



## **Introduction to the JRCERT Accreditation Process Syllabus**

### **Contact Information**

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### **General Information**

This online course is designed for program officials, new site visitors and sponsoring institution administrators. The course provides an overview of the accreditation process, development of a self-study report, preparation for an on-site evaluation, and accreditation awards. An outline of required assignments is identified below. Assessment of participant learning will occur throughout the entire course culminating with successful completion of a knowledge check quiz. During this 1.0 Category A credit hour course, spread over 1 week, you will learn about the various steps in the JRCERT accreditation process as well as a brief overview of accreditation in higher education. All the materials needed to complete the course are available in the online format in the LINK LMS portal.

### **Expectations and Goals**

All course participants are expected to complete all assignments and materials. Upon successful completion, participants will receive 1 ASRT approved Category A credit hour. This course is designed to provide the basic information required to undertake the accreditation process, from developing the self-study report to receiving an accreditation decision and award, and all the steps in between.

### **Course Objectives**

At the end of the course students will be able to:

- Discern the differences between institutional and programmatic accreditation and list features of both.
- Describe the JRCERT programmatic accreditation process.
- Describe the process for writing and submitting a self-study report.
- Identify the various steps and components required to prepare for a JRCERT site visit.
- List the various accreditation awards provided by the JRCERT.

### **Course Materials**

#### **Required Materials**

The required learning materials are all included in the course within LINK LMS. You are required to have Internet access but can view the course on any computer or mobile device. The mobile app is Go.Learn.

#### **Required Text**

None

## Coursework

### Discussion Forums

There are two discussion board forums: One for introductions and one for general course questions. Since this is an independent eLearning course, there is no requirement to communicate with peers through these forums.

**Course Evaluation:** Participants are required to complete the course evaluation upon conclusion of the course. **It must be completed prior to attempting the post-test.** The evaluation is completely anonymous and constructive feedback for course improvement is strongly desired.

### Exams:

There is a post-test quiz at the conclusion of the course. It is available through the LINK LMS course. It includes 8 multiple choice questions. The questions may have only one correct answer or more than one correct answer. The questions will include content from the entire course module and associated materials. **Participants are required to achieve a score of 75% or higher within THREE (3) attempts.**

## Course Grading

This is a Pass/Fail course with a few exercises included in this course to enhance the participant's learning. The eLearning module and course evaluation need to be completed PRIOR to the participant beginning the post-test.

## Course Schedule

Topic	Reading Exercises/Assignments
Intro to Accreditation	Module Lesson 1-2/Discussion Forums (Intro)
Developing a Self-Study Report	Module Lesson 3
Preparing for the Site-Visit	Module Lesson 4
The Accreditation Award	Module Lesson 5

## Exam Schedule

Date	Subject
Conclusion of all assignments	There will be an 8 - question post-test quiz at the conclusion of the course covering all included information.

## Learner Support

### CE Requirements

This course has been approved for 1 ASRT approved Category A continuing education (CE) credit. To obtain this CE credit, you will need to complete all assignments as well as attain a score of 75% or better, within 3 (three) attempts on the post-test. Upon successful completion of the course and satisfaction survey, you will be awarded a certificate of completion for your records. This PDF certificate can be printed off for your CE documentation directly from the LINK LMS portal. The JRCERT does NOT submit this information to the American Registry of Radiologic Technologists (ARRT) or American Society of Radiologic Technologists (ASRT). This course is eligible for continuing education credit only once a biennium.

## **Technology Assistance**

The HelpDesk is available during normal business hours, 8:30am-4:30pm CST Monday-Friday. The HelpDesk can be reached at 312-704- 5300 or [tleggett@jrcert.org](mailto:tleggett@jrcert.org). The HelpDesk may also be accessed while in the LINK LMS platform by clicking on the blue Help button on the left side of the page. A hyperlink to the LINK Learner Guide is also located in the “File Repository” within LINK.

Please make sure to utilize the support resources prior to contacting the HelpDesk. If you contact us after hours, your request will be addressed the next business day. The HelpDesk is here to assist with technical questions. Any questions regarding course content should be directed to the course facilitator through the LINK course.

## **Course Access Information**

You will access the course via the JRCERT LINK Learning Management System (LMS). The address is [jrcert.docebosaas.com](http://jrcert.docebosaas.com). Your username and password have been emailed to your email account in the JRCERT database. Please log into the course prior to the beginning to assure accessibility to the course. Once you have entered the course, you will find a short how-to guide and video providing an orientation to the LINK LMS portal. The materials can also be located on the JRCERT website at [www.jrcert.org](http://www.jrcert.org).

## **Course Policies**

### **Responsiveness Policy**

Course facilitators will respond to student inquiries within 24 hours on weekdays and between the normal business hours of 8:30am-4:30pm CST. Please make sure to email all inquiries to the course facilitator through the LINK LMS platform by clicking on the blue “Help” button located in the lower left side of the LINK page.

### **Diversity and Etiquette**

It is the responsibility of the instructor and the participant to foster and maintain a harmonious, non-threatening and non-discriminating environment in the online forum. Although participants are encouraged to express their ideas freely; the course facilitator will be vigilant against any inflammatory and demeaning statements or arguments that may promote hate toward people, beliefs, and ideals. The JRCERT accepts diversity as part of the community environment, therefore, all individuals regardless of their ethnicity, beliefs, age, gender, and life-style, are to be respected as equal and contributing partners of our society. Further Netiquette Guidelines are available in the LINK platform in the “File Repository” section on the bottom left of the course Home Page.