

School Ref. #: _____

Date Completed: _____

ICPE Name: _____

ADMINISTRATOR INTERVIEW FORM

Institution Name _____ **ICPE Name** _____

Administrative Staff Person Name _____ **Title** _____

I. EDUCATIONAL OBJECTIVES			
QUESTION	YES	NO	OTHER COMMENTS
I.1 - Do you have a clear understanding of the school's goals and objectives?	<input type="checkbox"/>	<input type="checkbox"/>	
I.1 - What are the school's goals and objectives?	N/A	N/A	
I.2 - Has the school assessed its objectives, goals, educational programs, and support services in light of student retention rates, licensure and placement rates?	<input type="checkbox"/>	<input type="checkbox"/>	
I.2 - Have improvements been made in the school's educational programs due to feedback from current students, graduates and employers?	<input type="checkbox"/>	<input type="checkbox"/>	
I.7 - How often does the Advisory Committee review and comment on the school?	N/A	N/A	
I.7 - What aspects of the school does the Advisory Committee review?	N/A	N/A	
I.5 - Has the school been successful in placing its graduates?	<input type="checkbox"/>	<input type="checkbox"/>	
I.5 - Do you feel that students are provided with marketable skills?	<input type="checkbox"/>	<input type="checkbox"/>	
I.5 - Why? Why not?	N/A	N/A	

II. INSTRUCTIONAL STAFF			
QUESTION	YES	NO	OTHER COMMENTS
II.2 – What is your state's requirement for student/instructor ratio?	N/A	N/A	
II.8 - How many instructors are full time?	N/A	N/A	
II.8 - How many instructors are part time employees?	N/A	N/A	
II.4 - Does the school have regular staff meetings?	<input type="checkbox"/>	<input type="checkbox"/>	

III. ADMINISTRATIVE SERVICES			
QUESTION	YES	NO	OTHER COMMENTS
III.1 - Is a copy of the school license posted?	<input type="checkbox"/>	<input type="checkbox"/>	
III.1 - Where Is a copy of the school license posted?	N/A	N/A	
III.4 - Were you involved in the preparation of the Institutional Self-Study (ISS)?	<input type="checkbox"/>	<input type="checkbox"/>	

III. ADMINISTRATIVE SERVICES			
QUESTION	YES	NO	OTHER COMMENTS
III.5 - Are the lines of authority identified within the school (i.e., who reports to whom)?	<input type="checkbox"/>	<input type="checkbox"/>	
III.4 - Does the school have written operating procedures?	<input type="checkbox"/>	<input type="checkbox"/>	
III.4 - Have you reviewed the school's operating procedures?	<input type="checkbox"/>	<input type="checkbox"/>	
III.11 - Does the school obtain a student's authorization for the release of information to a third party and a copy of the information provided to that party?	<input type="checkbox"/>	<input type="checkbox"/>	
III.10 - Does the school allow a student to review his/her own records?	<input type="checkbox"/>	<input type="checkbox"/>	
III.13 & 14 - How long and where are cumulative student records kept?	N/A	N/A	
III.9 - Does the school train students on behalf of any government agency, school district, community college, or other entity? If yes, can you provide a copy of the agreement between the school and the other entity?	<input type="checkbox"/>	<input type="checkbox"/>	
III.5 - Does the school have a procedure for recording student hours?	<input type="checkbox"/>	<input type="checkbox"/>	
III.4 - Does the school have a tardy policy?	<input type="checkbox"/>	<input type="checkbox"/>	

IV. ADMISSIONS POLICIES AND PROCEDURES			
QUESTION	YES	NO	OTHER COMMENTS
IV. - How many students are currently enrolled?	N/A	N/A	
IV.1 - Who administers the school's admissions program?	N/A	N/A	
IV.4 - Are copies of the school's current catalog maintained?	<input type="checkbox"/>	<input type="checkbox"/>	
IV.4 - Where are copies of the school's current catalog maintained?	N/A	N/A	
IV.1 - Does the school require certain documentation from a student in order to enroll?	<input type="checkbox"/>	<input type="checkbox"/>	
IV.1 - Does the school admit Ability-To-Benefit students? If so, describe the test procedure used to admit these students.	<input type="checkbox"/>	<input type="checkbox"/>	
IV.5 - Are students provided with information concerning completion, licensure and placement rates; compensation; and licensing requirements prior signing a contract?	<input type="checkbox"/>	<input type="checkbox"/>	
IV.14 - Are transfer students accepted?	<input type="checkbox"/>	<input type="checkbox"/>	
IV.14 - Are transfer students given credit for their previous training?	<input type="checkbox"/>	<input type="checkbox"/>	

V. STUDENT SUPPORT SERVICES			
QUESTION	YES	NO	OTHER COMMENTS
V.1 - Is an orientation program provided to new students?	<input type="checkbox"/>	<input type="checkbox"/>	
V.2 - Does the program cover the students' instructional program, course goals, school policies, and student services?	<input type="checkbox"/>	<input type="checkbox"/>	

V.3 - Does regular student counseling take place?	<input type="checkbox"/>	<input type="checkbox"/>	
V.3 - Are records of counseling maintained?	<input type="checkbox"/>	<input type="checkbox"/>	
V.6 - Is information and advice concerning financial aid available?	<input type="checkbox"/>	<input type="checkbox"/>	
V.7 - Does the school have an internal complaint procedure?	<input type="checkbox"/>	<input type="checkbox"/>	
V.7 - Please describe the internal complaint procedure.	N/A	N/A	
V.5 - Does the school have a placement service?	<input type="checkbox"/>	<input type="checkbox"/>	

VI. CURRICULUM			
QUESTION	YES	NO	OTHER
VI.3 - Do students receive copies of the course outline?	<input type="checkbox"/>	<input type="checkbox"/>	
VI.3 – When do students receive copies of the course outline?	N/A	N/A	

VII. FINANCIAL PRACTICES MANAGEMENT			
QUESTION	YES	NO	OTHER
VII.10 - Who administers the school's financial aid program?	N/A	N/A	

IX. EVALUATION OF STUDENTS	
QUESTION	OTHER
IX.1 - Describe how the school monitors a student's academic and attendance progress.	

OTHER COMMENTS:

ICPE NOTES: