



## INITIAL ACCREDITATION Checklist for granting access to the Accreditation Management System

### Understanding JRCERT Accreditation

The JRCERT offers workshops and eLearning courses that are very helpful in assuring programs fully understand the JRCERT's accreditation process, outcomes assessment requirements, and the JRCERT's **Standards**.

- Optional: Sign up for a workshop or eLearning course on our [Events](#) website.
- Optional: Programs seeking initial accreditation are encouraged to refer to the [Initial Accreditation Process](#) guide.

### Gaining Access to the JRCERT Accreditation Management System

To initiate the initial accreditation process, the program must submit the following to [mail@jrcert.org](mailto:mail@jrcert.org):

- Official correspondence requesting access to the JRCERT's Accreditation Management System (AMS) portal
- Identify the sponsoring institution
- Terminal award offered and length of program
- Institutional accreditation  
[e.g., accreditation by an agency recognized by the United States Department of Education (USDE), Council for Higher Education Accreditation (CHEA) or The Joint Commission (TJC) or equivalent].
- Legal authorization by the state in which the sponsoring institution is located in to offer post-secondary level education.
- Qualified Program Director
  - For Program Director qualifications see **Objective 3.2** in the **Standards**
- Qualified Clinical Coordinator(s), if applicable
  - For stipulations on when a Clinical Coordinator is a JRCERT requirement see **Objective 3.1** in the **Standards**
- A listing of clinical setting(s) that provide a wide range of procedures for competency achievement that the program will be affiliated. Program total capacity is based on the program's physical and human resources.

An initial application fee of \$3,675.00 must be submitted prior to the JRCERT granting access to the JRCERT AMS portal. Once the information listed above is received, an invoice will be sent to the program.

Once the JRCERT has received the initial accreditation application fee, the pending program is provided access to the AMS portal as well as directions for submission of the self-study report.



## INITIAL ACCREDITATION Accreditation Management System Checklist

**A red asterisk will identify all required fields on the portal**

### **Portal: Program Information**

- Program address, website, and sponsoring institution type
- Accrediting Agency (Name of sponsor's institutional accreditor)
- Title IV Student Financial Aid
  - Answer **yes** if the program is a hospital-based program *and* the JRCERT is going to serve as the gatekeeper for Title IV financial aid
  - Answer **no** if financial aid is not going to be offered for the program
  - Answer **no** if Title IV financial aid will be offered through the sponsoring institution, but the JRCERT will not be the gatekeeper
- Program Capacity Requested
  - Enter the maximum number of students the program would like to enroll between all cohorts
  - The JRCERT identifies the maximum capacity of students enrolled in program courses based on the human and physical resources of the program
- Tuition Resident/ Tuition Non-Resident
  - Enter tuition per year
- Number of classes enrolled per year, Number of students enrolled per cohort/class, Date program intends to accept its first class, Date students begin the clinical phase of the program, Date the first class/cohort will graduate
- Terminal Awards Granted (the terminal award that will be granted to students upon completion of the program and that the state has granted authority for)
- Alternative Learning Options
  - Weekend, Part-Time, Evening, Clinical Distance delivery (Medical Dosimetry programs only), Distance Education
  - Refer to [Policy 10.800](#) for additional guidance
- Required Documents (although these were provided to gain access to the portal, please upload the documents in the portal as well)
  - Institutional Accreditation Documentation
  - State authorization to provide post-secondary education

**A red asterisk will identify all required fields on the portal**

### **Portal: Program Officials**

- Add the sponsoring institution's CEO/President's information
- Add the program's Dean's information
- Add the Program Director's information
  - Include their CV/resume,
  - Credentialing (ARRT/MDCB) documentation, and
  - Degree documentation
- Add the Clinical Coordinator(s) information, if applicable
  - Include their CV/resume,
  - Credentialing (ARRT/MDCB) documentation, and
  - Degree documentation
- Add any *full-time didactic* faculty information, if applicable
  - Include their CV/resume,
  - Credentialing (ARRT/MDCB) documentation, and
  - Degree documentation
- Add any Clinical Preceptor(s) *employed by the program*, if applicable
  - Include their CV/resume and
  - Credentialing (ARRT/MDCB) documentation

### **Portal: Clinical Settings**

- Add each clinical setting the program will utilize for clinical rotations
- Each clinical setting will need to include the following:
  - A radiology administrator, including an email address
  - A clinical preceptor, including their CV/resume and credentialing (ARRT/MDCB) documentation
  - A fully executed affiliation agreement, which includes professional liability, and
  - An accreditation documentation that the radiology equipment complies with state and/or federal regulations

### **Portal: Self Study**

- Refer to the [JRCERT Standards](#) for what to include within the narrative for each objective and for what documentation to provide
- For technical assistance on the completion of the self-study please refer to our online [tutorial](#)
- Review the many [resources](#) available to our programs.

### **Site Visit**

Once all information is received through the portal and the self-study has been reviewed, the JRCERT's Accreditation Services Coordinator will contact the program to schedule the site visit. The site visit must be scheduled once students enroll and attend clinical rotations. Programs are also responsible for payment of the site visit team's expenses and will be assessed a fixed rate fee for the site visit. The cost of the Fixed Site Visit Fee (per site visitor) can be found on the JRCERT's [fee schedule](#). In addition, the program is responsible for arranging and covering payment for the hotel accommodations and all site visitor transportation during the on-site visit, including transportation to and from the airport. Programs are advised that fees are non-refundable.

*The JRCERT promotes excellence in education through the application of professional standards that endorse academic integrity and quality, as well as exemplary healthcare, through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.*