

Conference Call  
**Minutes**

**Accreditation Policy Committee**

Tuesday, February 14, 2006

1:00 pm – 3:00 pm

Chair: *Christopher Mathis, MC Squared*

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1. Roll Call/Attendees:
  - a. Voting: Chris Mathis, Marcia Falke, John McFee, Joe Hayden, Elaine Hebert
    - i. Absent: Werner Lichtenberger
  - b. Non voting: Sheila Gore, Mahabir Bhandari, Marles McDonald
  - c. Staff : Ray McGowan, Erik Foerter
    - i. Absent: Bipin Shah
2. November 29, December 7, and January 10 minutes approved by general consent.
3. Reports
  - a. 2006 test lab inspection status (Ray McGowan)
    - i. First 2006 testing lab of 2006 being inspected next week (2/21 to 23)
  - b. 2005 test round robin report status (Ray McGowan)
    - i. Four labs completed testing
  - c. The chair reminded the committee that the 2006 test round robin will begin immediately after the testing/simulating/inspection agency workshop in June 06. The sample will be a duplicate of the 2005 testing round robin.
  - d. 2005 Simulation Laboratory round robin status (Eric Foerter)
    - i. Completed and final edits being made. Final report will be given in San Diego @ Spring membership meeting.
    - ii. *Action item: Erik Foerter will send a 2005 simulating lab round robin report to APC members*
  - e. Can-Best of Brampton, OT, Canada seeking simulating and testing accreditation

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### Minutes

- f. Action items: In San Diego staff will report on 2005 and 2006 testing/simulating round robins and testing/simulating lab inspections.*
  
- 4. Unfinished Business
  - a. 2006 LAP:
    - i. Action item: Staff will email the 2006 LAP to the chair for distribution to the Board and their approval. Staff will include details on the 2006 approval process at APC.*
  
- 5. New Business
  - a. 2007 LAP: Elaine Hebert received no 2007 LAP comments.
    - i. Action item: APC members will send Marles McDonald and Elaine Hebert 2007 LAP comments. Marles and Elaine will add their comments and send compiled 2007 LAP comments to staff. Staff will forward these comments via email, with the 2006 LAP to test and simulating laboratories for comments.*
    - ii. Staff will circulate their LAP operating procedures to APC-voting members for review*
    - iii. Staff will contact the simulating and testing labs and inspection agencies for the mandatory simulating/testing/inspection lab workshop timing. June is tentatively set but test/sim labs suggest adding to the meeting to the summer 2006 meeting.*