

## **Instructions for RAC CHA Education Program Evaluation Checklist Review and Approval Committee**

1. Each of the CHAP Training Centers is reviewed by RAC on site every 5 years for compliance with the RAC Standards (see **CHAPCB Standards, Sec. 5.30.010**):
2. This checklist is used in the RAC site reviews as a tool to document and tally compliance with the RAC Standards (see **RAC Standards of the CHAPCB.**)
3. The items on the list match the requirements listed in the RAC Standards. The items are arranged Standard by Standard as they appear in the RAC Standards.
4. The items are assigned one of three values depending on their level of importance, as follows:
  - a. “Essential”: Meeting these items is required for any level of approval.
  - b. “Should Comply” (2 points)
  - c. “Should Comply” (1 points)

Meeting the “Should Comply” items is not required but is highly recommended. A “Should Comply” (2 points) item may be assigned partial credit of 1 point at the discretion of the RAC site review team.

5. The “Should Comply” points earned are added and then that total is divided by the total points possible, yielding a percentage.
6. To be recommended by RAC for full approval, the Training Center must meet all of the “Essential” items and 90% of the “Should Comply” items.
7. To be recommended by RAC for provisional approval, the Training Center must meet all of the “Essential” items and 80% of the “Should Comply” items. For descriptions and requirements of all levels of approval (start-up, provisional, full, and denial), see **CHAPCB Standards, Sections 5.20.010, 5.20.020, and 5.20.030.**
8. If all of the “Essential” items are not met at the time of the site review, RAC may decide to consider the review incomplete and allow the Training Center time to correct these deficiencies. The process of the site review must be completed and a decision reached by RAC regarding approval status by December 31.
9. If the “Essential” items are not met by December 31 of the site review year, RAC will submit a recommendation to CHAP Directors for denial of approval.
10. For “Should Comply” items that are found lacking, it is expected that the Training Center will address them to the best of its ability and submit documentation of their status to RAC by the December meeting of the site review year.