

CAHME LMS Agreement Form for Accreditation Site Visit

This form documents the Learning Management System (LMS) access arrangements for the CAHME accreditation site visit team. Programs must complete and return this form when submitting proposed site visit dates to CAHME. The form confirms whether the program will provide the standard LMS access requirement or select an alternative access arrangement permitted under CAHME policy as defined in the CAHME Site Visit Instructions.

Program Information:

Program Name: _____

University/College: _____

Program Director: _____

Email: _____

Proposed Site Visit Dates: _____

Choose One of the Below Options:

Standard LMS Access Requirement

The program confirms that LMS access will be provided to each member of the CAHME site visit team no later than 30 days prior to the scheduled site visit and will remain available through the conclusion of the site visit.

Authorized Representative Signature: _____

Name: _____

Title: _____

Date: _____

Alternative LMS Access Arrangements

If the program cannot provide the standard LMS access requirement described above, the program must select one of the following options and acknowledge the associated operational adjustments and financial responsibilities outlined in the CAHME LMS Access Policy.

OPTION 1: No LMS Access Available

The program is unable to provide LMS access. The program agrees to provide all required course materials and LMS evidence through a secure external repository (e.g., Dropbox,

Google Drive, SharePoint) and acknowledges that additional operational adjustments and fees may apply, including assignment of an additional Coordinator.

OPTION 2: Limited LMS Access

The program can not provide the full access required as defined in the CAHME Accreditation Site Visitor LMS Data and Access Needs Memorandum, but can provide limited LMS access. The program agrees to provide all supplemental course materials and LMS evidence through a secure external repository (e.g., Dropbox, Google Drive, SharePoint) and acknowledges that additional operational adjustments and fees may apply, including assignment of an additional Coordinator.

OPTION 3: Shortened LMS Access Window

The program cannot provide 30-day LMS access but will provide LMS access at least one week prior to the site visit. The program acknowledges that additional operational adjustments and financial responsibilities may apply, including assignment of an additional Coordinator, an additional document review day, and any associated travel or meeting expenses.

Program Acknowledgement

By signing below, the program confirms the selected LMS access arrangement and acknowledges any operational adjustments and financial responsibilities associated with the selected option as described in the CAHME LMS Access Policy.

Authorized Representative Signature: _____

Name: _____

Title: _____

Date: _____