



A MESSAGE *from the President*



Janell Lang
NN2 President

During my tenure as Dean of a School of Health Sciences, I frequently have been asked by colleagues, often from other disciplines, a recurring question: “How do you deal with a dozen programmatic accrediting bodies in addition to a regional commission? Don’t you find that they all want different standards to be met?”

They seem surprised when I answer, “Actually, no.” While there is significant inconsistency and incongruence in terminology, commonality among reporting elements and systems, public disclosure and transparency, all specialized accreditors monitoring health programs across the nation hold similar expectations. They are obligated to assure the public that they are applying standards which nursing and allied health programs must meet. These programmatic accrediting agencies, in turn, are governed by the United States Department of Education (DOE). Its criterion 601.16 states that the agency’s accreditation standards effectively address the quality of the program in the following areas: “Success with respect to student achievement in relation...to the institution’s mission, including as appropriate, consideration of course completion, state licensing examinations and job placement rates.”

For all nursing and allied health programs within two-year colleges, outcomes assessment is critical. According to the Joint Review Commission Diagnostic Medical Sonography Standards of Accreditation, assessment of student learning is to measure, in multiple ways, that “...the curriculum provides competency-based educational experiences that promote the synthesis of theory, use of current technology, competent clinical practice and professional values.” Other accreditors, such as the Accreditation Review Commission on Education for the Physician Assistant, may not use the term “outcomes assessment” very much, but “...we do refer to expected competencies (defined as the knowledge, interpersonal, clinical and technical skills; professional behaviors; and clinical reasoning and problem solving abilities required for PA practice) often.” While this is a prime example of lack of common terminology, the expectations are remarkably similar.

Furthermore, how do we balance complying with the standards of regional commissions while, at the same time, meeting the expectations of specialized accreditors? At times, it seems like the classic act of juggling balls. However, according to the Council of Accrediting Commissions, the principles for good practices are clear:

1. The centrality of student learning. This principle is defined by the college’s mission from which all health programs’ missions flow. Ours is simple and direct: ‘...to provide quality education to students enrolled in its programs, which meet their needs as

well as the standards of care mandated by employers and consumers of health care.”

2. Documentation of student learning. This is accomplished by establishing clear learning goals, collecting evidence through assessment tools, employing collective judgment and using this evidence to improve the program. Oftentimes, we are data rich, but analysis poor.

3. Compilation of evidence. Test scores and final grades are simply inadequate to meet this criterion. Evidence of student learning must come from multiples sources, such as graduation, retention, attrition, licensure/certification and employment rates. Also, other learning experiences, for example, service learning activities, must be examined.

4. Stakeholder involvement. Compilation, evaluation and use of student learning outcomes must engage all with an investment in the program. This includes faculty, students, staff and administrators.

5. Capacity building. The program uses broad participation to consider student learning outcomes. This necessitates external participation as well as college members. Program advisory committee members and employers and consumers of health care must be part of the process.

Centrality of student learning is the core requirement of accrediting bodies, be they specialized or regional. Commitment to and validation of effective teaching and learning processes are what accreditation standards mandate, and these external requirements are no different than what we expect from ourselves.

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NN2 19TH ANNUAL NATIONAL CONFERENCE

Post Conference Report



article by
Richard Hernandez
Conference Host

(pictured with wife, Suzanne, on a dinner cruise)

The NN2 19th Annual Conference was held at the Charleston Harbor Resort and Marina at Patriot's Point, Charleston, SC on October 22-25, 2006. The conference was hosted by Trident Technical College Allied Health Sciences division - Dr. Rich Hernandez and his able faculty and staff. The conference setting offered participants the opportunity to engage in networking, participate in the educational program and discussions, as well as to enjoy the beautiful city of Charleston and its historical attractions.

The conference began on Sunday evening with an outdoor reception on the hotel terrace overlooking the Charleston harbor and the City of Charleston. Following a wonderful South Carolina welcome from Dr. Thornley of Trident Technical College (and door prizes!), the first full day of the conference was devoted to emerging issues surrounding disaster preparedness and response as it applies to allied health and nursing education and training. The keynote speaker, Dr. Bill Cissell of Texas Women's University, spoke of the national impact of Hurricane Katrina and its effect on health care education and health care manpower. Ms. Beth Kennedy of the South Carolina Area Health Education Consortium (SCAHEC) introduced the accomplishments of the Disaster Preparedness and Response Training Network and strategies for national replication. Dr. Bill Simpson, Medical University of South Carolina, presented the latest information concerning both avian influenza and pandemic influenza. Dr. Connie Best, also of the Medical University, spoke about the psychological impact of disaster and the importance of "psychological first-aid." The day concluded with roundtable discussions on accreditation and emergency preparedness. The evening event was a dinner cruise on the beautiful Charleston harbor.

Tuesday began with a sunrise fun walk/run on the new Cooper River Bridge. Eleven hearty participants braved 40 degree temperatures (plus a wind chill) to become the newest members of the NN2 "Polar Bear Club." From the top of the bridge, they were rewarded with a spectacular view of dawn breaking over the Atlantic Ocean. The remainder of the day was devoted to a mix of topics, as well as the NN2 Annual Business Meeting and committee activities. Mr. Ed Nicholson of Midlands Technical college presented information on the Department of Labor Community Based Job Training grant awarded to Midlands Technical College in a high growth, high demand and economically vital area of the economy - in this case, the health care workforce. Michael Piana described the impact of criminal background checks on the allied health educational process. And finally, Ms. Roxanne Fulcher, Director of Health Professions Policy at the American Association of Community Colleges provided an update on health-related issues. The day closed with a reception that featured a Charleston original - "Lowcountry roasted hog."

Wednesday provided additional learning opportunities. Dr. Sewell Kahn presented insight and examples concerning interpersonal communication for health care providers. The conference concluded with a "hot topics" discussion, which included: seamless transfer between associate and baccalaureate health programs, grants, ESL issues, communication skills, non-traditional delivery methods and scheduling, clinical coordination, retention best practices, health professions bridge

programs, clinical shortages, dealing with unprepared and hostile students, shrinking budgets, distance learning, faculty credentials, diversity in health care students and faculty, use of patient simulation, faculty retention, recruiting and retaining male students, and more. It sounds like the program for the 2007 meeting is in development.

The 2006 NN2 conference website has been updated to include the PowerPoint slides from most of the presentations, as well as several pandemic influenza planning resources. You may access this information at nn2charleston2006.org.



NN2 Fun Walk/Run group



Members about to board for Dinner Cruise



Patriot's Point Marina

BUSINESS MEETING OVERVIEW

NN2 held its annual business meeting at Patriot's Point in the scenic and historical port city of Charleston, South Carolina. President Barbara Jones convened the meeting, welcome current and new members. Barbara reviewed the many accomplishments and activities of the organization over the past year. She recognized the past presidents and board members that had created the vision and foundation from which NN2 could grow in prominence and stature. She acknowledged the current Board and Executive Director who have worked diligently to carry out the strategic plans of the organization. Barbara shared the new marketing materials and logo with the membership. She noted the various outreach



Barbara Jones
Award for Recognition of Service as NN2 President



Anne Loochtan
Award for Recognition of Service as NN2 Secretary



Rich Hernandez
Award for Recognition of Service as NN2 Annual Conference Host



Gretchen Riehl
Award for Recognition of Service as NN2 Member at Large



Janell Lang
Award for Recognition of Service as NN2 President Elect and Newsletter Editor

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(back row) Cullen Johnson, Patricia Rubio, Richard Hernandez, Luanne Olson, Patricia Gray, Barbara Jones (front row) Janell Lang, Elgene Doinidis, Lois Simmons (not pictured - Elizabeth Patterson)

WELCOME NEW BOARD MEMBERS!



Patricia Gray

Patricia Gray is the Vice President of Healthcare Education Initiatives for Cuyahoga Community College (Tri-C). In her role at the College, she is responsible for the strategic direction of its health career programs, both credit and non-credit. She works with the health care community as well as Tri-C staff to ensure that the College meets the health care provider needs of the community. Patricia has a BSN from Hunter College in New York City, a M.Ed. from the University of Cincinnati, and a Ph.D. from Cleveland State University. Patricia will serve a two-year term as the Secretary of NN2.



Pat Rubio

Pat Rubio is the Coordinator of Health Information Technology at Schoolcraft College. In addition, she coordinates the Coding Specialist, Medical Assisting, and Medical Transcription programs at the College. She has served as President of the Michigan Health Information Management Association. Pat has a Bachelor of Science in Health Information Administration from Mercy College in Detroit and a Master of Science in Administration from Central Michigan University. Pat will serve a two-year term as a Member-at-Large on the NN2 Board of Directors.



Elizabeth (Liz) Patterson

Elizabeth (Liz) Patterson is the Director of Allied Health Programs and Special Projects at Edmonds Community College in Lynnwood, WA. Liz has over 25 years of clinical and industry experience in the health care field. She received her degree in Radiology Technology from the Toronto Institute of Medical Technology, registration as a Diagnostic Sonographer, and holds a Juris Doctorate from the University of Puget Sound. Liz served as our host for the 18th Annual NN2 Conference in Seattle, WA in 2005. Liz will serve a two-year term as a Member-at-Large on the NN2 Board of Directors.



Lois Simmons

Lois Simmons is the Director of Selective Admissions for the School of Health Professions at The Community College of Baltimore County (CCBC). Lois has over 25 years of experience as a medical technologist, with 10 years as program director for the Medical Laboratory Technician program at CCBC. Lois served on the 05-06 NN2 Board. She has served as the NN2 representative to the Health Professions and Nursing Education Consortium (HPNEC), advocating for NN2 and all health career education. Lois will serve a two-year term as a Member-at-Large on the NN2 Board of Directors.

WELCOME NEW NN2 MEMBERS!

Ms. Barbara Baumeister
Associate Dean Health Sciences
Rose State College

Dr. Dana Clark
Dean of Nursing and
Health Sciences
Luzerne County
Community College

Ms.Carolyn DeVore-Parks
Faculty-Allied Health Program
International Institute of
the Americas

Mr. Gregory Ferenczak
Dean, Health Sciences North
Broward Community College

Dr. Wolde-Ab Isaac
District Dean, Health Sciences
Program, Moreno Valley Campus
Riverside Community College

Dr. Anne Scalzo McNeil
Dean of Nursing Allied Health
Massasoit Community College

Ms. Cynthia B. Robertson
Director, Medical Radiologic
Technology Program
Cy-Fair College

Ms. Deborah D. Rossi
Department Head, Allied Health
Community College of
Philadelphia

Mr. Patrick A. Schmitt
Assoc. V.P. of Instruction
South Suburban College

Ms. Bobbi Scholze
Department Chair, Health
Professions
Parkland College

Ms. Donna Shannon
Dept. Head, Allied Health Science
Tri-County Technical College

Dr. Beverly Welhan
Montgomery County
Community College

Ms. Jane Werth
Director Community
Partnership Program,
Healthcare Ed.
Maricopa Community College

Margaret Skulnik
Dean, Health Technologies
Durham Technical
Community College

Dr. Paula R. Mitchell
Dean, Health Occupations,
Math & Science
El Paso Community College

SAVE THE DATE

The American Association of Community Colleges (AACC) 2007 Annual Convention will be held April 14-17 in Tampa, Florida. Its theme is A NEW VISION for Community Colleges: How they are seen by thought leaders, policy makers and the news media is fundamental to their continuing success.

As an Affiliate Council Member of AACC, NN2 members receive a significant discount in registration fees. The normal base rate is \$595. However, NN2 members are afforded a \$400 registration rate. Please note that all registration forms must be sent not to AACC, but to Cullen Johnson, NN2 Executive Director, no later than March 9, 2007. NN2 will then send in the registration form and fees in a batch to AACC.

Accreditation Summit, Bethesda, MD

August 10, 2006

Janell Lang and Barbara Jones attended the second Accreditation Summit held at the American Speech-Language Hearing Association (ASHA) office in Rockville, MD. Twenty-three participated with representatives from ten health professions accrediting agencies and ASAHP and NN2 representing higher education health care educators. The meeting included organizational updates, number and kinds of programs accredited, revision of standards, development of new standards, revision of candidacy processes, transition to competency models for curricula, emphasis on interdisciplinary education, and a focus on clinical education. The organizations also shared how they were preparing for review by the US Department of Education, submitting progress reports to CHEA, and developing web-based portals for programmatic submission of reports and updates. The meeting included a discussion of the professional doctorate and common characteristics among the various professions. Other topics discussed included faculty recruitment and retention, faculty shortages, site visitor training, entry level to a profession/degree creep, credits required for general education in degrees, decline of state financial support and a subsequent increase in tuition, costs of accreditation, and clinical site availability.

The agenda included time to discuss some focused issues:

1. Commonality among electronic reports: Educators emphasized the value of identifying common elements among accrediting agencies' electronic reporting formats. While the accreditors acknowledged the value of this suggestion, they indicated that different computer systems and database issues were making it difficult to move in that direction at the current time.

2. FuturePoint Summit: The FuturePoint Summit is an initiative that was begun in 2005 at the University of Missouri at Columbia, co-hosted by the School of Health Profession and the RehabCare Group. Representatives from universities and rehabilitation companies attended (Dan Points represented NN2 at this meeting). The major focus of the meeting was to address the allied health workforce shortages, specifically in rehabilitation areas. Another meeting was held in St. Louis on June 15-16, 2006 to discuss creation of a national coalition.

3. USDE Expectations for Accrediting Agencies:

a. Monitoring Student Achievement: The accrediting agencies are expected to monitor student achievement via the standards addressing the quality of the programs. Criterion 602.16 specifically notes: "Success with respect to student achievement in relation to the institution's mission, including, as appropriate, consideration of course completion, State licensing examination, and job placement

rates." It was noted that it was difficult to hold an academic institution accountable for job placements, but suggested a more appropriate indicator would be employer evaluations.

b. Public Disclosure and Transparency: Agencies recognized by the Department of Education are required to disclose adverse actions and provide reasons programs are placed on probation, on request. Accrediting agencies are concerned with how much information must be disclosed, and the ability of the public to distinguish educational issues from areas of minor concern.

4. Site Visitor Training: A general discussion was held concerning site visitor preparation and training. CAAHEP shared the status of the site visitor training program. Site visitor recruitment strategies were also discussed. (A site visitor training quiz is available at: <http://naspaa.org/accreditation/visitors/visitors.asp>)

Other topics discussed included access to trend data, faculty vacancies, characteristics of the clinical practice doctorates and the Higher Learning Commission reports, equating credit hours to clinical contact hours (a project to be worked on by Barbara Jones (NN2) and Hugh Bonner (ASAHP), degree credit hour requirements, and a move to common terminology among accrediting agencies. The meeting was productive and allowed for the strengthening of relations between educators and accreditors.



Save the Date!

Plan to help celebrate NN2's

20th Anniversary

*"Back to the Future:
A look at our past,
a focus on the present,
a glimpse into the future
of healthcare education"*

at the 20th Annual Meeting
In Cincinnati, Ohio
At the historic Hilton Netherland Plaza
October 10-13, 2007

(check out the city: www.cincyusa.com)

Association of Specialized and Professional Accreditors (ASPA)

September 10, 2006, Denver, CO

Barbara Jones represented NN2 at the Association of Specialized and Professional Accreditors (ASPA) in Denver, Colorado in September. The meeting was held jointly with the Council of Regional Accrediting Commissions (CRAC). The meeting focused on the Higher Education Act Reauthorization from the perspective of professional accrediting agencies and regional accrediting commissions and the impact of the National Commission on the Future of Higher Education report. The meeting also included discussions of the report of the Higher Learn Commission Task Force on the Professional Doctorate and information on recent legal decisions involving accreditation.

1. HEA Reauthorization Retrospective:

ASPA: Joanne Greathouse, JRCERT: Radiologic Technology presented an overview of the HEA Reauthorization. She shared that a good website to review a comparison of current law with senate and house bills could be viewed on the CHEA website: http://www.chea.org/Government/HEAupdate/CHEA_HEA31.htm. She indicated that the bill expected to be extended for another year. Ms. Greathouse shared accreditors' concerns with how student learning outcomes would be measured and that the role and mission of the various educational institutions be considered.

The HEA Reauthorization included topics of interest to accrediting agencies such as due process issues, proposing that due process be available throughout the accreditation activity. It recommends public disclosure of all actions – both positive and adverse. There is a focus on the need for transparency of the accreditation process.

Jean Avnet Morse, Middle States Association of Colleges and Schools, expressed similar concerns as the representative of CRAC. She shared that with student learning standards, institutions should determine what is appropriate to measure. She also presented concerns about distance learning, data for student outcomes, and public disclosure.

In particular, both accrediting groups expressed major concerns, as noted below:

1. Prescriptiveness of student learning outcomes – tools/measures – requires accrediting agencies to establish measures to compare institutional learning outcomes.
2. Unit record systems
3. Benchmarking – cost/standardization
4. Costs – unfunded mandates
5. Leading to a national system of accreditation

After some discussion, the attendees determined some potential strategic responses to include attending hearings and committee meetings, having representatives on the Negotiated Rules Making (Neg Reg) Committee, identifying key points of influence, and working with other organizations to monitor the progress of these bills.

2. National Commission on the Future of Higher Education: The meeting also had a panel to review the impact of the Spellings Commission Report. Both organizations indicated that the major focus was on accountability and student outcomes. They both were concerned with how the recommendations would be operationalized and its impact on the accreditation process.

3. The Higher Learning Commission Task Force on Professional Doctorate:

While the task force concluded that the professional doctorate has a place in higher education, there is a need for common definition of the characteristics of a professional doctorate, guidelines as to accreditation/approval of programs, definition of the difference between research, practice-based, and first professional doctorates, and a determination of where these degrees “fit.” The major conclusions of the task force included:

a. A convincing case can be made that the professional doctorate has a clearly defined place in the hierarchy of US higher education degrees, and it should be perceived as different from and not as a substitute for the research doctorate.

b. The professional doctorate should be considered as a degree level within the hierarchy of US degrees, thereby falling under substantive change processes in accreditation; higher education and the professions would benefit from quality assurance of professional doctorates validating that through them, students acquire professional competencies they would not otherwise gain in existing degree programs within a given profession.



Barbara Jones enjoyed dinner with retiring NAACLS CEO, Olive Kimball, new NAACLS CEO, Dianne Cearlock, and NAACLS Board Past-President, David Gale at the ASPA meeting in September.

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

ACCREDITATION AND EMERGENCY PREPAREDNESS AND RESPONSIVENESS

Kathleen Megivern, CAAHEP Executive Director, announced that the Health Resources and Services Administration (HRSA), a component of the U.S. Department of Health and Human Services, has awarded to CAAHEP a contract. The contract is for CAAHEP to work with its Committees on Accreditation (CoAs) to consider establishing Standards and/or Guidelines that relate to Emergency Preparedness and Responsiveness. CAAHEP's role is to coordinate and provide technical assistance through the Standards revision process.

HRSA's goal in this endeavor is to encourage the preparation of health care trainees for potential terrorist attacks, pandemics, or other public health emergencies. It is a new precedent for HRSA to work with accreditation agencies to develop a response to national priorities. Megivern notes, “The project will allow CAAHEP, in innovative ways, to assist our CoAs to review potential competencies for inclusion in Standards, as appropriate. We will help CoAs, if they wish, to conduct portions of their Standards revision process through teleconferences and website tools provided by CAAHEP. Moreover, CAAHEP's Standards Committee and Board of Directors will be enabled to respond more swiftly than the customary calendar sometimes allows.”

The project will begin for the CoAs and the CAAHEP Board of Directors in January, 2007. Recommending Standard changes will be the decision of each CoA in conjunction with their respective sponsoring organizations, programs, and communities of interest. It is anticipated that many but not all CoAs will make various levels of changes. CAAHEP indicates that it will share the information about the project with other accrediting agencies. NN2 members serving on the CAAHEP Board and as Commissioners will keep the membership up-to-date, as information is available.

Health Professions and Nursing Education Coalition (HPNEC)

Report of Hill Day, Lois Simmons

I was pleased to represent NN2 at the HPNEC Hill Day visits in Washington, D.C. on September 27th. "HPNEC is an informal alliance of more than 50 organizations representing a variety of schools, health professionals and students dedicated to educating professional health personnel. Together, the members of HPNEC advocate for adequate and continued support for the health professions and nursing education programs authorized under Titles VII and VIII of the Public Health Service Act." (See the HPNEC web site) Title VII programs were cut 51.5% for 2006. This funding was not restored by the Labor-HHS-Education Appropriations bill passed by the House Appropriations Committee. The bill eliminates public health, preventive medicine, and dental public health programs, as well as the Health Careers Opportunity Program, a pipeline program that recruits minority and disadvantaged students into health professions.

Attendees represented NN2, Health Professions Network, American Association of Physician Assistants, American Academy of Pediatrics,

American Association of Medical Colleges, American Association of Colleges of Nursing, Society of General Internal Medicine, and National Association of Geriatric Education Centers. Of these organizations, NN2 is the only one that addresses the needs of two-year colleges.

I had appointments with my own Maryland officials since HPNEC wants us to have a constituent relationship with the legislators. I met with legislative aides for Senator Mikulski, Senator Sarbanes, and Representative Hoyer. Mikulski and Sarbanes have both already signed onto the Specter-Harkin letter. This letter urges the Senate leadership to allocate the full \$7 billion designated by the Specter-Harkin amendment to the 2007 Senate Budget Resolution to be spent for Labor-HHS-Education programs. The \$7 billion would restore funding for Labor-HHS-Education to 2005 levels. My goal was to remind these legislators who NN2 is, to thank them for past support, and to request continued support.

I urge each of you to contact your state senators

and representatives to express your concern that decreases in Title VII funding have already adversely affected the education of minority students and the delivery of health care to underserved areas such as inner cities and rural communities. For more information about Title VII cuts, see the HPNEC web site at www.aamc.org/advocacy/hpniec/start.htm.

Association of Schools of Allied Health Professions (ASAHP) Annual Convention

The 2006 ASAHP Annual Conference was held in Chicago October 18-20. Janell Lang attended as the NN2 President's representative, as the two organization's presidents reciprocate attendance at the conferences. This year's theme was Framing Interprofessional Education, Practice & Research: Preparing Allied Health Professionals for the 21st Century.

Sessions focused on the fact that as health care systems and the delivery of health care have become more complex, collaboration and communication among health care professionals is critical. The majority of forums highlighted the challenges and opportunities of interprofessional education and presented ways in which allied health programs are developing curricula to prepare graduates for interprofessional client-centered practice, effective and efficient delivery of health care services, and advocacy for the improvement of health and health services.

Other sessions dealt with the design of bioterrorism and public health emergency multidisciplinary programs, interprofessional ethics education for allied health students, and interdisciplinary service learning initiatives to address community health care needs.

Also, the practice focused doctorate and its impact on education and the health professions was examined as were models for addressing national workforce shortages.

Health Professions Network (www.healthpronet.org)

"Reaching Across the Professions to Support Quality Care Initiatives" SEPTEMBER 28-30, 2006

The Health Professions Network (HPN) meeting was held in Phoenix, Arizona in September. NN2 representatives, Cullen Johnson, Executive Director, Janell Lang, President-elect, and Barbara Jones, President, attended the meeting. HPN is a group of professionals that represent various areas and aspects of allied health, and includes provider organizations, educators, accreditors, and administrators. The organization works on issues relevant to health care in areas such as advocacy, consumer awareness, data collection, and others. NN2 participants were actively involved in the committee activities.

The September meeting focused on quality care initiatives in health care. Speakers, who presented information on best practices for patient safety were from the agency for Health Care Research and Quality, the National Patient Safety Foundation, and the Arizona Hospital and Health Care Association's Safe and Sound Initiative. The Role of Physical Therapy in Health Care was presented by an APTA representative. Representatives from The Michigan Center for Health Professions led a discussion on healthcare workforce issues. In addition

to an informative and interesting program, the participants enjoyed an evening at Chase Field, enjoying an Arizona Diamondbacks vs. the San Diego Padres baseball game and a dinner at the Heard Museum, which displays an extensive collection of Native American art.

HPN passed bylaws and became formally incorporated at this meeting. Incorporation will enable the new organization to seek grant funding to further assist in promoting allied health careers and initiatives. Janell Lang was elected to serve on the newly formed Board of Directors.



Janell, Cullen and Barbara cheering the home team following the HPN meeting in Phoenix.

National Network of Health Career Programs in Two-Year Colleges
Newsletter Office
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Louisiana Delta Community College
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Membership Application

Name: _____

Title: _____

College / Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

E-mail: _____

Type of Membership: (Check one)

- Individual: \$50 Professional Organization/Agency: \$500
 Institutional: \$200 Corporate: \$750

Please make your check payable to:

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Career Programs in
Two-Year College

Mail your check and completed membership application to :

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