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June 20, 2017

Lynette Williamson
Santa Barbara City College
721 Cliff Drive
Santa Barbara, CA 93109

Dear Ms. Williamson:

I am pleased to inform you that the Santa Barbara City College Coding Certificate Program has been approved by the Professional Certificate Approval Program (PCAP) Council.

You are awarded a status of "Approved" for three (3) years with interim annual updates required in accordance with the PCAP manual. For your reference, the current required annual attestation form showing the annual update elements is included.

Approval status is effective as of the date of this letter and expires on 6/20/2020.

The following concerns from the reviewers are provided for your awareness but are not conditions of approval. We believe you will find these comments useful as you prepare future applications.

1. Prepare a repository of accessible syllabi following a standardized format for core program courses. It was noted that there were variances in grading scale, identification of objectives and curriculum competencies among the syllabi.
 - a. It is suggested that regular and continuous communication with instructors of core courses will be beneficial to continued consistency in syllabus preparation.
2. Identify and implement a strategy for continuous improvement that incorporates methods of gaining survey data and/or correspondence from graduates and employers to support further program needs. Although the responses were favorable for the program there were a limited percentage of surveys returned and may not provide accurate data for continuous program improvement.

If you have any questions or concerns in regard to your program status, please contact Christi Lower at christi.lower@ahima.org.

The PCAP Council commends you and your colleagues for your commitment to the development of an outstanding coding certificate program. We wish you much success in the coming years.

Sincerely,

A handwritten signature in cursive script that reads "Heather Merkley".

Heather Merkley, M.Ed., RHIA
Chair, Professional Certificate Approval Program Council