



## On-Site Review Opening Script

[Note to Site Visit Team: Please read this script at the beginning of the on-site review]

Good morning.

We represent the Commission on Accreditation for Respiratory Care (CoARC). We are on-site to verify and clarify the contents of the self study report submitted by the program several months ago. We will do this through interviews with several groups of people associated with the program, evaluation of the program's physical facilities and review of documents the program has prepared for this visit. It may be necessary for some of these documents to be submitted to the CoARC Executive Office.

In addition, we are here as a consultative and facilitative team, to help the program faculty get through the accreditation process and to work with them to improve the program. We will be available to the faculty for this purpose throughout the visit and especially at the Consultation Conference.

We understand that much of the information made available to us about the program, the sponsor and the faculty is confidential. We pledge to respect and protect this information.

Following the visit, we will submit a report of our findings to the CoARC, based solely on the *Accreditation Standards* applicable to this program.

While the Family Educational Rights and Privacy Act (FERPA) generally requires that a program obtain written permission from the parent or student to release information from a student's education record, FERPA allows disclosure, without consent, to accrediting organizations during the accreditation process (34 CFR § 99.31). For this reason, surveillance and/or recording of site visitors during the site visit are prohibited.

We will share our findings with you at the end of this visit during the Summation Conference, currently scheduled for....

---

Administration Signature

---

Team Captain Signature

Program Number: \_\_\_\_\_

Date: \_\_\_\_\_