



# On-Site Survey Summation Conference Script

[Note to Site Visit Team: Please read this script at the Summation Conference]

[Following your thank you for the hospitality and consideration shown to the on-site review team, please read the following:]

As site visitors for CoA PSG, a Committee on Accreditation of CAAHEP, we understand that information has been made available to us about the program, institution, and faculty. We agree to respect and protect this information. All discussions and written information provided prior to, during, and after the site visit will remain confidential.

Based on the information gathered during this on-site review, we have identified the following program **strengths**:

*[Read the Strengths listed in the OSSR-Strengths tab.]*

Based on the information gathered during this on-site review, we have identified the following **deficiencies**:

*[State the Standard and the Rationale for each of the program deficiencies (i.e., Not Met) listed in the OSSR-Summary tab.]*

Here is a handout with the information I am about to read so that you may follow along. *[Distribute the Summation Conference Handout.]*

I will submit an On-Site Survey Report to the CoA PSG within five (5) working days. The CoA PSG will review our findings and **may add, delete, or modify report content from what we have presented today.**

Once the CoA PSG has approved the Report, the Executive Office will send it to the President/CEO.

The program will have 14 calendar days to respond to the factual accuracy of the report. The written or email response must either confirm the factual accuracy or clearly identify any alleged errors of fact and the documentation provided during the visit that verifies the correct information.

**The program CANNOT submit new information that was not available at the time of the site visit.**

Following the Executive Office deadline and based on review of all relevant information, the CoA PSG will prepare a status of public recognition recommendation at its next scheduled meeting. CoA PSG usually meets monthly. If this is the first review of the program, then the possible status recommendations include: Initial Accreditation or Withhold of Accreditation. If the program holds Continuing Accreditation, the possible status recommendations include: Continuing Accreditation or Probationary Accreditation.

The recommendation formulated by CoA PSG will be forwarded to CAAHEP for its deliberation and action. CAAHEP usually meets for accreditation actions 6 times per year, every other month, starting in January.

The notification of the program's status of public recognition, including the due date for a Progress Report, if applicable, will be issued by CAAHEP. The program must submit documentation to the CoA PSG Executive Office addressing each citation to substantiate compliance with the Standards no later than the CAAHEP-specified due date. The program should contact the CoA PSG Executive Office for any clarification.

Do you have any questions regarding the process?



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Committee on Accreditation for  
Polysomnographic Technologist  
Education (CoA PSG)

## On-Site Survey

# Summation Conference Handout

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