

Checklist of Required Documents for a NACCAS Full Team Visit

Complete	Task
	<p>1. Timeline for Receipt of Documents or Revisions During the Visit: <i>(Note: if changes are not made or documents are not received by the deadline listed below the Team has been instructed to cite a limitation.)</i></p>
<input type="checkbox"/>	By 10:00am provide any remaining documents to the team as listed below under “5. Documents to Provide in the Team Room Prior to Team Arrival”
<input type="checkbox"/>	By 3:00pm provide to the Team with the final version of any documentation the team has allowed to be corrected during the visit
	<p>2. Documents to Provide in the Team Room prior to Team arrival: <i>Note: This is not an all-inclusive list as additional documentation will likely be requested once the team begins their work. In addition, although many of these documents were contained in the institution’s ISS, current copies must be provided to the Team.)</i></p>
	<p>POLICIES – Place two (2) copies of the current Policies listed below into folders labeled with their contents. Ensure any applicable policy has been cross-referenced with its NACCAS Policy & Checklist as noted below.</p>
<input type="checkbox"/>	Cross Referenced Leave of Absence Policy, if applicable
<input type="checkbox"/>	Cross Referenced Satisfactory Academic Progress Policy
<input type="checkbox"/>	Cross Referenced Institutional Refund Policy
<input type="checkbox"/>	Cross Referenced Enrollment Agreement for each program
<input type="checkbox"/>	Cross Referenced Catalog – 3 copies
<input type="checkbox"/>	Externship (Internship) Policy, if applicable
<input type="checkbox"/>	Instructor Meeting Policy
<input type="checkbox"/>	Admission Policy and Procedures
<input type="checkbox"/>	Transfer Policy
<input type="checkbox"/>	Re-Entry Policy
<input type="checkbox"/>	Ability to Benefit Policy, if applicable
<input type="checkbox"/>	Internal Grievance Policy
<input type="checkbox"/>	Academic Advising Policy and/or Procedures
<input type="checkbox"/>	Attendance Policy

	STATE REGULATIONS – Provide the following state regulation. Place each type of regulation in separate folders labeled with their contents
<input type="checkbox"/>	State Regulations governing the institution including its facilities, supplies, equipment and other policies regulated by the State–2 copies
<input type="checkbox"/>	State Regulations governing curriculum–2 copies
<input type="checkbox"/>	State Regulations governing a mandated refund policy, if applicable–1 copy
	DOCUMENTATION - Place <u>one (1) copy</u> of each document below into folders labeled with their contents
<input type="checkbox"/>	Improvement Plan, as applicable (based on feedback from Advisory Committee, students and graduates)
<input type="checkbox"/>	Plan for Instructor Continuing Education
<input type="checkbox"/>	Plan for Use of Substitutes
<input type="checkbox"/>	Institution’s Operating Policies & Procedures
<input type="checkbox"/>	Privacy and Release of Information policy and forms
<input type="checkbox"/>	Program Participation Agreement (PPA) (signed and current) and Eligibility Certification Approval Report (ECAR)
<input type="checkbox"/>	Articulation agreement, if applicable
<input type="checkbox"/>	Training agreements with other entities, if applicable
<input type="checkbox"/>	Professional Assistance Referral Policy and/or Procedure
<input type="checkbox"/>	Requirements for Graduation
<input type="checkbox"/>	Published Annual Report Outcomes Rates
<input type="checkbox"/>	Advisory Committee Roster
<input type="checkbox"/>	Advisory Committee meeting minutes, completed surveys, etc.
<input type="checkbox"/>	Documentation of feedback from current students and graduates
<input type="checkbox"/>	Summary of feedback from current students, graduates and advisory committee
<input type="checkbox"/>	List of all currently employed regular instructors
<input type="checkbox"/>	Personnel file for each currently employed instructor
<input type="checkbox"/>	Licenses and/or Credentials for each instructor including substitutes. If licenses/credentials for currently employed regular instructors is contained within the personnel file already provided, a separate copy is not required
<input type="checkbox"/>	Instructor meeting minutes for the most recent 12 months
<input type="checkbox"/>	Documentation of completed continuing education for each instructor
<input type="checkbox"/>	Performance evaluations for each instructor
<input type="checkbox"/>	State license as a post secondary educational institution

<input type="checkbox"/>	Examples of each type of advertising for previous 12 months
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<input type="checkbox"/>	<p>Copy of Pre-enrollment Information provided to students for:</p> <ol style="list-style-type: none"> 1. Access to the institution’s catalog 2. Most recent annual report statistics (outcomes rates) 3. Certification or licensing requirements of the jurisdiction for which training is being provided 4. Generally known pre-requisites for employment and factors that might preclude an individual from obtaining employment such as licensure requirements; regulatory oversight restrictions; physical requirements of the industry; and ability to meet requirements set forth by the employer 5. Rationale for programs that exceed the State required length, if applicable
<input type="checkbox"/>	<p>Documentation showing that students have received the aforementioned required pre-enrollment information</p>
<input type="checkbox"/>	<p>Orientation information provided to students</p>
<input type="checkbox"/>	<p>Evidence students were provided with access to orientation program on or before the first day of class</p>
<input type="checkbox"/>	<p>Employment assistance provided to students and graduates</p>
<input type="checkbox"/>	<p>Course and/or program outlines for each course</p>
<input type="checkbox"/>	<p>Sample lesson plans for each course</p>
<input type="checkbox"/>	<p>Documentation showing that the institution is responsible for distance education, if applicable</p>
<input type="checkbox"/>	<p>Examples of written and practical tests</p>
<input type="checkbox"/>	<p>Completed forms and practical grading criteria used for evaluating students (e.g. academic learning, practical work, clinic, etc.)</p>
<input type="checkbox"/>	<p>Copy of each of the same Student Lists previously provided to the NACCAS Compliance Coordinator as found under Item 2 on Page 1 of this document (Current, Graduate, Withdrawn).</p>
<p><i>If you have questions about any of the requirements noted on this form please contact the NACCAS Compliance Coordinator responsible for the visit.</i></p>	

Documents in the Student Files
For Review by the NACCAS On-Site Evaluation Team

In preparation for the NACCAS On-Site Evaluation Team's arrival the school must ensure that all of the following documentation is available for review. If there are any elements of this list that cannot be found in student files the school must ensure they are readily accessible to the team early in the day during the visit.

1. A copy of the signed enrollment agreement and any addenda for leaves of absences, schedule changes, etc.
2. Student payment cards/ledger card
3. Admissions documentation:
 - a. Documentation of high school completion or equivalence (as applicable)
 - b. Proof of age (if required)
 - c. Interview form(s), (if applicable)
 - d. Recommendation letters, (if applicable)
 - e. Application for enrollment
 - f. Documentation of receipt of Pre-enrollment information
 - g. ATB test information (if applicable)
 - h. Immigration information (if applicable)
 - i. Any state required elements for enrollment (residency, health, etc.)
 - j. Documentation of all other items required by the school for admissions
4. Other student information as applicable, for example:
 - a. Excused absence documentation
 - b. Correspondence to/from student
 - c. Documentation of phone conversations with students
5. State Board of Cosmetology Registration Form (if applicable)
6. Documentation of academic advising session notes/Counseling referrals
7. Grades; report cards; test scores, etc. (as applicable)
8. Hourly reports/Time sheets/Time cards (if applicable)
9. Leave of absence forms
10. SAP evaluations
11. Warning and/or Probation notices, (if applicable)
12. Appeal documentation, (if applicable)
13. Documentation of withdrawal or termination (if applicable)
14. Institutional Refund calculation (if withdrawn or terminated)
15. Documentation of student complaint(s), (if applicable)
16. Documentation of graduation