

POLICY 310: Advanced Practice Provider Program Records on File

The ACEN and ARC-PA maintains the following records for each advanced practice provider program:

1. Joint Initial Accreditation and Continuing Accreditation (from most recent review)
 - a. Self-Study Report
 - b. Site Visit Report
 - c. Program response to Site Visit Report
 - d. Initial Interim Accreditation Report

2. Formal Written Correspondence (as applicable)
 - a. ACEN and ARC-PA Commission Action on Accreditation Status
 - b. ACEN and ARC-PA Commission Action on Program change Prospectus and/or Letter of Notification
 - c. Complaints (see Policy #315)
 - d. Correspondence between the ACEN and ARC-PA and the sponsoring organization and/or advanced practice provider program

3. Reports (as applicable)
 - a. Follow-Up Report
 - b. Follow-Up Site Visit Report
 - c. Focused Visit Report
 - d. Focused Site Visit Report
 - e. Written documentation
 - f. Program change Prospectus and/or Letter of Notification
 - g. Candidacy Application Form (for a period of three years or until joint initial accreditation is earned, whichever occurs first)
 - h. Candidacy Presentation (for a period of three years or until joint initial accreditation is earned, whichever occurs first)

Selected records for advanced practice provider programs that have voluntarily withdrawn from the accreditation process or been denied joint initial or joint continuing accreditation are maintained by the ACEN and ARC-PA.

Policy 310 History
Initial Approval: ___ 2023