

CATEGORY TWO (2) CHANGE OF CONTROL/OWNERSHIP VISIT CHECKLIST

The institution has been reviewed to determine the school's compliance with the accreditation requirements listed below. The letter "C" indicates compliance with the requirement; the letters "NC" indicate non-compliance.

	1. Instructor Teaching Credentials Compliant with Applicable State Requirements (Standard II, Criterion 1)
	2. Substitute Instructors (Standard II, Criteria 3 & 4)
	3. Current School License & Legal Authorization to Provide Training (Standard III, Criteria 1 & 2)
	4. Written Operating Procedures Adopted, Implemented and Maintained Effectively (Standard III, Criteria 4 & 5)
	5. Current, signed Program Participation Agreement and ECAR. (Standard III, Criterion 6)
	6. Advertising complies with the NACCAS <i>Policy on Advertising</i> (Standard III, Criterion 7)
	7. Training Agreements with other Agencies (Standard III, Criterion 8)
	8. Student Right to Access Files (Standard III, Criterion 9)
	9. Student Right to Privacy Policy – access requires written consent (Standard III, Criterion 10)
	10. Admissions Policy (Standard IV, Criterion 1)
	11. Catalog (Standard IV, Criteria 3 & 4)
	12. Enrollment Agreement (Standard IV, Criteria 7, 8, 9, & 10)
	13. Admissions Practices implemented consistently with actual Policies (Standard IV, Criterion 15)
	14. Academic Advising Procedures & Referrals for Contact Information for Professional Assistance (Standard V, Criteria 3 & 4)
	15. Course/Program Outlines (Standard VI, Criterion 3 & 4)
	16. Available textbooks, supplementary materials, products, & equipment (Standard VI, Criterion 5)
	17. Courses comply with applicable state requirements (Standard VI, Criterion 7)
	18. Effective Course Organization (i.e., Instructional Materials) (Standard VI, Criteria 11, 12 & 12)
	19. Institutional Refund policy (Standard VII, Criterion 4)
	20. Implementation of Applicable Refund Policy (ies) (Standard VII, Criteria 5, 6, 7 & 8)
	21. Satisfactory Academic Progress Policy (Standard IX, Criterion 5)
	22. Evaluation Procedures & Results/Progress Records & SAP Evaluations (Standard IX, Criteria 1, 3 & 6)

Institution Name

Reference Number

Academic Evaluator

Date

School Owner/Administrator Evaluator

Date