



Key Personnel Academy

When a change in key personnel occurs, it is now required that new program directors or directors of clinical education participate in the Key Personnel Academy (KPA) provided through CoARC. An appointment to a permanent, full-time administrative position in a CoARC-accredited program can be exciting but overwhelming. The KPA is intended to help these individuals assume the new role's responsibilities and lessen the transition's strain. The program director (PD) and director of clinical education (DCE) must demonstrate completion of the KPA training program by submitting a certificate of completion (Entry Standards 2.05 & 2.09). New program directors of degree advancement (DA) programs should also enroll in and complete the training to prepare for that role.

<https://coarc.com/accreditation/entry-into-practice-standards/>

THINGS TO KNOW

- The course is 10 weeks long and offerings are available three times per year
 - » Start the 15th of March, August, or November
- The course is facilitated through an online learning management system
- Each week consists of various reading and writing assignments, as well as quizzes
- The course is expected to take approximately 3-4 hours of work each week
- The cost of enrollment is \$300 and must be paid before the start date of the course
 - » An invoice will be sent once reservation/registration has occurred
- You must complete two modules per week to stay on pace with completion
 - » 20 modules total
- You will receive 24 hours of CRCE credit for course completion in its entirety
- The course is intended for programs who hold at least provisional accreditation
- A Google form must be completed to reserve your spot in the desired course
 - » The form can be found at <https://coarc.com/accreditation/key-personnel-academy/>

COURSE LEARNING OBJECTIVES

- Describe the roles and functions of the AARC, NBRC, and CoARC.
- Explain the roles and responsibilities of the key personnel.
- Demonstrate knowledge of CoARC Standards, Policies, and Procedures.
- Discuss the purpose of the Advisory Committee and how it helps promote a quality program.
- Demonstrate how to generate NBRC reports necessary for CoARC compliance and program improvement.
- Review and evaluate programmatic outcomes for curricular improvement.



For additional information, contact
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