

Inactive Status Progress Report

Instructions



Fostering excellence in education for the future of genetic counseling

The following form comprises the Inactive Status Progress Report. Once all students have graduated, programs will submit Inactive Status Progress Reports in place of the RCS while on Inactive Status.

You do not need to complete the form in one sitting. The system will allow you to enter responses, save your current progress and finish the submission later. Please contact the [ACGC Executive Office](#) with any questions related to the RCS application.

Navigating the Survey

- Use the Previous or Next links at the bottom of each section page, the arrows next to the Save button at the top of the page, or the appropriate section links in the right navigation menu.
- **Do not use the back button in your browser without saving your data first or it will not be saved.**
- **To save your work at any point, click the Save button at the top of the page.**
- Questions will be hidden, if not applicable, based on your previous answers. The survey will skip to the next relevant question number.

Uploading Attachments

- If you are required to upload any attachments, the system will allow you to upload documents in the appropriate area.
 - You can upload only one document in each field that contains an upload link. If you have multiple documents for that field, they will need to be linked into one pdf document.
- To upload multiple documents at once, if desired, so that you can select the appropriate document on corresponding questions:
 - On the top right navigation, click on the Documents tab.
 - Upload your documents.

- For each uploaded document, navigate to the question for which the document is intended. Beneath the upload link in the question field, select the appropriate document from the list in the drop down.
- To view or remove the uploaded documents:
 - On the top right navigation, click on the Documents tab.
 - If you exit the survey, the Documents section may be accessed at the top of the navigation menu on the Instrument Summary Response page.

1. Section A: Administration - Sponsorship and Program Personnel and Faculty

Section A: Administration

Section A: Administration

A1.1.4

Resources are allocated to advance the skills and meet the required continuing education requirements for program leadership and principal faculty. Resource support may include:



[Show More](#)

FINDINGS

Q-1

Has the program continued to comply with Standard A1.1.4?

A2

A2.1.1

Program leadership responsibilities include the following:



- Maintaining program compliance with the standards;

[Show More](#)

FINDINGS

Q-2

Has the Program continued to comply with Standard A2.1.1?

A2.2.3

Responsibilities

At a minimum, the program director/co-director is responsible for the following:

[Show More](#)



FINDINGS

Q-3

Has the Program continued to comply with Standard A2.2.3?

2. Section A: Administration - Program Leadership Policies

A2.4.2

Program Leadership Personnel Change Policy

The program has a responsibility to promptly communicate to the ACGC all personnel changes involving program

[Show More](#)



FINDINGS

Q-4

Has the Program leadership changed since the last RCS/Self-Study/Progress Report?

A2.4.3

Interim Program Director or Co-Director



[Show More](#)

FINDINGS

Q-5

Does the Program have an interim program director or co-director?

A2.7

Administrative Support Staff

At a minimum, the program must have 0.5 FTE of administrative support staff time. The personnel assigned to provide

--

[Show More](#)

FINDINGS

Q-6

Has the Program continued to comply with Standard A2.7?

3. Section A: Administration - Operational Policies and Procedures

A3.1

Sponsoring Institution

[Show More](#)

--

A3.1.1

A3.1.2

A3.1.3

A3.1.4

A3.1.5

FINDINGS

Q-7

Has the Program/Sponsoring Institution continued to comply with Standard A3.1?

A3.2.2

Admissions

--

a. Admission of students must be made in accordance with clearly defined and published

[Show More](#)

FINDINGS

Q-8

Has the Program continued to comply with Standard 3.2.2?

Q-9

Has the Program complied with the conditions of the Inactive Status and shared that admissions are paused on the applicable program webpages?

Q-10

Please provide a link to the specific program webpage that contains corresponding information.

Accreditation status	
Mission and objectives	
Admission requirements regarding prior education (including prerequisite courses), work, and volunteer experiences	
All required academic standards for enrollment	
Degree requirements	
Estimation of all costs (tuition, fees, etc.) related to the program	
Cumulative first-time board examination pass rates number of test takers who passed/total number of test takers and percentage) for the three most recent classes. For new programs, the first time this posting would be	

expected is within one year of graduating their third class.	
Attrition rate (number of students who have left the program/total number of matriculated students and percentage) for the past three years	
Job placement rate (number of students who secured a position within 3 months of graduation/total number of graduates and percentage)	
Institutional services/offices such as disability services, diversity offices, first generation services, tutoring/writing support, underrepresented student groups, and affinity groups.	

4. Section C: Evaluation - Advisory Board

SECTION C: EVALUATION

SECTION C: Evaluation

To ensure that competencies specified by the educational program and the ACGC are maintained, program and student evaluation must be a continual process. This includes internal and external curriculum validation in consultation with employers, [Show More](#)

C1

C1

Advisory Board

[Show More](#)



C1.1

Programs are required to establish and maintain an Advisory Board that is familiar with the genetic counseling profession, the clients served by genetic counselors, and the requirements for accreditation. [Show More](#)

C1.2

The purpose of the Advisory Board is to provide program leadership with guidance on program development, implementation, and ongoing evaluation. Additionally, the Advisory Board should participate in the program's self- [Show More](#)

C1.3

The Advisory Board is required to meet at least once a year to discuss, review, and act upon suggested modifications to the program based on feedback from both internal and external evaluations. Each program will be expected to [Show More](#)

C1.4

Advisory Board membership must include program leadership and instructional, research, and/ or fieldwork faculty.

Advisory Board membership must include 1) at least one individual with work, advocacy, and/or lived experiences with

[Show More](#)

FINDINGS

Q-11

Has the Program continued to comply with Standard C1?

5. Section C: Evaluation - Personnel, Course, Fieldwork, and Student Evaluations

C2.2

Alumni Feedback

Programs are required to conduct surveys and/or interviews with their alumni at least once every four years. Data collected through this process must focus on alumni who graduated since the last four- year cycle. Data must include, but not be limited to, the following:



- Employment setting/type of practice;
- Extent to which fieldwork, didactic, and research skills were adequately addressed in the educational program;
- Identified knowledge or skill gaps;
- Major professional achievements; and
- Evaluation of program leadership; and
- Evaluation of the utility, effectiveness, and satisfaction with diversity, equity, inclusion, and justice-related efforts and education

Soliciting summative feedback from employers, fieldwork supervisors, and research mentors, is encouraged but not required.

FINDINGS

Q-12

Has the program continued to comply with Standard C2.2?

C2.3

C2.3



Personnel Evaluations

Programs must define a process for evaluating the performance of key program personnel, including program

[Show More](#)

C2.3.1

Program Leadership

- a. Evaluations must include input from some combination of the following individuals as appropriate for each

[Show More](#)

FINDINGS

Q-13

Has the Program continued to comply with Standard C2.3.1?