

Steps in the Accreditation Process

1. Submit Request for Accreditation Services (RAS)

The RAS can be accessed from the '[Becoming Accredited](#)' page of the Committee on Accreditation for Polysomnographic Technologist Education (CoA PSG) web site or on the [web site](#) of the Commission on Accreditation of Allied Health Education Programs (CAAHEP). The form should be filled out online and submitted electronically (the form is "signed" by typing in the name of the CEO at the end). Programs must submit an RAS for each award level (i.e., certificate, associate degree). Upon receipt of the RAS, CoA PSG sends invoices for the Registration Fee and for the Site Visit costs.

2. Pay Registration Fee

A non-refundable registration fee of \$750 is required with submission of the RAS (an additional fee of \$250 is required by programs that have two award levels). Checks can be mailed to the CoA PSG under separate cover when submitting the RAS form online. The RAS will not be processed until the registration fee is received.

3. Self-Study Report

Upon receipt of the Registration Fee following submission of the RAS, the CoA PSG sends the program an accreditation packet that includes a Self-Study Report form (SSR) and instructions for completion. The SSR must be completed and submitted to the CoA PSG within 12 months of receipt by the program. A separate SSR must be submitted for each award level. Typical time for completion of the SSR is 3 months or less. If the SSR is not received within 12 months, a new RAS and Registration Fee must be submitted.

A site visit fee of \$1800 and an administrative fee of \$750 (total of \$2550) are due with submission of the SSR. Along with the SSR, programs submit the [Site Visit Dates Request form](#) indicating tentative site visit dates.

4. CoA PSG Review

The SSR is reviewed by the CoA PSG for completeness and evidence of substantial compliance with all accreditation Standards. The CoA PSG may request clarification of information or additional documentation. When the CoA PSG determines that the SSR is sufficiently complete, a date for the site visit is finalized.

5. Site Visit

The CoA PSG sends site visitors to observe, verify, and clarify evidence of the degree to which the program meets the CAAHEP [Standards and Guidelines for the Accreditation of Educational Programs in Polysomnographic Technology](#). The site-visit is typically completed in one day and includes interviews with the program director, medical director, administrators, faculty, students, graduates, and advisory committee members. The site visitors prepare an On-Site Survey Report (OSSR), which is reviewed by the CoA PSG with verification of the factual accuracy by the program.

6. CoA PSG Review

After the OSSR is finalized, the complete accreditation record of the program is presented to the CoA PSG. Based on this record, the CoA PSG formulates a recommendation to CAAHEP to either grant Initial Accreditation or Withhold Accreditation.

7. CAAHEP Accreditation Action

CAAHEP is the agency that grants accreditation. The CAAHEP Board considers accreditation actions during the third week of each **odd** numbered month. CoA PSG recommendations must be submitted by the 15th of the prior month to be considered.