**Template 6: Multiple Site Reporting**

Along with the Form O: HCA Compliance Report, educational institutions will also need to submit a completed Addendum for **each** additional recognized campus location offering the HCA program. Please entitle as “Template 6 Addendum\_Name of Site” and provide listed attachments for each program delivery site. This addendum is to be included at the time of the compliance report submission.

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| Attachments | **To be included in each Addendum:** |
| Attachment 1: Relevant policies and procedures (e.g., lab oversight and equipment maintenance / purchase). \*Also include floor plan and photos of set up classroom and lab spaces. | **🛈 Site Specific** |
| Attachment 2: Template 1 HCA Program Instructor Information and Template 2 HCA Program Staff and provide an organizational chart for the HCA program | **🛈 Site Specific** |
| Attachment 3: Program information supplied to students (Program Outline, Orientation Package, Student Handbook |  |
| Attachment 4: Curriculum Submission |  |
| Attachment 5: Program Delivery Schedule / Calendar (Template 3) | **🛈 Site Specific** |
| Attachment 6: Practice education experience handbook(s) / documentation |  |
| Attachment 7: List of HCA Practice Education Partner Sites (Template 4). \*Also include affiliation agreements. | **🛈 Site Specific** |
| Attachment 8: Partner Contact List (Template 5) | 🛈 Site Specific |
| Attachment 9: Supplementary Evidence, if applicable. | **🛈 Site Specific** |