesiologist Assistant			2		2
Athletic Trainer		143	125	5	273
CardiovascularTechnologist		10	19	1	30
Cytotechnologist		1	46		47
Diagnostic Medical Sonographer		45	74	1	120
Electroneurodiagnostic Technician		2	10		12
EMT-Paramedic		63	115	1	179
Health Information Administrator		2	45		47
Health Information Technologist		22	157	2	181
Kinesiotherapist		6			6
Medical Assistant		78	418	3	499
Medical Illusrator		1	5		6
Ophthalmic Medical Technician		2	13		15
Orthotic & Prosthetic Practitioner		3	5		8
Perfusionist		1	21		22
Respiratory Therapist (advanced)		26	296	6	328
Respiratory Therapist (entry-level)	1	3	48	4	56
Surgical Assistant		2			2
SBBT			13		13
Surgical Technologist		155	244	1	400
Totals	1	565	1656	24	2246

VOLUNTARY WITHDRAWALS: JULY 2003-JUNE 2004

Each year programs voluntarily choose to withdraw from the CAAHEP system of accreditation, primarily because of program closure. The number of programs that exercised that right this year is summarized in the table below by profession.

PROGRAMS	VOLUNTARY WITHDRAWALS
Athletic Trainer	2
Electroneurodiagnostic Technology	1
Emergency Medical Technician	3
Health Information Administration	4
Health Information Technology	2
Medical Assistant	12
Ophthalmic Medical Personnel	1
Respiratory Therapist (advanced)	5
Respiratory Therapist (entry-level)	9
Surgical Technologist	7
	46
TOTAL VOLUNTARY WITHDRAWALS	

The number of programs that requested voluntary withdrawal was somewhat smaller this year than last. In fiscal year 2002-03, 58 programs requested voluntary withdrawal while this year only 46 programs chose to leave the CAAHEP system.

Medical Assisting had the largest number of voluntary program withdrawals with 12; however, Medical Assisting also has the largest number of CAAHEP-accredited programs.

Look How We've Grown!

While there has been an increase in the number of programs in many of CAAHEP's professions, the most striking examples of growth have come in the fields of Medical Assisting and Surgical Technology. The chart below illustrates this trend.

	1997-98	1999-2000	2001-02
Medical Assisting	393	468	505
Surgical Technology	165	224	334



Welcome to the CAAHEP Website How Can We Help?

[What is CAAHEP?](#)

[What is Accreditation? Why is it Important?](#)

CAAHEP Topics

[Looking for Accredited Programs?](#)

[Looking for Standards and Guidelines?](#)

[Looking for Career and Certification Information?](#)

[Looking for Member Organizations and their Commissioners?](#)

In September 2003, CAAHEP launched a newly designed website.

The CAAHEP website for the first time linked the CAAHEP database to the lists of CAAHEP-accredited programs so that changes in accreditation status, personnel changes and other programmatic information changes could be made to the database and the website simultaneously. The newly retooled site also allows visitors to define their search for accredited programs by profession and/or state. Additionally, there is a search function specifically for recently accredited programs, programs offered via distance and/or on-line and programs that have recently left the CAAHEP system of accreditation. Visitors can also find the answers to frequently asked "student" questions and contact information for careers and certification.

Features were also added to aid programs seeking accreditation with an area featuring "Frequently Asked Questions," Sets of Standards (current and proposed), Applications for Accreditation, the CAAHEP Appeals Policy and Procedure and links to the Committees on Accreditation.

The old website had very little utility for the sponsoring organizations of CAAHEP. The CAAHEP website now has an area where CAAHEP sponsors can easily access information about upcoming meetings, contact other sponsoring organization and access CAAHEP-specific materials. Copies of all CAAHEP publications are now easily accessible on the website. Such publications include the Policy and Procedure Manual, Accreditation Manual, Communiqué and CoA Notes.

Standards and Guidelines Approved: Outcomes Template

In January 2001, the CAAHEP Board of Directors passed a motion requiring that all CAAHEP **Standards** and *Guidelines* be in the Outcomes Template by 2007. The table below, shows that the Committees on Accreditation have met this challenge head-on and that at the end of Fiscal Year 2003-04, more than half of the program areas accredited by CAAHEP have had Outcomes Standards approved by the CAAHEP Board of Directors.

Profession	Outcomes Standards Approved
Cardiovascular Technologist	2003
Cytotechnologist	2004
Electroneurodiagnostic Technologist	2002
*Emergency Medical Services Professional	2003
Health Information Management (both Technologi and Administrator)	2003
Medical Assistant	2003
Medical Illustrator	2003
Perfusionist	2001
Polysomnographic Technologist	2004
Respiratory Therapist	2003
Specialist in Blood Bank Technology	2004
Surgical Technologist	2004

* The Emergency Medical Technician-Paramedic Standards were approved by the CAAHEP Board of Directors in 2003, pending approval from each of the Committee on Accreditation's sponsors. The proposed Standards noted in the Table refer to the 2003 Outcomes Standards that are ready for implementation and awaiting final sponsor approval.

Commission on Accreditation of Allied Health
Education Programs
35 East Wacker Drive
Suite 1970
312-553-9355
Fax 312-553-9616
website: www.caahep.org

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Lori Schroeder, Director of Accreditation Services
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