

Correspondence and Electronic Communication

POLICY

The Council will notify programs of all program-related actions. Council correspondence will be distributed electronically using an institutional e-mail address to program administrators and other institutional officials. Correspondence related to an adverse decision, including denial of accreditation or revocation, will also be distributed to the program in hard copy.

PROCEDURE

1. Program requirements
 - a. Provide current institutional e-mail addresses for the program administrators and all other institutional officials receiving COA correspondence.
 - b. Include the following individuals on the program's list of program officials:
 - 1) Person to whom the program administrator directly reports (e.g., dean or other academic administrator).
 - 2) Chief executive officer (CEO) and/or president of the conducting institution(s) or organization(s).
 - 3) Chief academic officer of the conducting institution(s) or organizations(s).
 - 4) Other designated administrators.
 - c. Notify the COA within 30 days of any changes to the program's list of program officials in accordance with Council procedures.
2. Council actions
 - a. Address the following written Council correspondence to the CRNA program administrator and copied to the assistant program administrator:
 - 1) Clinical site preliminary approval letters
 - 2) Clinical site final approval letters
 - 3) Certification Examination pass rate review letters (see exception 2.b.5)
 - 4) Distance Education decision letters
 - 5) Midpoint or new program evaluation results review letters
 - 6) Progress Report decision letters
 - 7) Results of midpoint or new program evaluations
 - 8) Waiver of graduate degree requirement decision letters
 - b. Address the following written Council correspondence to the CRNA program

administrator and copied to the individuals on the program's cc list:

- 1) Initial or continued accreditation decision letters
- 2) Major programmatic change decision letters
- 3) Doctoral degree decision letters
- 4) Midpoint or new program evaluation results review letters
- 5) Certification Examination pass rate review letters for programs in monitoring

c. Determine the appropriate recipient(s) of other COA correspondence.

e.d. The Council accepts digital signatures created through software that uses a certificate-based Digital ID, obtained either from a cloud-based trust service provider or from the signer's local system (such as DocuSign, Adobe Sign and Dropbox Sign).