

**ACCREDITED SLEEP
TECHNOLOGIST TRAINING**
IN LOCAL SLEEP CENTERS & CLASSROOMS

PROVIDER

A•STEP

APPLICATION

ACCREDITED SLEEP TECHNOLOGIST EDUCATION PROGRAM **A•STEP**



Application For **A•STEP** Provider



INTRODUCTION

The Accredited Sleep Technologist Education Program, A-STEP, is an American Academy of Sleep Medicine (AASM) initiative to promote the field-wide standardization of sleep technologist training. Completing A-STEP fulfills the education requirements for pathway B of the Sleep Technologist Registry Examination as well as the RPSGT Certification Exam offered by the BRPT. Exam candidates following BRPT pathway #4 are required to complete the A-STEP Introductory Course.

A-STEP is a two-step program that includes an 80-hour didactic course (AASM A-STEP Introductory Course) in an AASM accredited sleep center or affiliated academic institution, and an e-learning program (AASM A-STEP Self-Study Modules) through the AASM website, to be taken while the tech completes on-the-job training provided by their employer.

This application is intended for those interested in becoming an accredited provider of the 80-hour didactic course. The AASM began accrediting A-STEP providers in 2006. Both AASM accredited sleep centers and affiliated post-secondary academic institutions may apply.

The application consists of forms that must be completed, a self-assessment section that assists course providers in determining their compliance with the A-STEP Standards for Accreditation, and a request for supplemental information to document compliance. Applications will be reviewed and a recommendation regarding A-STEP accreditation will be made to the AASM Board of Directors. The board has the sole right to grant accreditation to an AASM A-STEP Introductory Course determined to be in substantial compliance with the A-STEP Standards for Accreditation. Sleep centers or schools are granted accreditation for the AASM A-STEP Introductory Course will be known as "A-STEP Providers." Duration of accreditation is two years.

American Academy of Sleep Medicine

A•STEP *Application Overview*

The AASM reviews all applications using the most current A-STEP application and standards, regardless of the age of the application submitted. The current application and standards for accreditation are available on the A-STEP website at www.aasmnet.org/astep.

Please follow these steps in the A-STEP application process:

1. **Read** the application and standards before filling out any of the forms or gathering supporting materials.
2. **Fill out** the application forms.
3. **Assess** your program using the A-STEP standards. Check each box in the Standards Self-Assessment indicating that you meet or do not meet each standard.
4. **Collect** supporting materials. If you are applying for reaccreditation, submit materials that have changed since your last accreditation.
5. **Mail** your application to the AASM via traceable carrier such as FedEx, UPS, or USPS to insure against loss.

Cost to apply for A-STEP Accreditation is \$1,200 for AASM center members, \$1,500 for non-center members. Payment remittance information is provided at the conclusion of the application. The A-STEP application fee is non-refundable.

Your application will be reviewed upon receipt. An initial review of your application is completed within 2-4 weeks of receipt. If you have not heard from the AASM within this time, it is strongly encouraged that you contact the national office for a status update.

After your application is reviewed, your program may be asked to submit additional information based on the application review. Such a request is communicated to the facility via email to the contact person listed on the program application page. The program is required to respond in writing within 30 days to queries for information necessary to complete the review. Applicants who do not respond within 30 days will be assessed a late fee of \$250. The late fee is increased to \$500 if a response is not received within 60 days.

If a response to the request for additional information is not received in 90 days, the application is voided. The application fee is non-refundable. After the application is voided, the program must submit a new application along with full A-STEP accreditation fee payment in order to begin pursuing A-STEP accreditation again.

Please direct any questions regarding the A-STEP Introductory Course application process to the AASM national office at (630) 737-9700.



A•STEP *Provider Application*

NAME OF A-STEP PROVIDER: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: () _____ FAX: () _____

CONTACT PERSON: _____

E-MAIL: _____

AFFILIATED AASM ACCREDITED SLEEP DISORDERS CENTER:

We, the undersigned, certify that the statements herein are true and complete to the best of our knowledge and accept responsibility for the continued existence and support of this facility as a provider of the highest possible level of technician education.

A-STEP PROGRAM DIRECTOR

Signature: _____

Print Name: _____

Date: ____/____/____

CLINICAL DIRECTOR (BOARD-CERTIFIED IN SLEEP MEDICINE BY THE AMERICAN BOARD OF SLEEP MEDICINE OR BY A BOARD OF THE AMERICAN BOARD OF MEDICAL SPECIALTIES)

Signature: _____

Print Name: _____

Date: ____/____/____

TECHNICAL DIRECTOR (RST or RPSGT)

Signature: _____

Print Name: _____

Date: ____/____/____



Self • Assessment

The following questions assess compliance with the A-STEP Standards for Accreditation.

PERSONNEL

Standard 1. Each program must have a Program Director who is a RST, RPSGT or a Board Certified Sleep Specialist.

Does your program have a Program Director who is either a RST, RPSGT or a Board Certified Sleep Specialist?

YES NO

Standard 2. Each program must have a Clinical Director who is a Board Certified Sleep Specialist. This individual may also fill the role of Program Director. The Clinical Director will communicate the needs of the potential employer and provide an overview of sleep medicine.

Does your program have a Clinical Director who is a Board Certified Sleep Specialist?

YES NO

Does your Clinical Director communicate the needs of the potential employer and provide an overview of sleep medicine?

YES NO

Standard 3. Each program must have a Technical Director who is a RST or RPSGT. This individual may also fill the role of Program Director.

Does your program have a Technical Director who is a RST or RPSGT?

YES NO

RESOURCES

Standard 6. Programs must have access to polysomnographic recording and treatment equipment used routinely by sleep technologists.

Is there access to polysomnographic recording and treatment equipment for A-STEP participants?

YES NO

Standard 7. Programs with more than four students must have a classroom for didactic instruction.

Do you plan to enroll more than four students in your A-STEP?

YES NO

If yes, does the A-STEP have a classroom for didactic instruction?

YES NO

Standard 8. Programs must have a library that includes, at a minimum, copies of the International Classification of Sleep Disorders, Second Edition; Clinical Practice Parameters of the American Academy of Sleep Medicine; The AASM Manual for the Scoring of Sleep and Associated Events: Rules, Terminology and Technical Specification; and the CPR/AED for the Professional Rescuer by the American Red Cross.

Does the A-STEP have a library that includes the following:

The International Classification of Sleep Disorders, Second Edition?

YES NO

The AASM Clinical Practice Parameters?

YES NO

The AASM Manual for the Scoring of Sleep and Associated Events: Rules, Terminology and Technical Specification?

YES NO

CPR/AED for the Professional Rescuer (American Red Cross)?

YES NO

CURRICULUM STANDARDS

Documentation of compliance with curriculum standards requires submission of the syllabus for your AASM A-STEP Introductory Course offering as **Appendix A**.

Does the Introductory Course provide a minimum of eighty (80) hours of instruction?

YES NO

Does the Introductory Course extend beyond eight (8) weeks?

YES NO

ONLINE LEARNING

A-STEP providers may offer a portion of their training online. Documentation of compliance with online learning standards requires submission of access information for reviewers as **Appendix D**.

Standard 20. Programs may include an online portion as a percentage of their 80 hours of training.

Does the A-STEP Introductory Course offering include an online portion as a percentage of the 80 hours of training? (if no, please skip the following three questions and begin answering the "outcomes assessment" section.)

YES NO

Does the online learning component take up more than 30% of the Introductory Course Curriculum?

YES NO

Are topics requiring hands-on learning and practical experience dealt with exclusively by an online approach?

YES NO

Is the content and presentation of online learning materials suitable for an entry level student?

YES NO

Is the quality and organization of online learning materials appropriate for self-learning?

YES NO

Are provisions in place for learners to have timely access to faculty for questions regarding the online learning materials?

YES NO

OUTCOMES ASSESSMENT

A-STEP must assess how well it meets the needs of the community it serves. This community includes the students and their employers. AASM A-STEP Introductory Course must have assessment tools and policies for their use. Both the tools and the policy for using them must be submitted as **Appendix B**.

Standard 21. The program must provide students with an evaluation at the midpoint of the program that allows for correction of deficiencies in knowledge.

Does the A-STEP Introductory Course offering have a midpoint assessment instrument?
 YES NO

Standard 22. The program must maintain records of student performance and attendance.

Does the A-STEP Introductory Course offering maintain records of student performance?
 YES NO

Standard 23. The program must maintain objective measures of success, including but not limited to:
• Performance of students on standardized sleep technology trainee tests
• Student assessments of the program and how well they were prepared for work
• Employer assessments of student proficiency

Do students take a standardized sleep technology trainee test?
 YES NO

After completion of the Introductory Course and a period of work experience, do students complete an assessment of their preparation for work?
 YES NO

Does the Introductory Course assess employer satisfaction with the trainee education?
 YES NO

MINIMUM ENTRY REQUIREMENTS

Minimum entry requirements provide assurance that graduates of the program will be able to pursue a career in sleep technology.

Standard 24. Programs must require that students complete a high school education prior to beginning the program.

Does the A-STEP Provider require that students complete a high school education prior to beginning the program?
 YES NO

Standard 25. Programs must require that students are able to perform the duties specified in the AASM/APT/BRPT/AAS/ABSM job description for Polysomnographic Trainee.

Does the A-STEP Provider require that students are able to perform the duties of a Polysomnographic Trainee?
 YES NO

FAIR PRACTICES

A-STEP must engage in fair practices. This must include, at a minimum, truth in advertising, a grievance policy, and compliance with employment practices. All advertising used to promote the course and fair practice policy statements must be submitted as **Appendix C**.

Standard 26. Announcements, catalogs, publications and advertising must accurately reflect the program offered.

Does advertising used by the A-STEP Provider accurately reflect the training given?

YES NO

Standard 27. The policies and procedures of the program must be available to prospective students.

Does the A-STEP Provider have a policies and procedures manual that is available for review by the students?

YES NO

Standard 28. The program must have a student grievance procedure.

Is a standard grievance procedure part of the policies and procedures manual?

YES NO

Standard 29. The program must follow federal, state and local guidelines regarding student and faculty recruitment and employment practices.

Does the A-STEP Provider follow federal, state, and local employment practices?

YES NO

Standard 29. The A-STEP Provider must agree to report substantive changes in their A-STEP offering within 90 days of their occurrence.

WE AGREE WE WILL NOT COMPLY

Supplemental Information

Successful completion of this application for new or reaccrediting programs requires the submission of three appendices of supplemental information documenting compliance with the A-STEP Standards for Accreditation. An additional fourth appendix is required if the program has an online component. This information must be submitted at the time of application.

○ **APPENDIX A** *Syllabus*

- A syllabus for the Introductory Course, which should include the topics for didactic instruction, faculty members responsible for each session, and the duration of each session.
- A reading list.

○ **APPENDIX B** *Outcomes Assessment*

This appendix should include the portions of the policy and procedures manual that define the types, frequency of use and methods for analyzing outcome measures.

- Student assessments of the program and how well they were prepared for work.
- Employer assessments of student proficiency
- Midpoint evaluation

If the A-STEP program has been in existence for two years or more, submit the results of the assessment including an accumulated data from the surveys and other evaluation measures.

○ **APPENDIX C** *Fair Practices*

- All advertising should be submitted for review. If advertising is not currently used, please indicate that you will submit advertising materials for review in the future if the program begins advertising.
- A grievance policy.
- Employment practices.

○ **APPENDIX D** *Online Learning (optional)*

If the program contains an online learning component, the online materials must be submitted for review.

- Submit access information for three potential reviewers.
- Topics requiring hands-on learning and practical experience cannot be dealt with exclusively by an online approach. These include, but are not necessarily limited to:
 - 10-20 System
 - Electrode Application
 - Sleep Staging
 - Electrocardiography
 - Monitoring Airflow and Respiratory Effort
 - Oxygen Saturation and Carbon Dioxide Monitoring
 - Scoring Respiratory Events
 - PAP Titration
 - Recording and Scoring Limb Movements
 - Polysomnogram Report
 - MSLT and MWT
 - Artifact Recognition and Troubleshooting
 - Pediatric Polysomnography

Payment Remittance

The A-STEP affiliated sleep center or academic institution must hold Center Membership in the American Academy of Sleep Medicine to qualify for the discounted accreditation fee of \$1,200. To find out more about AASM Center Membership or to join, please visit www.aasmnet.org.

- Fee of \$1,200 for AASM Center Members**

AASM center member number: _____

- Fee of \$1,500 for non-members**

PAYMENT *(please check one)*

Visa

Master Card

American Express

Check Payable to AASM

Card Number: _____ Expiration Date: _____

Printed Name: _____

Signature: _____ Date: _____

REMIT PAYMENT TO:

American Academy of Sleep Medicine

2510 North Frontage Road

Dairen, IL 60561

Phone: (630) 737-9700

Fax: (630) 737-9790

