



## Key Personnel Academy Announcement

### Policy

In addition to the requirements outlined in the CoARC Policies and Procedures Manual [Section 6.0 pages 41 to 43](#) Standard 2.05 and 2.09 –

#### Who does this affect?

**Program Directors appointed after January 1, 2020** must complete the CoARC Key Personnel Academy (KPA) which is available in an online format twice per year. After that date, if the new appointee served in a permanent key personnel role [for at least twelve (12) months] in a CoARC-accredited program (either as PD or DCE) within the 36 months prior to his/her appointment, s/he does not need to complete the KPA. When required, the KPA must be completed within twenty-four (24) months of the appointee's assumption of the position. Should the appointee fail to complete the KPA within this timeframe, the program will be placed on Administrative Probation. Temporary and acting PDs are not required to complete the KPA. Transitional personnel may complete KPA prior to permanent appointment, but they must complete KPA following their permanent appointment. *Transitional personnel may complete KPA prior to permanent appointment, but they must complete KPA following their permanent appointment.* All programs accepting applications for vacancies in the PD position after this date must comply with this Standard.

and

**Directors of Clinical Education appointed to the position after January 1, 2020** must complete the CoARC Key Personnel Academy (KPA) which is available in an online format twice per year. After that date, if the new appointee served in a permanent key personnel role [for at least twelve (12) months] in a CoARC-accredited program (either as PD or DCE) within the 36 months prior to his/her appointment, s/he does not need to complete the KPA. When required, the KPA must be completed within twenty-four (24) months of the appointee's assumption of

the position. Should the appointee fail to complete the KPA within this timeframe, the program will be placed on Administrative Probation. Temporary and acting DCEs are not required to complete the KPA. Transitional personnel may complete KPA prior to permanent appointment, but they must complete KPA following their permanent appointment. *Transitional personnel may complete KPA prior to permanent appointment, but they must complete KPA following their permanent appointment.* All programs accepting applications for vacancies in the DCE position after this date must comply with this Standard.

### **What is the key personnel academy?**

A training program designed for new or aspiring key personnel to increase the likelihood of success in that role. It consists of 20 modules of content delivered online via a learning management system that will cover the content areas that will provide the most benefit to the attendee. The program is set-up to mirror an online course. When the course is completed the attendee will receive a certificate of completion and be **awarded 24.0 continuing respiratory care education (CRCE) credits** through the American Association for Respiratory Care

### **When will it be offered?**

The Key Personnel Academy will be offered once in the spring and once in the fall of each year (twice annually). The first offering will start on March 15<sup>th</sup> and end on May 31<sup>st</sup> (10 weeks). The fall date will be determined at the next CoARC board meeting.

### **How much will this cost?**

The cost of the course will be \$250 payable by check or credit card. Please make checks payable to CoARC and mail to the following:

CoARC  
264 Precision Blvd  
Telford, TN 37690

If you wish to pay by credit card, please be advised this method will be available March 1<sup>st</sup>.

### **For more information or to register, please contact:**

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