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10.000

**JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY
ADVERTISING ACCREDITATION STATUS**

POLICY STATEMENT:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

10.001 ensures that a sponsor/program electing to publicly disclose its accreditation status accurately publishes or otherwise disseminates the accreditation status of that sponsor/program.

PROCEDURES:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

10.001A requires any published accreditation status to be accurate and limited to a particular educational program.

- i. Prohibits published statements relating to the accreditation status of a program not accredited;
- ii. Requires use of the following statement when publishing sponsor/program accreditation status:

The _____ program is accredited by the
Joint Review Committee on Education in Radiologic Technology
20 North Wacker Drive, Suite 2850
Chicago, IL 60606-3182
(312) 704-5300
e-mail: mail@jrcert.org

10.001B provides each accredited program with an accreditation certificate.

10.001C provides each recognized clinical education setting with a recognition certificate.

10.001D provides annually each program with a registration seal to be placed on its certificate, upon payment of the registration fee.

10.001E replaces any certificate upon change of sponsor name, upon return of the existing certificate and a request providing the new information, at no charge.

10.001F expects any program to return accreditation and recognition certificates upon program discontinuation or loss of accreditation.

10.001G replaces certificates, except as described in **10.001E**, upon request, at a cost of \$25/certificate.

Cross References:

- 10.100 Appeals Process
- 10.200 Accreditation Actions
- 10.700 Disclosure of Accreditation Status
- 10.900 Fair Practice Standards in Education

Adopted by the Joint Review Committee on Education in Radiologic Technology: 04/04
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10.100

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY APPEAL PROCESS

POLICY STATEMENTS:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 10.101** recognizes the right of sponsors to appeal JRCERT actions of Accreditation Withheld and Accreditation Withdrawn.
- 10.102** permits appeals based only on the claim that the JRCERT decision, determined by information and documentation supplied by the sponsor/program, was not supported by substantial, credible, and relevant evidence, or was not made in substantial compliance with the JRCERT published accreditation policies governing the process of accreditation of educational programs.
- 10.103** upon receipt of notice of appeal, and payment of the Appeal Fee, delays a decision to withdraw or withhold accreditation until final disposition of the appeal, maintaining the existing accreditation status of an accredited program.
- 10.104** allows a sponsor to withdraw from accreditation or withdraw its application for accreditation at any time during the appeal process.
- 10.105** considers the decision of the JRCERT final if the sponsor does not request appeal within the established time period.
- 10.106** under extraordinary circumstances and by mutual consent of the sponsor and the JRCERT may extend the time limits specified herein.
- 10.107** considers as final the decision of the appeal panel to either affirm the previous accreditation action or remand the decision to the JRCERT Board of Directors as identified in Procedure 10.102H vi.
- 10.108** considers accreditation actions other than Accreditation Withheld and Accreditation Withdrawn as final and not subject to appeal.

PROCEDURES:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 10.101A** informs the sponsor and the program of its decision to withhold or withdraw accreditation first by telephonic or electronic means (e.g. email or facsimile) and then via certified mail, return receipt requested. The notice will include the following information:
 - i. specific areas in which the program is not in substantial compliance with the relevant accreditation standards and
 - ii. a copy of the appeal process.

10.101B processes requests to appeal actions to withhold accreditation or withdraw accreditation, provided

- i. the notice of appeal and a non-refundable Twenty-Five Hundred Dollar (\$2,500) Appeal Fee are received within twenty (20) business days of receipt of notification and
- ii. the notice of appeal, signed by the chief executive officer of the sponsor, includes a concise rationale for the basis for contesting the accreditation decision.

10.102C provides the sponsor with a slate of nine (9) individuals who

- i. are familiar with the relevant accreditation standards and with the accreditation process,
- ii. have experience with the type of program under review, and
- iii. have not been previously involved with the sponsor or with the accreditation review activity which led to this specific JRCERT action or who is a current Director of the JRCERT.

10.102D establishes the appeal panel by

- i. within fifteen (15) business days of the receipt of the slate:
 - a. allowing the sponsor to delete a maximum of three (3) names and choose one (1) person to serve and
 - b. requiring the sponsor to submit an additional payment in the amount of Five Thousand Dollars (\$5,000) to the JRCERT to be applied to the costs of the appeal which are to be paid by the sponsor pursuant to Procedures 10.102J (ii) - (v). In the event that costs are less than Five Thousand Dollars (\$5,000), the balance shall be returned to the sponsor. In the event that costs exceed Five Thousand Dollars (\$5,000), the sponsor shall pay expenses within fifteen (15) days of receiving an invoice for such expenses from the JRCERT.
- ii. selecting, by mutual agreement of the Chair of the JRCERT Board of Directors and the JRCERT Chief Executive Officer, two (2) additional individuals from the slate.

10.102E establishes a hearing date

- i. within sixty (60) business days of the sponsor's notice of appeal;
- ii. at a time and place determined by the Chair of the Board and the Chief Executive Officer in consultation with the chief executive officer of the sponsor;
- iii. and provides notification to the sponsor at least twenty-five (25) business days prior to the hearing.

10.102F prepares for the hearing by

- i. providing all panel members with instructions regarding the duties and functions of the appeal panel;

- ii. collecting program accreditation documents, including as relevant, Application/Self-Study Report, Report of Site Visit Team Findings, report of findings letter, program response to report of findings letter, and other relevant correspondence and providing them to panel members at least fifteen (15) business days prior to the hearing;
- iii. assuring that the sponsor and educational program communicate with the appeal panel only at the hearing or in writing through the Chief Executive Officer of the JRCERT; and
- iv. assuring that the Board of Directors communicates with the appeal panel only at the hearing or in writing through the Chief Executive Officer of the JRCERT.

10.102G convenes the hearing to review written documents and receive presentations and

- i. provides for the panel's election of its chair;
- ii. provides for the attendance of a representative of the Board of Directors for the purpose of clarifying the record upon request of the panel;
- iii. permits the presence and participation of appellant's legal counsel if desired by the appellant;
- iv. works to assure the proceedings are not adversarial or bound by technical rules of evidence as in a typical court of law but rather allows for an administrative review typical of an accreditation decision regarding an educational program;
- v. assures the program does not amend statistical or narrative descriptions on which the accreditation decision of the Board of Directors was made;
- vi. advises the appeal panel that it may not consider any changes in the program or descriptions of the program that were not evident in the record reviewed by the Board of Directors;
- vii. notwithstanding 10.102G(v.) and (vi.), the appeal panel may consider financial information that was unavailable to the institution or program prior to the determination of the adverse action, and that bears materially on the financial deficiencies identified by the JRCERT;
- viii. assures that presentations are limited to clarification of the record and arguments to show the degree to which the educational program met the relevant published accreditation standards and the degree to which the program had been reviewed in accordance with the administrative procedures governing accreditation of the programs,
- ix. provides the sponsor and educational program an opportunity to submit additional written materials within five (5) business days after the date of the hearing upon consent of the appeal panel but only if the sponsor/program requests this opportunity during the hearing.

10.102H provides for the panel's decision

- i. to reflect whether there is substantial credible and relevant evidence to support the action taken by the Board of Directors of the JRCERT in the matter being appealed;

- ii. to reflect whether there had been substantial compliance by the JRCERT and the sponsor with the published administrative procedures governing the process of accreditation of educational programs;
- iii. to reflect separate consideration of each cited deficiency to determine the degree to which each deficiency was supported by substantial evidence;
- iv. to consider the overall status of program compliance or non-compliance with the relevant accreditation standards;
- v. to be based on the record and the evidence presented to it with regard to the conditions which existed in the program at the time the JRCERT made the accreditation decision being appealed; and
- vi. to include an ultimate decision as to whether the accreditation action should be affirmed or remanded to the JRCERT Board of Directors. If the accreditation action is remanded to the Board of Directors, the action shall be reconsidered at the next meeting of the Board of Directors.

10.102I provides for the panel to

- i. develop a detailed report of its findings and
- ii. submit its report to the sponsor and to the Board of Directors of the JRCERT within five (5) business days of the hearing or receipt of additional materials.

10.102J provides for sharing of expenses as follows:

- i. requires the sponsor making the appeal to bear the expense involved in the development and presentation of its appeal;
- ii. requires the sponsor making the appeal to bear all reasonable expenses directly associated with the hearing, such as those for the meeting room, and for travel, meals and lodging for all members of the panel;
- iii. requires the sponsor to pay all reasonable attorneys fees incurred by the JRCERT in relation to the appeal if the sponsor is unsuccessful in the appeal;
- iv. requires the party requesting the presence of witnesses, to pay all expenses associated with that attendance;
- v. requires the sponsor making the appeal to pay for one half (1/2) of the fee to have a court reporter at the hearing preparing a transcript and pay for a copy of the transcript if they wish to receive a copy.

Cross References:

- 10.000 Advertising Accreditation Status
- 10.200 Accreditation Actions
- 11.100 Principles of JRCERT Accreditation

80.200 Integrity of the Accreditation Process
80.300 Public Interest and Public Representation

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10.200

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY ACCREDITATION ACTIONS

POLICY STATEMENTS:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 10.201** determines the duration of accreditation awarded.
- 10.202** maintains definitions of each accreditation category, limits accreditation actions to these categories and makes written descriptions of each category awarded publicly available.

ACCREDITATION

Accreditation is awarded to an existing or a new program, following the accreditation review process, for various lengths of time based on the degree of compliance with the relevant accreditation standards.

PROBATIONARY ACCREDITATION

Probationary Accreditation may be awarded when an accredited program is subsequently determined not to be in substantial compliance with the relevant accreditation standards. Probationary Accreditation is usually limited to one (1) year. It may not extend beyond two (2) years.

ADMINISTRATIVE PROBATIONARY ACCREDITATION

Administrative Probationary Accreditation may be awarded for a maximum of ninety (90) days when a program does not comply with one (1) or more of the following administrative requirements for maintaining accreditation:

Agreeing to a reasonable site visit date at or near the time established for re-evaluation of the program unless the program has requested and received an extension of accreditation.

Paying accreditation fees and charges within sixty (60) days of the invoice date.

Submitting information as required by the JRCERT.

- 10.203** limits accreditation statuses to the accreditation categories defined in **10.202** and to the following related actions:

WITHHOLDING ACCREDITATION

Accreditation may be withheld from a program seeking initial accreditation if the program is not in substantial compliance with the relevant accreditation standards.

WITHDRAWAL OF ACCREDITATION

VOLUNTARY

A sponsor may withdraw from accreditation at any time in the accreditation process or during the accreditation cycle.

INVOLUNTARY

Accreditation may be withdrawn from a program if the accreditation review process confirms that the program is not in compliance with the discipline-specific accreditation standards or with the administrative requirements for maintaining and administering accreditation.

INACTIVE

A sponsor may request inactive status for a program that does not enroll students for up to two (2) years. A program that has been without students for two (2) years may voluntarily withdraw its accreditation or the JRCERT will take action to withdraw accreditation.

10.204 regards as graduates of a JRCERT accredited program all students who have successfully completed a program granted any accreditation status defined in **10.202** at the time said students completed the program.

10.205 maintains the accreditation status of a program pending disposition of an appeal.

PROCEDURES:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

10.202A provides an accreditation letter which includes identification of any deficiency(ies) and a due date for any requested progress report.

10.202B informs sponsor/program officials that failure to submit a satisfactory progress report to correct the deficiency(ies) within the specified timeframe identified in JRCERT Policy 11.400, Procedure 11.404A will result in the JRCERT taking immediate adverse action unless the JRCERT, for good cause, extends the period for achieving compliance.

10.202C may extend, maintain or further limit accreditation upon receipt and review of an acceptable progress report without another site visit.

10.202D discloses the probationary accreditation status of a program in response to telephone or written inquiries and in compliance with JRCERT and USDE policies.

10.202E advises the sponsor and program that awards of probationary accreditation and administrative probationary accreditation are not adverse accreditation actions and, therefore, are not subject to reconsideration or appeal.

10.202F requires programs to submit requested documentation and a fee of \$250.00 to rescind Administrative Probation and restore the program's prior accreditation status.

- 10.203A** requires a request for voluntary withdrawal of accreditation to include the signature of the sponsor's chief executive officer and an effective date of withdrawal.
- 10.203B** considers withdrawal of accreditation of a program on administrative probationary accreditation if resolution does not occur by the deadline provided.
- 10.203C** requires programs on inactive status to pay annual fees.
- 10.204A** advises a sponsor and program that voluntarily withdraws from accreditation that those individuals who graduate after the effective date of withdrawal are not considered graduates of a JRCERT accredited program.
- 10.204B** advises a sponsor and program that upon involuntary withdrawal of accreditation (final action), students enrolled in the program who graduate after the effective date of withdrawal, are not considered graduates of a JRCERT accredited program.

Cross References:

- 10.000 Advertising Accreditation Status
- 10.100 Appeals Process
- 10.300 Conducting Accreditation Reviews at Reasonable Intervals
- 10.700 Disclosure of Accreditation Status
- 11.100 Principles of JRCERT Accreditation

Adopted by the Joint Review Committee on Education in Radiologic Technology: 04/04
Revised: 04/08; 04/09; 06/09

10.300

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY CONDUCTING ACCREDITATION REVIEWS AT REASONABLE INTERVALS

POLICY STATEMENTS:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 10.301** accredits programs for up to a maximum duration of eight (8) years.
- 10.302** requires programs accredited for eight (8) years to submit an interim report.
- 10.303** requires each accredited program to submit an annual report.
- 10.304** conducts accreditation reviews at established intervals.
- 10.305** continues to recognize programs as accredited until a subsequent action occurs or until accreditation is withdrawn at the request of the sponsor.

PROCEDURES:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 10.301A** publishes the projected year of the next accreditation review.
- 10.302A** requires a program awarded eight (8) years accreditation to submit an interim report during the fourth year of the award (the award period begins on the date of the last site visit).
- 10.302B** requires a program awarded five (5) years accreditation extended to eight (8) years by progress report to submit an interim report at the mid-point between the date of the last site visit and the date of the next projected site visit based on the eight (8) year award.
- 10.302C** notifies in writing, six (6) months in advance of the due date, programs of the interim report requirement and providing report content and submission date.
- 10.302D** requires the content of the interim report to include:
 - i. an updated database and
 - ii. information (narrative), analysis and exhibits relating to:
 - Standard One (1.1, 1.2, 1.4, 1.5, 1.7, 1.8);**
 - Standard Eight (Objectives 8.1, 8.3, 8.4, 8.5, 8.6, 8.7, 8.8);**
 - Standard Nine (Objective 9.1).**

- 10.302E** reviews the submitted interim report and determines if the existing accreditation award will be maintained or reduced and the continuing accreditation process expedited based on the analytical results.
- 10.303A** analyzes, within ninety (90) days of receipt of an annual report, program completion rate, national credentialing examination pass rate, and job placement rate.
- 10.303B** notifies programs of JRCERT concerns for specific parameter(s) of student achievement as defined in JRCERT Policy 11.700.
- 10.303C** requires the program to submit a plan of action for improvement addressing the JRCERT concern within sixty (60) days of receipt of notification.
- 10.303D** reviews the submitted plan and determines if the existing accreditation award will be maintained or reduced or if the continuing accreditation process must be expedited based on the analytical results.
- 10.304A** revises a program's accreditation review interval, guided by the current accreditation status, to accommodate reasonable requests initiated by the sponsor.

Cross References:

- 10.200 Accreditation Actions
- 10.500 Conducting Concurrent Site Visits
- 11.200 Application/Self-Study Report
- 50.700 Functions and Responsibilities

Adopted by the Joint Review Committee on Education in Radiologic Technology: 04/04
Revised: 10/09

10.400

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY CONFIDENTIALITY OF ACCREDITATION PROCESS/ACTIVITIES

POLICY STATEMENT:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 10.401** requires that its policies and procedures maintain the confidentiality of certain information and documents acquired during the accreditation process.
- 10.402** notwithstanding 10.401, may share certain information and documents acquired during the accreditation process with state regulatory agencies upon execution of a formal agreement regarding the confidentiality of such information.

PROCEDURES:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

10.401A requires that Directors, employees and site visitors hold as confidential all accreditation materials, correspondence, and discussions related to the accreditation process.

10.401B requires that the Confidentiality Agreement be signed by each Director, employee and site visitor/apprentice:

I am aware that as a Director, employee, site visitor or apprentice site visitor of the Joint Review Committee on Education in Radiologic Technology, I have access to accreditation information which shall remain confidential. I agree to respect and protect the confidentiality of all accreditation materials, recommendations, suggestions, and actions.

10.401C requires that the Chair read the Confidentiality Agreement at the beginning of each meeting of the Board of Directors.

10.401D makes public the following information relating to accredited programs:

- i. name and address of the sponsor;
- ii. name of chief executive officer, program director, medical advisor, and clinical faculty, as appropriate;
- iii. current accreditation status;
- iv. year of next accreditation review;
- v. program capacity;
- vi. program length;
- vii. tuition costs and fees;

- viii. terminal award;
- ix. clinical education settings, if appropriate;
- x. clinical capacity.

10.401E releases, upon receipt of written authorization from the chief executive officer of the sponsor and payment of related copying fees, specific program correspondence or documentation.

10.401F releases only upon receipt of a subpoena reviewed and approved by JRCERT legal counsel, specific program correspondence or documentation.

Cross References:

- 11.100 Principles of JRCERT Accreditation
- 11.600 Site Visit of the Program
- 12.300 Display and/or Utilization for Educational Purposes of Program Accreditation Materials
- 80.000 Complaints Regarding Accredited Programs
- 90.200 Site Visitor/Apprentice - Lodging for
- 90.300 Site Visitor/Apprentice - Qualifications and Terms of Appointment/Reappointment
- 90.500 Site Visit Team - Responsibilities of

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10.500

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY CONDUCTING CONCURRENT SITE VISITS

POLICY STATEMENTS:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 10.501** when requested by the program, attempts to facilitate concurrent site visits of multiple JRCERT accredited educational programs sponsored by a single institution.
- 10.502** cooperates with state agencies and other accrediting agencies recognized by the United States Department of Education or the Council for Higher Education Accreditation or equivalent in conducting concurrent site visits.
- 10.503** follows established JRCERT procedures for the conduct of the site visit.

PROCEDURES:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 10.501A** limits the size of the site visit team for concurrent visits of educational programs.
- 10.502A** requires that the accreditation status of the radiologic sciences program(s) is not contingent upon the status assigned to other programs within the same sponsor by another accrediting agency.

Cross References:

- 10.300 Conducting Accreditation Reviews at Reasonable Intervals
- 11.500 Rights and Responsibilities of Sponsors of JRCERT Accredited Programs

Adopted by the Joint Review Committee on Education in Radiologic Technology: 04/04

10.600

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY DEVELOPING, REVISING AND ASSESSING ACCREDITATION STANDARDS

POLICY STATEMENTS:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 10.601** develops accreditation standards for use in the evaluation of programs for accreditation.
- 10.602** uses accreditation standards in assessing, promoting, and improving the quality of the educational programs it accredits.
- 10.603** adopts, periodically revises and disseminates accreditation standards.
- 10.604** performs a comprehensive review of accreditation standards at least every ten (10) years.
- 10.605** assures accreditation standards have the following characteristics:
 - i. **Outcomes Oriented** - qualitative and based on assessment of outcomes;
 - ii. **Broadly Applicable** - are stated in broad terms and applied nationally;
 - iii. **Non-Restrictive** - acknowledge and respect the right of sponsors providing education to be self-defining and self-determining;
 - iv. **Demonstrates Quality, Continuity, and Flexibility** - are non-prescriptive and promote program quality and stability and accommodate reasonable variations and special characteristics, such as those associated with non-traditional, experimental or innovative approaches to radiologic sciences education.
- 10.606** provides guidance in the application of accreditation standards and accreditation materials.

PROCEDURES:

The Joint Review Committee on Education in Radiologic Technology:

- 10.601A** develops accreditation standards that consider the needs of the profession and the healthcare delivery system, taking into account the variety of accredited programs and broad input from communities of interest.
- 10.603A** requires the use of recognized and accepted curricula for the profession as defined in the glossary of the relevant accreditation standards.
- 10.604A** based on the comprehensive review of relevant accreditation standards considers the following alternatives:
 - i. performs a comprehensive revision of the standards;
 - ii. revises specific sections of the standards;

- iii. refines or clarifies specific sections of the standards;
- iv. authorizes no changes in the standards.

10.605A considers changes in educational or professional methodologies, scientific or technological advances and/or changing professional needs when developing or revising accreditation standards.

10.606A provides published materials to guide program officials, faculty, and site visitors in application of relevant accreditation standards and policies and procedures.

Cross References:

- 10.800 Alternative Learning Options
- 11.100 Principles of JRCERT Accreditation
- 11.500 Rights and Responsibilities of Sponsors of JRCERT Accredited Programs
- 11.600 Site Visit of the Program
- 12.300 Display and/or Utilization for Educational Purposes of Program Accreditation Materials
- 50.700 Functions and Responsibilities
- 80.200 Integrity of the Accreditation Process
- Bylaws

Adopted by the Joint Review Committee on Education in Radiologic Technology: 04/04
Editorial Revision: 10/04

10.700

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY DISCLOSURE OF ACCREDITATION STATUS

POLICY STATEMENTS:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 10.701** publishes accreditation categories.
- 10.702** provides the accreditation status of any program in response to inquiries.
- 10.703** requires each program to disclose its accreditation status upon request.
- 10.704** requires a program awarded probationary accreditation to notify currently enrolled and accepted students of such status.
- 10.705** ensures that any program electing to disclose its accreditation status, discloses that status accurately.

PROCEDURES:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 10.701A** recognizes the following accreditation categories: accredited, probationary accreditation, and administrative probationary accreditation.
- 10.701B** within one (1) business day of receipt of notification to the program, notifies the public, via publication on its Web site, of:
 - i. a final decision to place a program on probation.
 - ii. a final decision to withhold or withdraw the accreditation of a program.
- 10.702A** notifies the sponsor and program of any accreditation action within thirty (30) days of the action.
- 10.702B** notifies the United States Department of Education and the appropriate state agency, in writing, and the public, via the Web site, of accreditation actions within thirty (30) days of the action.
- 10.702C** notifies the United States Department of Education, the appropriate state agency and the public, upon request, of any final action to withhold the accreditation or to withdraw accreditation of a program as well as provides the comments of the affected program, within thirty (30) days of the action.
- 10.703A** requires any program disclosing its accreditation status to include the name, mailing address, e-mail address, and telephone number of the accrediting agency.
- 10.704A** requires programs to notify in writing currently enrolled students of the award of probationary accreditation within thirty (30) days of the receipt of such notification.

10.704B requires programs to notify in writing accepted students of the award of probationary accreditation within thirty (30) days of the receipt of such notification or at the time of acceptance into the program.

10.704C requires the program to submit a representative sample of such notification and the list of recipients to the JRCERT within thirty (30) days of the distribution.

Cross References:

10.000 Advertising Accreditation Status

10.200 Accreditation Actions

12.000 Submission of Information to United States Department of Education (USDE)

80.300 Public Interest and Public Representation

Adopted by the Joint Review Committee on Education in Radiologic Technology: 04/04

Revised: 10/06; 06/09

10.800

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY ALTERNATIVE LEARNING OPTIONS

POLICY STATEMENTS:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 10.801** actively encourages the development and implementation of alternative learning approaches to radiologic sciences education while meeting or exceeding the relevant accreditation standards.
- 10.802** requires assurance that alternative learning curriculum delivery does not compromise the quality of education.
- 10.803** recognizes alternative learning options include, but are not limited to:
- i. distance learning/education defined as an educational process characterized by the separation, in time or place, between instructor or students. Distance learning courses are taught principally through the use of TV, audio, or computer transmissions (broadcast, closed-circuit, cable, microwave, satellite transmissions); audio or computer conferencing; video cassettes or disks; correspondence; and a combination of face-to-face instruction with an distance learning component (hybrid);
 - ii. weekend and/or evening curricular track;
 - iii. part-time curricular track.
- 10.804** defines a weekend and/or evening curricular track as one in which the delivery method for both didactic and clinical components of the program are offered primarily during these times.
- 10.805** recognizes the addition of alternative learning options as identified in Policy 11.400, Procedure 11.405Aiii.

PROCEDURES:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 10.802A** requires the program to document compliance with the relevant accreditation standards.
- 10.802B** requires the program to document and demonstrate that learning is accomplished and that educational outcomes are equal and consistent with those outcomes gained through traditional methods.
- 10.802C** requires programs that offer an alternative learning option to accurately reflect the offerings and requirements in program publications.
- 10.802D** requires programs to assure that resources offered to alternative learning option students are consistent with those offered to traditional students.

10.803A requires the program to document that the program sponsor has control of the following elements:

- faculty
- admissions
- curriculum
- fees
- policies
- student records
- terminal award

10.803B requires programs that offer distance education have processes in place that assure that students who register in the distance education courses are the same students that participate in, complete, and receive the credit.

10.803C requires that programs, offering distance education, must verify the identity of students by using methods such as, but not limited to: secure logins, pass codes, and/or proctored exams.

10.803D requires that programs have written procedures, with supporting processes, that protect student privacy.

10.803E requires programs to provide information of any cost(s) associated with distance education to prospective and enrolled students.

10.805A requires the program to notify the JRCERT of alternative learning options as identified in Policy 11.400, Policy Statement 11.405, and Procedure 11.405Aiii.

Cross References:

- 10.600 Developing, Revising and Applying Accreditation Standards
- 11.200 Application/Self-Study Report
- 11.300 Report of Findings
- 11.400 Requirements for Sponsors of Accredited Programs
- 11.500 Rights and Responsibilities of Sponsors of JRCERT Accredited Programs
- 11.600 Site Visit of the Program
- 11.700 Verification of Qualifications of Program Officials
- 80.200 Integrity of the Accreditation Process
- 90.300 Site Visitor/Apprentice - Qualifications and Terms of Appointment/Reappointment

Adopted by the Joint Review Committee on Education in Radiologic Technology: 04/04

Revised: 10/04; 04/08; 06/09; 04/10

10.900

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY FAIR PRACTICE STANDARDS IN EDUCATION

POLICY STATEMENTS:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 10.901** maintains accreditation standards that require programs and sponsors to comply with fair practice standards in education which include but are not limited to:
- i. announcements and advertisements that accurately reflect the program offered;
 - ii. student recruitment/admission/matriculation and faculty recruitment/employment practices that assure non-discrimination with respect to ethnic or national origin, creed, religion, sex, age, or disabilities;
 - iii. protection of the health and safety of students, patients, and faculty associated with educational activities;
 - iv. radiation exposure practices consistent with the As Low As Reasonably Achievable concept (ALARA);
 - v. basic instruction, prior to clinical assignment, of students to assure understanding of risks, exposure limits, radiation monitoring practices, safety precautions and concepts of scatter, time, distance and shielding;
 - vi. a program orientation focused on educational activities;
 - vii. recruitment practices assuring students free choice of study;
 - viii. equal access to student services and facilities.

10.902 recognizes that programs may offer student stipends.

PROCEDURES:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

10.901A investigates documented allegations of unfair practices in education.

10.901B maintains accreditation standards that require the sponsor to:

- i. publish accurate information regarding program costs and fees to students;
- ii. make known to all applicants, through appropriate publication, fair policies and processes for student withdrawal and tuition refund;

- iii. develop health safety policies and procedures with relevant didactic instruction and reporting mechanisms to support and comply with federal and state statutes and institutional policies and procedures;
- iv. maintain radiation monitoring records in compliance with federal and state statutes;
- v. develop and implement fair policy relating to student pregnancy based on current radiation protection philosophy, sound educational principles, and federal and state law;

10.901C requires any program to notify the JRCERT in the event of, or any potential for, a strike or work stoppage involving a sponsor or clinical education setting, to ensure the safety, welfare and non-exploitation of students.

10.902A requires that student stipends, if offered, must be:

- i. equitable;
- ii. unrelated to completion of specific clinical hours and/or assignments.

Cross References:

10.000 Advertising Accreditation Status
11.100 Principles of JRCERT Accreditation
11.500 Rights and Responsibilities of Sponsors of JRCERT Accredited Programs
80.000 Complaints Regarding Accredited Programs
80.300 Public Interest and Public Representation

Adopted by the Joint Review Committee on Education in Radiologic Technology: 04/04

11.000

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY FEES FOR ACCREDITATION SERVICES

POLICY STATEMENTS:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 11.001** charges reasonable fees to support the provision of accreditation services.
- 11.002** delays implementation of any fee increase for at least one (1) year following announcement.
- 11.003** does not refund accreditation fees.

PROCEDURES:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 11.001A** assesses fees for annual accreditation services, initial accreditation applications, continuing accreditation applications and provision of the accreditation materials packet (as applicable).
- 11.001B** requires sponsors to pay site visitors' direct expenses associated with performance of the site visit, upon provision of an invoice.
- 11.001C** requires programs to be current in payment of all fees to maintain accreditation status and places programs in arrears on Administrative Probationary Accreditation following established procedures.
- 11.002A** publishes notification of fee increases at least one (1) year prior to the proposed date of increase.

Cross References:

- 11.100 Principles of JRCERT Accreditation
- 11.600 Site Visit of the Program

Adopted by the Joint Review Committee on Education in Radiologic Technology: 04/04

11.100

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY PRINCIPLES OF JRCERT ACCREDITATION

POLICY STATEMENTS:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 11.101 functions as an autonomous agency in programmatic accreditation actions for radiologic sciences educational programs.
- 11.102 ensures that the integrity of the accreditation process is maintained.
- 11.103 conducts the voluntary accreditation review process only upon written request from the chief executive officer of the sponsor of a program seeking JRCERT accreditation.
- 11.104 ensures that accreditation standards are appropriate and reasonable.
- 11.105 accredits each program on the basis of the terminal award(s) as identified by the curriculum and outcomes provided by the sponsor/program in its application/self-study report submitted for accreditation.
- 11.106 notifies, by timely communication, the sponsor's chief executive officer of all accreditation related actions with copies to other officials as determined by the sponsor/program.
- 11.107 ensures that its site visitors are qualified and prepared for the assigned program review and evaluation.
- 11.108 ensures the accreditation process is conducted in a cost-effective manner.
- 11.109 considers the goals and activities of institutional and of other programmatic accrediting bodies.
- 11.110 supports cooperative activity between and among the health and medical professional organizations participating in the accreditation of radiologic sciences educational programs.
- 11.111 considers the needs of the profession and the health care delivery system in establishing, maintaining, periodically reassessing and, as necessary, revising policies, procedures and standards for accrediting radiologic sciences educational programs.
- 11.112 permits downloading of JRCERT copyrighted electronic files by organizations and individuals with the explicit understanding that attribution to the JRCERT must be included on any hard copies.
- 11.113 publishes lists of currently accredited programs.
- 11.114 makes available to the public, reports of its operations and its criteria or standards for accreditation.
- 11.115 observes principles of due process in the accreditation of educational programs.

- 11.116** maintains confidentiality of information collected during the accreditation review process.
- 11.117** maintains recognition as an accrediting agency by the United States Department of Education (USDE).
- 11.118** accredits only those programs that are legally authorized under applicable state law to provide a program of education beyond the secondary level.
- 11.119** affirms its continuing commitment to achieve and maintain compliance with all relevant amendments and reauthorizations to the Higher Education Act of 1965 and to the USDE Secretary's Procedures and Criteria for Recognition of Accrediting Agencies.

Cross References:

- 10.100 Appeals Process
- 10.400 Confidentiality of Accreditation Process/Activities
- 10.600 Developing, Revising and Applying Accreditation Standards
- 10.900 Fair Practice Standards in Education
- 11.000 Fees for Accreditation Services
- 11.200 Application/Self-Study Report
- 11.400 Requirements for Sponsors of Accredited Programs
- 80.000 Complaints Regarding Accredited Programs
- 90.300 Site Visitor/Apprentice - Qualifications and Terms of Appointment/Reappointment
- Bylaws

Adopted by the Joint Review Committee on Education in Radiologic Technology: 04/04

11.200

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY APPLICATION/SELF-STUDY REPORT

POLICY STATEMENTS:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 11.201** requires as an integral part of its accrediting process, the periodic submission of an Application/Self-Study Report followed by a site visit to the program to assess compliance with relevant accreditation standards.
- 11.202** requires that the self-study process documents analysis of strengths, areas of concern, plans for improvement and assessment of outcomes.
- 11.203** strives for consistency in reviewing each Application/Self-Study Report to determine program readiness for site visit.
- 11.204** encourages programs to implement a system for broad program involvement in development of the Self-Study Report.
- 11.205** requires that the Application/Self-Study Report be prepared in the standard format.
- 11.206** encourages programs to produce a concise and cost-effective Application/Self-Study Report.

PROCEDURES:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 11.201A** requires applicable fees and costs be paid in full prior to JRCERT accreditation consideration.
- 11.201B** maintains program accreditation history except for:
 - i. initial applications for which the program has been unresponsive for one (1) year;
 - ii. applications for recognition of additional clinical education settings for which the program has been unresponsive for one (1) year.
 - iii. initial Application/Self-Study Reports that are not completed within six (6) months after the documented date of the Application/Self-Study Report's first review.
- 11.201C** requires completion of activities and submission of requested information by a specified response date.
- 11.201D** cooperates with sponsors to achieve program accreditation, recognizing that the burden of responsibility for achieving accreditation rests with the sponsor.
- 11.201E** requires programs to assure that students are available for site visitor interviews during the on-site evaluation of the program.

- 11.201F** defers initial accreditation or acts to withdraw accreditation from programs failing to comply with established procedures.
- 11.205A** provides the format for the Application/Self-Study Report in the Guide for Program Analysis.
- 11.205B** collaborates with other accrediting agencies recognized by the United States Department of Education or the Council for Higher Education Accreditation or equivalent to develop and implement a standard format for program evaluation and analysis.
- 11.206A** does not refund application fees.
- 11.206B** considers information previously evaluated by state agencies and other accrediting agencies recognized by the United States Department of Education or the Council for Higher Education Accreditation or equivalent.

Cross References:

- 10.300 Conducting Accreditation Reviews at Reasonable Intervals
- 11.100 Principles of JRCERT Accreditation
- 11.600 Site Visit of the Program
- 50.700 Functions and Responsibilities
- 80.200 Integrity of the Accreditation Process

Adopted by the Joint Review Committee on Education in Radiologic Technology: 04/04
Revised: 04/08

11.300

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY REPORT OF FINDINGS

POLICY STATEMENTS:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 11.301** develops a narrative report of findings (ROF) from the Report of Site Visit Team Findings, submitted by the site visit team, addressed to the chief executive officer of the sponsor with copies provided to appropriate sponsor and program officials and the site visit team.
- 11.302** requires identification of specific objectives of the relevant accreditation standard for areas of non-compliance.
- 11.303** provides the chief executive officer of the sponsor and the program director an opportunity to respond to the objective(s) found to be in non-compliance and to correct inaccuracies within a specified time period and prior to JRCERT consideration of accreditation.
- 11.304** requires the site visit team to review the report of findings and to report any inaccuracies to the JRCERT prior to the sponsor/program deadline for response.

PROCEDURES:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 11.301A** requires that the report of findings (ROF) contain detailed information regarding the program's student achievement outcomes and suggestions for program improvement.
- 11.301B** considers accreditation of the program only after receipt of a response to the report of findings, signed by the chief executive officer.
- 11.304A** provides an amended report of findings to the chief executive officer and program director upon receipt, from the site visit team, of documented inaccuracies in the original report of findings.

Cross References:

- 10.400 Confidentiality of Accreditation Process/Activities
- 11.600 Site Visit of the Program
- 50.700 Functions and Responsibilities
- 90.400 Site Visit Team - Responsibilities of

Adopted by the Joint Review Committee on Education in Radiologic Technology: 04/04
Revised: 04/10

11.400

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY REQUIREMENTS FOR SPONSORS OF ACCREDITED PROGRAMS

POLICY STATEMENTS:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 11.401** requires that sponsors, seeking accreditation for radiologic sciences education programs, be accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation or equivalent.
- 11.402** permits sponsorship of an accredited program by a consortium of two or more academic or clinical institutions.
- 11.403** permits transfer of program sponsorship from one sponsor to another, in accordance with established procedures, and requires JRCERT approval prior to such transfer.
- 11.404** requires accredited programs to comply with relevant accreditation standards, and policies and practices relating to the accreditation process.
- 11.405** requires programs to provide timely notification of substantive change(s).
- 11.406** requires programs to submit a request and rationale for an increase in program capacity and requires JRCERT approval prior to implementation.
- 11.407** requires that sponsors and programs demonstrate honesty and integrity in complying with accreditation requirements, policies, decisions and requests.
- 11.408** for those sponsors and programs for which the JRCERT or a mixed accreditor serves as gatekeeper for Title IV financial aid, requires sponsors to annually monitor records of student loan default rates.
- 11.409** requires programs to provide timely notification to the JRCERT of any litigation or administrative complaint against the program or the sponsoring institution that relates or could relate to the program.

PROCEDURES:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 11.402A** requires a consortium to have a written agreement that addresses the operation of the educational program.
- 11.402B** requires the consortium to accept the responsibilities and functions of a sponsor as identified in Policy 11.500.
- 11.402C** requires components of a consortium be accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation or equivalent.

11.403A requires the new program sponsor to submit JRCERT Form 300 requesting transfer of sponsorship between sponsors.

- i. As identified on JRCERT Form 300, narrative and exhibits relating to program faculty, curriculum, and program operation must be provided to assure ongoing sponsor compliance with the relevant accreditation standards.
- ii. Following review of submitted materials, the JRCERT has the following options:
 - approve the transfer of sponsorship and maintain the current accreditation status of the program;
 - approve the transfer of sponsorship and initiate the continuing accreditation process of the program;
 - deny the transfer of sponsorship.

11.404A limits the response time for sponsors and programs to comply with the relevant accreditation standards by establishing the following maximum timeframe for completion:

- i. eighteen (18) months from the date of notice of non-compliance if the program is at least one (1) year but less than two (2) years in length;
- ii. twenty-four (24) months from the date of notice of non-compliance if the program is two (2) years or longer in length.

11.404B if the program does not document compliance within the specified timeframe, the JRCERT must take immediate adverse action unless the JRCERT, for good cause, extends the period for achieving compliance.

11.404C maintains relevant accreditation standards providing qualifications for program officials.

- i. The JRCERT exempts programs, until January 1, 2009, from the requirement to employ a program director with a minimum master's degree, provided that the program director meets all other relevant qualifications and possesses, at a minimum, a baccalaureate degree. The JRCERT further exempts programs from the requirement to employ a program director with a minimum baccalaureate degree, provided that the program director has been continuously employed by the program and recognized by the JRCERT as of the implementation date of the **Essentials and Guidelines of an Accredited Educational Program for the Radiographer (1990)**, or the **Essentials and Guidelines of an Accredited Educational Program for the Radiation Therapy Technologist (1988)** and provided that the program director meets all other relevant qualifications; program directors without a baccalaureate degree who leave a sponsor with such an exemption are no longer considered to meet the qualifications for a program director. (Refer to Policy 11.700 - Verification of Qualifications of Program Officials).
- ii. The JRCERT exempts programs, until January 1, 2009, from the requirement to employ a clinical or educational coordinator with a minimum baccalaureate degree, provided that

the individual meets all other relevant qualifications. (Refer to Policy 11.700 - Verification of Qualifications of Program Officials).

- iii. An “acting” program official is defined as an individual who lacks one (1) or more of the required qualifications delineated in the relevant accreditation standards but who will have attained these qualifications within twelve (12) months. The JRCERT may recognize such an individual in an acting capacity for a maximum of twelve (12) months. Prior to the conclusion of an acting appointment of program director, clinical coordinator or educational coordinator, the program must submit a progress report detailing the activities and experiences of the individual in achieving compliance with the qualifications of the relevant accreditation standards. At the conclusion of an acting appointment of clinical instructor, clinical supervisor or clinical preceptor, unless notified to the contrary by the program, the acting status will be removed and the individual identified appropriately as clinical instructor, clinical supervisor, or clinical preceptor.
- iv. An “interim” program official is defined as an individual who meets the required qualifications delineated in the relevant accreditation standards but who serves in an interim capacity in the absence of the permanent program official. The JRCERT may recognize such an individual in an interim capacity for a maximum of twelve (12) months. Prior to the conclusion of an interim appointment, the program must submit a progress report indicating the return of the permanent program official or appointment of another qualified or acting program official to the position.
- v. A “temporary” program official is defined as an individual who lacks one (1) or more of the required qualifications delineated in the relevant accreditation standards and who will not be able to attain these qualifications within one (1) year. The JRCERT may recognize such an individual in a temporary capacity for a maximum of six (6) months. Prior to the conclusion of a temporary appointment, the program must submit a progress report identifying a qualified or acting program official in the position.
- vi. The progress report is evaluated and a permanent appointment is recognized by the JRCERT as appropriate.
- vii. Sponsors employing acting, interim or temporary program officials for longer than the designated period are advised that the program is considered in non-compliance with the appropriate relevant accreditation standard and will be considered for Probationary Accreditation.

11.404D maintains accreditation standards providing that programs apply for recognition of clinical education settings and receive approval prior to placement of students.

- i. considers as a clinical education setting all radiologic facilities under a single radiologic administration within a campus. (Campus is defined as the buildings and grounds of a school, college, university, or hospital that are geographically contiguous and does NOT include any geographically dispersed campus.)
- ii. Evaluates applications for recognition of clinical education settings on the basis of ongoing assurance of program compliance with the relevant accreditation standards and guided by the current accreditation status.
- iii. Requires a program applying for recognition of a site already recognized for another accredited program to submit the appropriate form signed by representatives of all

educational programs utilizing the clinical site and the Radiology Departmental Administrator of the clinical site.

- iv. Requires that a clinical affiliation agreement address supervision and student liability and contain an appropriate termination clause of no less than three (3) months or that provides assurance that currently enrolled students assigned to the facility will be able to complete their clinical assignment at that facility.
- v. Does not require on-site evaluation for recognition of additional clinical education settings submitted independently from the program accreditation process.

11.404E maintains accreditation standards providing that programs may offer advanced academic standing to qualified entering students based on documentation of student attainment of published program requirements.

- i. Courses and/or clinical competencies successfully challenged must be recorded in the student permanent record;
- ii. Examinations and/or clinical evaluation periods utilized to evaluate the degree of advanced standing must be consistent with sponsor policy and in compliance with applicable standards.

11.404F maintains accreditation standards providing that programs implement a structured plan of competency based education, as evidenced by documented student achievement of defined objectives and competencies.

11.404G maintains accreditation standards providing that programs identify the duration of the educational experience.

- i. Recognizes that competency based education provides for variable graduation;
- ii. Requires programs that offer variable graduation to include options for early release of eligible students and for extension of program length for students unable to complete program requirements in the established timeframe;
- iii. Requires documentation in the student's record of successful completion of all didactic and clinical courses and achievement of all required competencies;
- iv. Advises sponsors that arbitrary release of students is interpreted as non-compliance with the relevant accreditation standards.

11.404H maintains accreditation standards providing that sponsors grant a degree, certificate or other official evidence of successful program completion.

11.405A identifies the following as substantive change(s):

- i. any change in the established mission or objectives of the sponsor or program.
- ii. any change in the legal status, form of control or ownership of the sponsor or program.
- iii. addition of an alternative learning option(s) that includes:

- weekend, evening, or part-time tracks;
 - distance or hybrid delivery of four (4) or more radiologic science didactic courses (excludes the general education component of the curriculum.)
- iv. addition of courses at a degree or credential level above that included in the program's current accreditation.
 - v. change from clock hours to credit hours or credit hours to clock hours.
 - vi. change in terminal award provided by the program.
 - vii. addition/deletion of more than 10% of existing clock hours.
 - viii. addition/deletion of more than two (2) courses.
 - ix. addition/deletion of more than eight (8) weeks of program length.

11.405B requires the program to submit narrative and exhibits that describe the substantive change and its impact on program operations.

11.405C has the following options, following review of submitted materials:

- i. maintain the current accreditation status; or
- ii. initiate the continuing accreditation process.

11.406A reserves the right to withhold or withdraw accreditation or to withhold consideration of a program for continuing accreditation if misrepresentation is found to have occurred, pending clarification and correction.

11.407A reviews the student loan default rate information provided by the USDE to determine whether the sponsor or program remains in compliance with the relevant accreditation standards.

11.407B initiates appropriate action including an on-site review as necessary.

11.408A review and evaluate the information submitted for appropriate action.

Cross References:

- 11.100 Principles of JRCERT Accreditation
- 11.500 Rights and Responsibilities of Sponsors of JRCERT Accredited Programs
- 11.600 Site Visit of the Program
- 11.700 Verification of Qualifications of Program Officials
- 12.100 Change of Ownership Resulting In a Change of Control

Adopted by the Joint Review Committee on Education in Radiologic Technology: 04/04

Revised: 10/04; 10/05; 10/06; 04/07; 10/07; 04/08; 10/08; 04/09

11.500

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY RIGHTS AND RESPONSIBILITIES OF SPONSORS OF JRCERT ACCREDITED PROGRAMS

POLICY STATEMENTS:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 11.501** believes that sponsors of educational programs accredited by the JRCERT have fundamental rights and accompanying responsibilities.
- 11.502** recognizes the importance of sponsor's rights to be self-defining and self-determining.
- 11.503** recognizes the right of the sponsor to expect the JRCERT to conduct its business fairly, with proper regard for the sponsor's freedoms, objectives and rights.
- 11.504** recognizes the right of the sponsor to define its methodology for conducting ongoing program evaluation and analysis.

Specific Rights and Responsibilities

11.501A SPONSORSHIP

The sponsor has the right to:

- i. define and establish its organizational and administrative structure and management.

The sponsor is responsible for maintaining administrative and academic control of the program, including its clinical education settings, and for assuring the quality, availability of resources, supervisory accountability for and validity of the education conducted.

- ii. select and to change clinical education settings.

The sponsor is responsible for informing the JRCERT of changes in clinical education settings, curriculum and other factors as required in Policy 11.400, Procedure 11.404C.

- iii. determine the format and content of contractual agreements.

The sponsor is responsible for clearly describing in writing, its obligations and those of its clinical education settings.

The sponsor is responsible for establishing affiliation agreements as identified in Policy 11.400, Procedure 11.404C, if the sponsor uses clinical education settings outside its ownership.

- iv. select the JRCERT as its institutional accreditor.

The sponsor is responsible for informing the JRCERT of its decision that the JRCERT act as the institutional accreditor for appropriate programs.

11.501B RESOURCES

The sponsor has the right to:

- i. provide and manage its physical resources.

The sponsor is responsible for ensuring that the resources and facilities required for effective learning and clinical education are adequate and appropriate for the needs of the number of students enrolled.

- ii. determine its financial practices.

The sponsor is responsible for ensuring that there are adequate funds to maintain the quality of the program until commitments to enrolled students are satisfied.

- iii. assess qualifications and to employ program officials, faculty, and staff in accordance with sponsor policies.

The sponsor is responsible for ensuring that program officials and faculty meet the qualifications in the relevant accreditation standards.

The sponsor is responsible for notifying the JRCERT of changes in program officials within thirty (30) days of the change.

- iv. promote and grant tenure for officials and faculty in accordance with sponsor policies.
- v. monitor and provide professional development opportunities for the continuing competence of its faculty by the most effective means available.

The sponsor is responsible for monitoring and promoting continuing competence of its faculty.

- vi. determine the program student capacity based on available resources.

The sponsor is responsible for assuring adequate resources to support enrolled students.

- vii. establish formal articulation agreements with post-secondary academic institutions for the purpose of establishing student options for attainment of academic degrees.

11.501C CURRICULUM

The sponsor has the right to:

- i. determine the curriculum format, sequence, duration and methods of instruction.

The sponsor is responsible for designing a curriculum with sequence and process based upon sound educational principles.

The sponsor is responsible for notifying the JRCERT of changes in the curriculum as identified in Policy 11.500, Procedure 11.505A.

- ii. assign course credits and/or clock hours and establish graduation requirements.

The sponsor is responsible for ensuring appropriate course requirements based on course content and student contact hours.

- iii. determine and grant the terminal award.

The sponsor is responsible for ensuring that the curriculum is adequate in content to prepare graduates to meet the entry-level requirements for the radiologic sciences.

11.501D STUDENTS

The sponsor has the right to:

- i. establish admission requirements and to select students in accordance with its policies.

The sponsor is responsible for formulating policies for admission and acceptance of students that are in agreement with the relevant accreditation standards and for establishing and publishing admission requirements that ensure fair and equitable selection of students.

- ii. establish program length, tuition, fees, and refund policy.

The sponsor is responsible for ensuring that program length supports the development of a competent practitioner and is appropriate for the terminal award granted. A refund policy must be provided to students.

- iii. determine the method for permanent maintenance of student records.

The sponsor is responsible for retaining official records for each student enrolled and for assuring the future availability of these records.

11.501E FAIR PRACTICES

The sponsor has the right to:

- i. determine the manner in which it observes and satisfies fair practice standards for accredited educational programs.

The sponsor is responsible for assuring that its program(s) operate(s) in compliance with the fair practice requirements of the JRCERT.

11.501F PROGRAM EVALUATION AND ANALYSIS

The sponsor has the right to:

define its means of conducting evaluation, analysis and outcomes assessment.

The sponsor is responsible for assuring ongoing program evaluation, analysis, and outcomes assessment.

The sponsor is responsible for documenting the achievement of program students based on the following acceptable parameters:

- a. documents an average credentialing examination pass rate of not less than 75% over the past five (5) years at first attempt;
- b. documents a job placement rate of not less than 75% within six (6) months of graduation over the past five (5) years; identifies mitigating circumstances hindering attainment of this outcome.

Cross References:

10.600 Developing and Applying Accreditation Standards
10.800 Alternative Learning Options
10.900 Fair Practice Standards in Education
11.400 Requirements for Sponsors of Accredited Programs
11.700 Verification of Qualifications of Program Officials
12.200 Program Closure

Adopted by the Joint Review Committee on Education in Radiologic Technology: 04/04
Revised: 10/09

11.600

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY SITE VISIT OF THE PROGRAM

POLICY STATEMENTS:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 11.601** requires a scheduled site visit as an integral part of the accrediting process to assist in assessing an applicant program's compliance with the relevant accreditation standards.
- 11.602** determines which clinical education settings will be visited.
- 11.603** communicates with programs regarding the number and selection of site visitors and the length of the scheduled visit.
- 11.604** requires the preparation of an agenda for a scheduled site visit which provides opportunities for discussion among team members and program officials, faculty, administrators, clinical representatives, students, and other appropriate individuals.
- 11.605** requires the use of the JRCERT Report of Site Visit Team Findings to support consistency in the evaluation process.
- 11.606** requires the site visit team to present its findings privately to the program director prior to the exit summation.
- 11.607** requires the site visit team to present an oral exit summation of its findings including program strengths and areas of concern to sponsor and program officials.
- 11.608** expects site visitors to arrive promptly, to maintain the established agenda, to complete the Report of Site Visit Team Findings before the oral exit summation and to leave promptly at the conclusion of the scheduled site visit.
- 11.609** requires the team chair to submit to the JRCERT office, the completed and signed Report of Site Visit Team Findings within four (4) weeks of the site visit.
- 11.610** reserves the right to conduct unannounced site visits of accredited programs at program expense.

PROCEDURES:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 11.601A** requires a representative clinical instructor/supervisor/preceptor from each recognized clinical education setting to be available on the campus of the sponsor for interview by the site visit team.
- 11.601B** requires that students from each clinical education setting be available on the campus of the sponsor for interview by the site visit team.

- 11.601C** permits selected clinical instructor/supervisor/preceptor and student interviews to be held on-site at clinical education settings or via conference call or video conferencing.
- 11.601D** reserves the right to direct the site visit team to visit any clinical education setting to review the quality of the educational experience being provided or to investigate allegations of non-compliance with the relevant accreditation standards.
- 11.603A** assigns site visitors for each scheduled program evaluation:
- i. Considers the number of clinical education settings in determining the number of site visitors;
 - ii. Requires a minimum of two (2) site visitors for each team, with one (1) site visitor being a practitioner as defined in 90.300;
 - iii. Requires at least one (1) site visitor identified as experienced in distance education for any program using distance education delivery of four (4) or more courses.
 - iv. Allows a single site visitor only under extraordinary circumstances with the approval of sponsor and program administration as well as the agreement of the single site visitor.
 - v. Attempts to assign a Team Chair or Team Member experienced with the type of program sponsor being visited.
- 11.603B** provides site visitors evaluating a program for continuing accreditation with documentation relating to the program's accreditation history.
- 11.603C** reassigns, when possible, one (1) member from the previous site visit team to the next scheduled on-site evaluation of a program with a status of Probationary Accreditation.
- 11.603D** provides each site visit team member with a name badge to be worn at all times during on-site evaluation activities.
- 11.606A** recognizes the prerogative of the program director to invite appropriate program officials to the pre-exit summation.
- 11.607A** recognizes the prerogative of the sponsor to invite appropriate sponsor and program officials to the exit summation.
- 11.610A** may schedule an unannounced site visit during the interval between an award of accreditation and the expiration of the accreditation award.

Cross References:

- 10.400 Confidentiality of Accreditation Process/Activities
- 10.500 Conducting Concurrent Site Visits
- 10.600 Developing, Revising and Applying Accreditation Standards
- 10.800 Alternative Learning Options
- 11.000 Fees for Accreditation Services
- 11.200 Application/Self-Study Report

- 11.300 Report of Findings
- 11.400 Requirements for Sponsors of Accredited Programs
- 12.100 Change of Ownership Resulting In a Change of Ownership
- 50.100 Director and Employee Site Visit Participation
- 50.700 Functions and Responsibilities
- 80.100 Conflict of Interest
- 80.200 Integrity of the Accreditation Process
- 80.300 Public Interest and Public Representation
- 90.300 Site Visitor/Apprentice - Qualifications and Terms of Appointment/Reappointment
- 90.500 Site Visit Team - Responsibilities of

Adopted by the Joint Review Committee on Education in Radiologic Technology: 04/04

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11.700

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY VERIFICATION OF QUALIFICATIONS OF PROGRAM OFFICIALS

POLICY STATEMENTS:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 11.701** verifies professional and academic qualifications of program officials as required in relevant accreditation standards.
- 11.702** determines the equivalency of credentials with those published in the relevant accreditation standards based on a review of substantiated standardized measurement of professional competency in the appropriate discipline.
- 11.703** does not recognize registry-eligible individuals or individuals with a restricted license as meeting the stated qualifications to provide student instruction or supervision.

PROCEDURES:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 11.701A** requires evidence of certification or registration in good standing with a national certifying agency, or equivalent qualifications in the appropriate discipline.
- 11.701B** requires documented evidence, from an academic institution accredited by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation or equivalent, of degree status as cited in the relevant accreditation standards.
- 11.702A** recognizes an unrestricted license for the appropriate discipline and from the state of jurisdiction as a suitable equivalent qualification.

Cross References:

- 11.400 Requirements for Sponsors of Accredited Programs
- 11.500 Rights and Responsibilities of Sponsors of JRCERT Accredited Programs
- 50.700 Functions and Responsibilities

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11.800

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY REGARD FOR DECISIONS OF STATES AND OTHER ACCREDITING AGENCIES

POLICY STATEMENTS:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 11.801** considers for initial or continuing accreditation only those sponsors or programs that are legally authorized under applicable state law to provide a program of education beyond the secondary level.
- 11.802** except as provided in Policy Statement 11.804, does not renew the accreditation of a sponsor or program during a period in which the sponsor or program:
- i. is the subject of an interim action by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation or equivalent potentially leading to the suspension, revocation or termination of accreditation;
 - ii. is the subject of an interim action by a state agency potentially leading to the suspension, revocation, or termination of the sponsor's or program's legal authority to provide post-secondary education;
 - iii. has been notified of a threatened loss of accreditation by an agency recognized by the United States Department of Education or the Council for Higher Education Accreditation or equivalent, and the due process procedures required by the action have not been completed; or
 - iv. has been notified of a threatened suspension, revocation, or termination by the state of the sponsor's or program's legal authority to provide post-secondary education, and the due process procedures required by the action have not been completed.
- 11.803** reviews its accreditation of the sponsor or program, to determine if it should take adverse action against the sponsor or program, if an accrediting agency recognized by the United States Department of Education or the Council for Higher Education Accreditation or equivalent or a state agency takes an adverse action or places the sponsor or program on public probationary status.
- 11.804** provides the USDE, state agency, or accrediting agency recognized by the United States Department of Education or the Council for Higher Education Accreditation or equivalent, a thorough explanation, consistent with its accreditation standards, why the previous adverse action by a recognized accrediting agency, USDE, or state agencies does not preclude the granting of JRCERT accreditation to the sponsor or program.
- 11.805** shares, on a routine basis with other accrediting agencies recognized by the United States Department of Education or the Council for Higher Education Accreditation or equivalent and state agencies, information about the accreditation status of a program or sponsor and any adverse actions it has taken against an accredited program or sponsor.

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11.900

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY BRANCH CAMPUS

POLICY STATEMENTS:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

11.901 defines branch campus consistent with the United States Department of Education definition: a location of an institution that is apart and independent of the main campus of the sponsoring institution. The branch campus is independent if the location:

- is permanent in nature;
- offers courses in educational programs leading to a degree or certificate or other recognized credential;
- has its own faculty and administrative or supervisory organization; and
- has its own budgetary and hiring authority.

11.902 does not recognize branch campuses as falling under the accreditation award of the main campus of the sponsoring institution.

11.903 requires that each program location, whether designated as a branch campus or otherwise, have a separate accreditation award.

Cross References:

10.800 Alternative Learning Options

11.400 Requirements for Sponsors of Accredited Programs

11.500 Rights and Responsibilities of Sponsors of JRCERT Accredited Programs

11.600 Site Visit of the Program

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12.000

**JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY
SUBMISSION OF INFORMATION TO UNITED STATES DEPARTMENT OF EDUCATION
(USDE)**

POLICY STATEMENT:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

12.001 submits to the Secretary of the USDE the following information on a timely basis:

- i. notice of accrediting actions for JRCERT accredited institutions and programs within thirty (30) days of decisions;
- ii. copy of the JRCERT annual report;
- iii. copy of the JRCERT updated annual directory of JRCERT accredited sponsors and programs;
- iv. upon request of the USDE, a summary of the major accrediting activities during the previous year (annual data summary);
- v. upon request of the USDE, information regarding a JRCERT accredited sponsor's or JRCERT accredited program's compliance with Title IV financial aid responsibilities, including eligibility to participate in Title IV financial aid programs, for the purpose of resolving problems with the sponsor's or program's participation in such programs;
- vi. the name and reason for concern of any JRCERT accredited sponsor or program that the JRCERT has reason to believe fails to meet its Title IV financial aid responsibilities or is engaged in fraud or abuse;
- vii. any proposed change in JRCERT policies, procedures, or accreditation standards that might alter the JRCERT scope of recognition or its compliance with the requirements of section 602.4 34 CFR Part 602 of the Higher Education Act (HEA) of 1965, as amended.

Cross Reference:

10.700 Disclosure of Accreditation

Adopted by the Joint Review Committee on Education in Radiologic Technology: 04/04

12.100

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY CHANGE OF OWNERSHIP RESULTING IN A CHANGE OF CONTROL

POLICY STATEMENT:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

12.101 performs a site visit of a program that has undergone a change of ownership that results in a change of control as soon as practicable, but no later than six (6) months after the change of ownership if JRCERT accreditation enables student eligibility for Title IV HEA program participation.

PROCEDURE:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

12.101A invoices the new owner for site visit expenses.

Cross References:

11.400 Requirements for Sponsors of Accredited Programs

11.600 Site Visit of the Program

Adopted by the Joint Review Committee on Education in Radiologic Technology: 04/04

12.200

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY PROGRAM CLOSURE

POLICY STATEMENT:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 12.201** requires a program contemplating closure that enters into a teach-out agreement with another sponsor to submit that teach-out agreement to the JRCERT for approval as soon as reasonably possible.
- 12.202** requires programs to assure continuity of curriculum delivery, including clinical education experiences.

PROCEDURES:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

- 12.201A** will work with the Department of Education and appropriate state agency, to the extent feasible, to ensure students are given reasonable opportunities to complete their education.
- 12.201B** requires that the teach-out agreement be consistent with applicable relevant accreditation standards and regulations.
- 12.201C** requires that the teach-out agreement be with program(s) and/or sponsor(s) that are accredited by an agency recognized by the United States Department of Education or the Council for Higher Education or equivalent.
- 12.201D** will notify the accrediting agency recognized by the United States Department of Education or the Council for Higher Education or equivalent of its approval of the teach-out agreement.
- 12.201E** requires that the teach-out agreement provides for the equitable treatment of students by ensuring that:
- i. students are provided, without additional charge, all of the instruction promised by the sponsor of the closed program prior to its closure but not provided to the students because of the closure;
 - ii. the teach-out institution is geographically proximate to the closed program, demonstrates compatibility of its program structure and scheduling to that of the closed program, and meets all obligations to enrolled students.

Cross Reference:

11.500 Rights and Responsibilities of Sponsors of JRCERT Accredited Programs

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12.300

JOINT REVIEW COMMITTEE ON EDUCATION IN RADIOLOGIC TECHNOLOGY DISPLAY AND/OR UTILIZATION FOR EDUCATIONAL PURPOSES OF PROGRAM ACCREDITATION MATERIALS

POLICY STATEMENTS:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

12.301 recognizes the significant resource that program accreditation materials represent to the educational community.

12.302 respects the confidentiality of accreditation materials and the rights of sponsors.

PROCEDURES:

The Joint Review Committee on Education in Radiologic Technology (JRCERT):

12.301A limits display and/or utilization of accreditation materials to a program's self-study report, assessment plan, student handbook, clinical handbook, and interim report.

12.302A requires written permission from sponsor/program officials prior to display and/or utilization of program accreditation materials.

12.302B displays and/or utilizes program accreditation materials only after the accreditation action for which the materials were submitted has been completed by the Board of Directors.

Cross References:

10.400 Confidentiality of Accreditation Process/Activities

10.600 Developing, Revising and Assessing Accreditation Standards

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