



Key Personnel Requirements & Qualifications

	Program Director	Director of Clinical Education
Definition	The Program Director (PD) must provide effective leadership for the program including, but not limited to, responsibility for communication, ongoing program planning and assessment and fiscal management.	The Director of Clinical Education (DCE) must provide effective leadership in developing, conducting and ongoing assessment of the clinical education program.
Administrative Workload	There must be evidence that sufficient time is allocated to the PD and DCE so that all his or her educational and administrative responsibilities can be met.	
Education Requirements <i>Transitional personnel must meet all of the qualifications required by the Standards, except for the academic degree*</i>	<p>The PD and DCE of an associate degree program must have earned at least a baccalaureate degree from an academic institution accredited by an institutional accrediting agency recognized by the U.S. Department of Education (USDE).</p> <p>The PD and DCE of a program offering a bachelor's or master's degree must have earned at least a master's degree from an academic institution accredited by an institutional accrediting agency recognized by the USDE.</p>	
Credential & Licensure	The PD and DCE must:	
Professional Experience	<p>a) hold a valid Registered Respiratory Therapy (RRT) credential and current state license;</p> <p>b) have a minimum of four (4) years' experience as a Registered Respiratory Therapist with at least two (2) years in clinical respiratory care;</p> <p>c) have a minimum of two (2) years' experience teaching either as an appointed faculty member in a CoARC-accredited respiratory care program or as a clinical instructor/preceptor for students of such programs;</p>	
Training	The PD and DCE must:	
	d) complete the CoARC Key Personnel Training Program (if applicable)	
Stakeholder Contact	The PD must have frequent, regular and consistent contact with students and program faculty regardless of program location.	The DCE must have frequent, regular and consistent contact with students, clinical faculty and clinical affiliates at all program locations.

1. CoARC Accreditation Standards for Entry into Respiratory Care Professional Practice, 2022

2. CoARC Accreditation Policies & Procedures Manual, 2023