

## **OACC Semester Conversion Accrediting Agencies Reporting Requirements**

### **Aviation Maintenance**

*Federal Aviation Administration (FAA)*  
2780 Airport Dr., Suite 300  
Columbus, OH 43219  
614-255-3120  
Contact: John Jeffries, Principal Maintenance Inspector

Columbus State Community College is the only two-year college with an Aviation Maintenance degree program approved by the FAA. The college has to receive approval from the FAA before they start the semester calendar in August 2012. Curriculum changes have to submit to the FAA for approval to ensure students are taking the required number of hours towards the degree. This information is to be submitted to the Columbus, Ohio FAA office.

### **Business**

*Accreditation Council for Business Schools and Programs (ACBSP)*  
11520 W 119<sup>th</sup> St.  
Overland Park, KS 66213  
913-339-9356  
Primary Contact: Douglas Viehland, Executive Director

OACC or OBR can send a letter on institutional letterhead of notification regarding conversion from quarters to semesters and the effective date, with a list of all the colleges that are accredited by the ACBSP. Results of the semester conversion will be reviewed and addressed in the next Quality Assurance Report for the college.

### **Culinary Art**

*Accrediting Commission of the American Culinary Federation (ACF)*  
180 Center Place Way  
St. Augustine, FL 32095  
904-824-4468

Approval not required by accrediting agency to convert to semesters. OACC or OBR can send a letter on institutional letterhead of notification regarding conversion from quarters to semesters and the effective date, with a list of all the colleges that are accredited by the ACF. **Each individual college needs to notify the ACF of any changes due to semester conversion 90 days before next visit and accreditation review.**

## **Dental Assisting**

*Commission on Dental Accreditation (CODA)*

211 E. Chicago Ave., Suite 1900

Chicago, IL 60611

312-440-2500

Primary Contact: Patrice Renfrow, Manager for Dental Assistant Programs

OACC can send a letter on institutional letterhead of notification regarding conversion from quarters to semesters explaining the process and the effective date, with a list of all the colleges that are accredited by the CODA to: Patrice Renfrow, Manager for Dental Assistant Programs at above address

## **Dental Hygiene**

*Commission on Dental Accreditation (CODA)*

211 E. Chicago Ave., Suite 1900

Chicago, IL 60611

312-440-2695

Primary Contact: Gwendolyn Welling, Manager, Dental Hygiene Education

Approval to convert from quarter to semesters is not required by the Commission on Dental Accreditation (CODA) and does not need to be reported as a major change. If the curriculum changes to the extent that content is being eliminated or added, then possibly a report of major change would be required. Please refer to the Evaluation Operational Policies and Procedures manual, or call CODA and discuss it with staff before sending a report of major change.

## **Diagnostic Medical Sonography**

*Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-EDMS)*

6021 University Blvd., Suite 500

Ellicott City, MD 21043

443-973-3251

Primary Contact: Cindy Weiland or Molly Markey

Each individual college needs to send a letter to JRC-EDMS notifying them of the changes that will occur to their curriculum for semester conversion. The colleges should refer to the **Standards** found at the JRC-EDMS website. The accrediting agency may determine a site visit or review is necessary for continuing accreditation.

## **Dietetics**

*Commission on Accreditation for Dietetics Education (ADA)*

American Dietetic Association

120 South Riverside Plaza, Suite 2000

Chicago, IL 60606-6995

312-899-4872

Approval not required to convert from quarters to semesters. As a courtesy, would like a letter from OBR or OACC stating date when new semester calendar goes into effect with a list of all the colleges that are accredited by the ADA. Each individual college should indicate in their report to the Commission when they converted to semesters.

**Electroneurodiagnostic Technology**

*Committee on Accreditation for Education in Electroneurodiagnostic Technology (CoA-END)*

6654 South Sycamore St.

Littleton, CO 80120

303-738-3223

Staff: Theresa Sisneros

Notify the CoA-END when the conversion is complete and include a new outline of the curriculum sequence.

**Emergency Medical Services - EMT/Paramedic**

*Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)*

4101 W. Green Oaks Blvd., Suite 305-599

Arlington, TX 76016

817-330-0089

Primary Contact: George W. Hatch, Jr., Ed.D, Executive Director

Jennifer Anderson Warwick, Site Visit Coordinator

Each individual college must send a letter of notification regarding conversion from quarters to semesters and the effective date to the attention of Dr. George W. Hatch at CoAEMSP at the above address.

*Ohio Department of Public Safety (ODPS)*

Charles D. Shipley Building

1970 West Broad St.

P. O. Box 182081

Columbus, OH 43218-2081

614-387-0648

Primary Contact: Linda Mirachi

Formal notification not required for change from quarters to semesters. As long as the colleges continue to meet the objectives set by the Governing Board when they received accreditation. Accreditation reviews are done every three years.

**Early Childhood Education**

*National Association for the Education of Young Children (NAEYC)*

1313 L St. NW Suite 500

Washington, DC 20005

202-232-8777

Each college submits an annual report either by March 31 or September 30. After the conversion is complete, each college should include the information in their annual report closest to the March 31 or September 30 date.

*Ohio Department of Education*

Accreditation for Early Childhood Education is now handled by the OBR.

## **Engineering Technology**

*Accreditation Board for Engineering and Technology (ABET)*  
ABET, Inc.  
111 Market Place, Suite 1050  
Baltimore, MD 21202  
410-347-7700

Institutions can convert to semesters without approval from ABET. A letter from OACC with a list of all colleges converting to semesters is acceptable. The ABET website provides information on specific changes during an accreditation cycle that require reporting to ABET.

## **Fire Science**

*International Fire Service Accreditation Congress (IFSAC)*  
1700 W. Tyler  
Oklahoma State University  
Stillwater, OK 74078-8075  
405-744-8303

The only Ohio colleges that are accredited by the IFSAC for their Fire Science programs are the University of Akron (four-year college) and Lakeland Community College. Both institutions have already converted to semesters.

## **Health Information Management Technology**

*Commission on Accreditation for Health Informatics and Information Management Education (CAHIM)*  
233 N. Michigan Ave., 21<sup>st</sup> Floor  
Chicago, IL 60601  
312-233-1100  
Primary Contact: Dr. Claire Dixon-Lee, CAHIM Executive Director

CAHIM does not need formal notification for this but in the next annual report (APAR) which will open before year-end (program directors will be notified by letter and e-mail alert) and the programs in Ohio would need to update the section within APAR on curriculum with any new course titles, credit hours and sequencing.

## **Massage Therapy**

*Commission on Massage Therapy Accreditation (COMTA)*  
535 Wisconsin Ave., NW, Suite 440  
Washington, DC 20015  
202-895-1518

Each individual college needs to notify COMTA before they start the conversion. A phone call or letter is acceptable.

*State Medical Board of Ohio*  
30 East Broad St., Third Floor  
Columbus, OH 43215

614-728-6081

Primary Contact: Kay Rieve

A letter from OACC with a list of all colleges converting to semesters is acceptable. Colleges need to **ensure the programs maintain the required 750 clock hours on a semester calendar.**

### **Medical Assisting**

*Medical Assisting Education Review Board (MAERB)*

20 N Wacker Dr. Suite 1575

Chicago, IL 60606

800-228-2262

OACC can send a letter on institutional letterhead of notification regarding conversion from quarters to semesters and the effective date, with a list of all the colleges that are accredited by the MAERB. The letter should include a brief description of the changes that will occur to convert to a semester calendar. MAERB does have a policy that requires approval of curriculum changes before implementation for medical assisting programs.

### **Medical Laboratory Technology**

*National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)*

5600 N River Rd., Suite 720

Rosemont, IL 60018-5119

773-714-8880

Approval not required by accrediting agency to convert to semesters. Conversion should allow colleges/programs to maintain the same standards established during their most recent site visit and accreditation. Results of semester conversion will be reviewed and addressed at next visit and accreditation review.

### **Nuclear Medicine Technology**

*Joint Review Committee on Education Programs in Nuclear Medicine Technology (JRCEPNMT)*

2000 W Danforth Rd., Suite 130

P. O. Box 203

Edmond, OK 73003

405-285-0546

Primary Contact: Jan Winn

A letter from OACC must be sent to JRCEPNMT before colleges start the conversion process describing the conversion process and the impact on students, with a list of all the colleges converting to semesters. The Information will be presented to the Executive Board of JRCEPNMT. The Board will respond in approximately three weeks.

## **Nursing (ADN & LPN)**

*National League for Nursing Accrediting Commission (NLNAC)*

3343 Peachtree Rd., NE, Suite 500

Atlanta, GA 30326

404-975-5000

Primary Contact: Cheryl Kish, Director

This is considered to be a substantive change. Each program needs to submit the proposed changes to NLNAC **no later than four months before the planned implementation date**. Please refer to Policy #14 and direct information to Dr. Cheryl Kish at above address.

*Ohio Board of Nursing (OBN) (RN and LPN)*

17 S High St., Suite 400

Columbus, OH 43215

614-466-3947

- A. Board approval shall be required prior to implementation of a curriculum revision that results from a change in a program's philosophy, conceptual framework, or organizing theme.
- B. Additions, deletions, or revisions to a curriculum other than those set forth in paragraph (A) of this rule shall be reported to the board in the annual report required by rule 4723-5-05 of the Administrative Code.

## **Occupational Therapy Assistant**

*Accreditation Council for Occupational Therapy Education (ACOTE)*

P. O. Box 31220

Bethesda, MD 20824-1220

301-652-6611 ext. 2912

Primary Contact: Sue Graves, Assistant Director, Accreditation

Changes between semester/quarter systems falls under ACOTE's minor changes policy. This would require that a letter from each program detailing the changes be submitted to ACOTE, c/o the AOTA Accreditation Department.

## **Paralegal**

*American Bar Association (ABA)*

Standing Committee on Paralegals

321 North Clark Street

Mail Stop 19.1

Chicago, IL 60654-7598

Each college accredited by the ABA for their Paralegal program must complete a Substantive Change Reporting Form/Substantial Curriculum Change ASAP and send it to the ABA. Form can be found at the ABA website.

### **Personal Fitness**

*Commission on Accreditation of Exercise Science (COA-ES)*  
401 W. Michigan St.  
Indianapolis, IN 46202  
317-637-9200 ext. 147  
Primary Contact: Traci Rush, Accreditation Staff

Notification not required before conversion to semesters. Each college should report all changes on the Annual Report once conversion is complete.

### **Physical Therapist Assistant**

*Commission on Accreditation in Physical Therapy Education (CAPTE)*  
1111 North Fairfax St.  
Alexandria, VA 22314  
703-706-3245

A letter from the OACC needs to be sent stating all Ohio community colleges have been mandated by the OBR to convert to a semester calendar by August 2012. Include list of programs and colleges accredited by the APTA. The APTA will decide if they need to contact any of the colleges. Please **send letter ASAP** if conversion process has already started to address above.

### **Polysomnography**

*Committee on Accreditation of Polysomnography (CoA-PSG)*  
6 Pine Knoll Drive  
Beverly, MA 01915  
774-885-4100

Notification not required before conversion to semesters. Each college should report all changes on the Annual Report once conversion is complete.

### **Radiologic Technology**

*Joint Review Committee on Education in Radiologic Technology (JRCERT)*  
20 N. Wacker Dr. Suite 2850  
Chicago, IL 60606-3182  
312-704-5300  
Primary Contact: Barbara Burnhum, Accreditation Specialist

Board approval not required. Each individual college needs to submit a letter of notification regarding conversion to semesters along with a Notification of Substance of Change Form and a Curriculum change form. Notification letter and forms should be sent after college's Curriculum Committee approves changes for new courses. Board will review and determine if a site visit should occur during the process.

## Respiratory Care

*Commission on Accreditation for Respiratory Care (CoARC)*

1248 Harwood Rd

Bedford, TX 76021-4244

817-283-2835

Primary Contact: Thomas Smalling, Ph.D., Executive Director ([tom@coarc.com](mailto:tom@coarc.com))

OACC can submit a letter to CoARC with a list of the colleges that are accredited by the CoARC if the impact of converting to semesters will be exactly the same for all of the colleges. **The letter needs to be sent before the conversion starts** for the CoARC to determine if a substance change is being made, and if so the agency would have to approve it. Send information to Thomas Smalling at above address.

## Surgical Technology

*Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)*

6 W. Dry Creek Circle, Suite 110

Littleton, CO 80120

303-694-9262

Primary Contact: Ann McGuinness, Accreditation Services Director

OACC can send a letter on institutional letterhead of notification that there has been a state-wide mandate that all community colleges convert from a quarter to semester calendar effective August 2012, with a list of the colleges that are accredited by ARC/STSA. The Council will contact the colleges for information if necessary. **The notice to ARC/STSA should be sent as soon as possible.**