![CAHME logo - Commission on Accreditation of Healthcare Management Education]

Site Visit Readiness Checklist
Required Items to Proceed to a Site Visit

This worksheet is to be completed with guidance from the Site Visit Readiness Checklist. Next to each item to be submitted, enter the name(s) of the program's document(s) that have been shared to complete the checklist item. This form should be completed and e-mailed to Eric Brichto at ebrichto@cahme.org no later than 12 weeks prior to your site visit.

Program Information:

Program Name:

Program Director Name:

Site Visit Date(s):

1. *Active Learning Module System (LMS)*
   - Name of LMS:
   - Username:
   - Password:
   - Estimated date in which access will be available for all site visitors:

   - Further description of how course information will be provided:

2. *Two Years of Data in the CAHME Annual Report Editor (CARE)*
   - Annual Report Year #1 within CARE:
   - Annual Report Year #2 within CARE:

3. *Minutes*

List of stakeholder group meeting minutes to be made available:

Two meeting minutes samples provided:

Stakeholder Group	Date of Meeting	File Name

4. *Student Advising Files*

Student Name	Name of Faculty Member	File Name(s)

5. *Syllabus*

- o Representative syllabus (file name):