ARF Review Checklist

Outlined below are the items that you should double-check after you have completed your ARF and uploaded all the additional materials. Please note that there is also a video, Diagnosing the Annual Report Form, that will help you to double check your own submission.

This checklist will be very useful for you in general, but particularly if you are asking the MAERB office to review your ARF prior to formal submission. For your ARF to be reviewed, you need to submit it by the review deadline, which is two weeks prior to the formal deadline. For the ARF to be reviewed, you will need to finish the complete online ARF without submitting it and upload the following items: an updated Tracking Tool, the Resource Assessment Form, and the Advisory Committee Minutes for the appropriate years.

After you have finished those tasks, you will contact your Program Manager via email and ask for a review. Your Program Manager will acknowledge your request, and, within seven days, will respond with a written review outlining any issues found. If you have questions after receiving the ARF review email, you can write your Program Manage with questions or request an appointment to cover the information in detail.

The checklist below can be helpful for you to do a "pre-check" or self-diagnosis of your ARF to eliminate any easy issues.

Item	Date Verified
I am using the correct (revised in October 2023) Resource Assessment template from the MAERB website.	
The Resource Assessment Form is for either the calendar year 2024 or academic year 2024 – 2025 (July/Aug 2024 – June/July 2025)	
The Resource Assessment Plan is complete: • If an action plan was indicated, the subsequent columns were filled out • All the rows have been filled out • The Resource Assessment has been signed and dated by the PD and immediate supervisor • If an action plan was indicated on the previous year's Resource Assessment Form, a narrative must be included in the text box at the top of the form	
I have uploaded my signed and dated Resource Assessment form at the *Files* tab (not the *Submissions* tab) within my online ARF.	

Advisory Committee Meeting Minutes

Item	Date Verified
The Advisory Committee Meeting Minutes are for either the calendar year 2024 or academic year 2024 – 2025 (July/Aug 2024 – June/July 2025)	
The day, month, and year of the Advisory Committee Meeting is included in the Minutes.	
The Institution's FULL name is included in the Minutes.	
I have uploaded my minutes at the *Files* tab (not the *Submissions* tab) within my online ARF.	

ARF Tracking Tool (TT) General Review

IMPORTANT NOTE: Your ARF Tracking Tool needs to be completely updated, including the 2024 Admission and Graduate Cohorts and updates to previous cohorts, if applicable.

Item	Date Verified
There are no blank rows or section headers within the Excel Sheets of both tabs, and the information can be sorted and filtered.	
There are no hidden rows or columns within the Excel Sheets of both tabs, and the information can be sorted and filtered.	
All the Column Headers match the wording of the header on the ARF Tracking Tool Template posted on the MAERB website, and outlined below are the columns that frequently need to be updated: • Admission Cohort Tab: Column E & Column F • Graduate Cohort Tab: Column M & Column N	

Admission Cohort Tab of the ARF Tracking Tool and Retention Section of the Online Annual Report Form

Item	Date Verified
TT: There are no duplicate admission rows (one student listed two or more times) At **the end of this handout there is a detailed explanation of how to use Excel to find duplicates.** **Useful Tip: If a student drops and re-enters the program, they should be kept in their original admissions cohort, with all applicable dates and other information included on the same row.**	
TT: If a Trigger Course is used for the admission cohort, the prefix and course number is accurate for each student	
TT: All the Drops have a reason for why they dropped (NA, GE, or PR)	

Item	Date Verified
TT & Online ARF: The number of students in-progress on the TT matches the number of students in-progress in the online ARF for all cohorts represented	
TT and Online ARF: The month and year of the Admission Cohort on the TT matches the information in the online ARF	
TT and Online ARF: For the 2024 cohort, the number of admitted students, drops, in-progress, and graduates on the TT match the information in the online ARF.	

Graduate Cohort Tab of the ARF Tracking Tool and Graduation Year Section of the Online Annual Report Form

Item	Date Verified
TT: There are no duplicate admission rows (one student listed two or more times) **At the end of this handout there is a detailed explanation of how to use Excel to find duplicates.**	
TT: The number of 2024 graduates on the Graduate Cohort tab matches the number of 2024 graduates on the Admission Cohort Tab.	
TT and Online ARF: The number of 2024 graduates on the TT matches the number of graduates reported on the online ARF. • Graduate Cohort Tab, columns E & F • Admission Cohort Tab, column K	

Graduate Cohort Tab of the ARF Tracking Tool and Graduate Survey and Job Placement Tabs of the Online Annual Report Form

Item	Date Verified
TT & Online ARF: The number of graduate surveys sent and/or received matches the online ARF as well as the satisfaction ratings.	
TT & Online ARF: The number of graduates in the three job placement categories (military/further health science education, did not get a job/unknown, got a job as MA/related field) on the TT matches the online ARF	
TT: For every graduate who received a position as an MA or in a related field, the graduates' workplace is included, along with how you obtained that information (graduate survey, phone call, email, seeing the graduate on the job).	

Graduate Cohort Tab of the ARF Tracking Tool and Employer Survey, Job Placement, and Exam Tabs of the Online Annual Report Form

Item	Date Verified
TT & Online ARF: The number of Employer Surveys sent and received in the TT matches the online ARF (sent, received, satisfaction)	

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TT: The date that the exam is taken, and the exam status (pass or fail) are completely filled out	
TT & Online ARF: The exam data on the TT matches the online ARF in the following areas: - Number of exams taken and/or passed - Number of "more than one exam" takers or passes	
I have uploaded my updated Tracking Tool at the **Files** tab (not the *Submissions* tab) within my online ARF.	
I have gone to the Dashboard to make sure that nothing else needs to be accomplished prior to submission.	

On the next page of this document, you will find the instructions for finding duplicates in your Admission and Graduate Cohort Tabs in your ARF Tracking Tool.

Excel Process for Finding Duplicates

1. Highlight the column with the students' Last Names
2. In the Home Tab, sort the column from A – Z
   a. Click on Sort & Filter
   b. Click on Sort A – Z
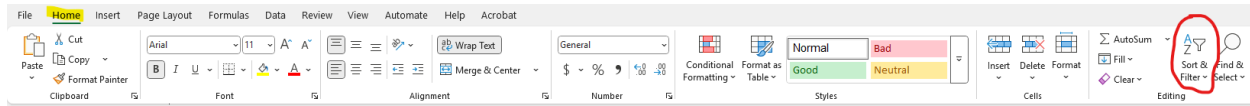
3. In the Home Tab, click on Conditional Formatting
   a. Click on Highlight Cell Rules
   b. Click on Duplicate Values
   c. Click "ok" when it asks how you want to format the cells or change the colors and click "ok"
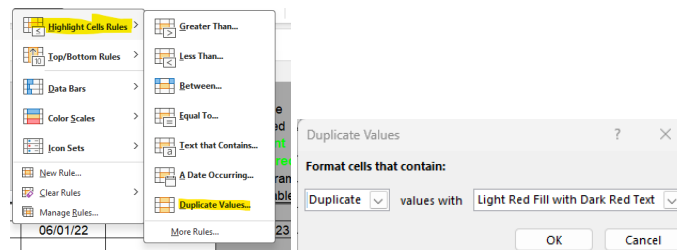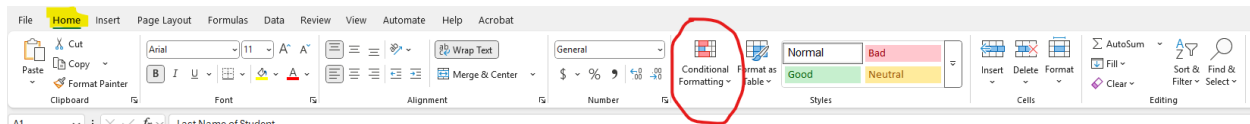
4. The system will identify the duplicate last names, and you can look at the first names and the graduate cohort date to determine if they are duplicates or different students
   a. Take notes about duplicates that you find so that you can merge the information.
5. Remove the formatting by highlighting the column with the last names
   a. On the Home tab, click Conditional Formatting
   b. Select Clear Rules
   c. Chose Clear Rules from Selected Cells