



NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES

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On-Site Evaluation Visit Form – Guidelines for Completing

(Revised January 18, 2017)

Guidelines for ICPEs When Reviewing and Writing Comments/Limitations in this Report

Visit Reports prepared during the on-site evaluations are used by the Commission, along with the school's response to the Report and information from interested parties, to base its decision regarding whether or not a school should attain accreditation, re-accreditation, or approval of the change they have undergone. As a vital part of this decision-making process, it is essential that the Visit Report depict accurately and clearly the institutions as found by the NACCAS teams.

To assist ICPEs in developing the research notes that will be used in the preparation of the Visit Reports, and to cooperate in an effort to maintain consistency in evaluations, NACCAS has developed the guidelines you will find in the following pages. Please note that the questions and research methods in this guide are not all-inclusive. There may be other methods of research and sources of information available to ICPEs, as there are different ways in which schools can demonstrate compliance with accreditation requirements.

In addition, to assist the teams in determining the amount of student files/record to be reviewed, the Commission has established the following minimum requirements:

- Current students: 15% of files from students who are currently enrolled OR a minimum of four (4) current student files per program, whichever is greater;
- Graduate students: 10% of files from students who have graduated within the past 12 months OR a minimum of (2) graduate files, whichever is greater;
- Withdrawn students: 10% of files from students who have dropped or been terminated within the past 12 months OR a minimum of (2) withdrawn files, whichever is greater.

***Note:** For those schools or programs with less than four (4) files for review, all files would then be selected for review. Additionally, if the files selected cause the team to be unable to make a determination of compliance the Commission authorizes the team to double the sample number of files to review.

When a determination of compliance has been made, the ICPE must note the determination as follows:

Select **Yes** if the institution is in compliance

- If you select **Yes** for any criterion, clearly note the documentation that was reviewed and the institution's information that demonstrated compliance.

Select **No** if the institution is not in compliance,

- If you select **No** for any criterion, clearly state the limitation in the space below the criterion and attach the appropriate documentation that supports the limitation. If extra space is needed, utilize the "Summary of Findings" document, which appears at the end of this packet.

Select **N/A** if the criterion does not apply to the institution.

- If you select **N/A** for any criterion, ensure that you have verified with the NACCAS Compliance Coordinator that an N/A is allowed for that criterion.

KEY:

N = NACCAS Compliance Coordinator or Accreditation Manager

A = Academic ICPE

S = School Owner/Administrator ICPE

P = Practitioner ICPE

I. EDUCATIONAL OBJECTIVES AND INSTITUTIONAL EVALUATION

The institution has a published mission statement identifying the institution as providing career preparation. The institution assesses its performance as related to its stated objectives, summarizes the results of the assessment, and uses the assessment to maintain or improve institution performance.

<u>YES</u>	1. A mission statement has been adopted by the institution and clearly identifies the institution as one preparing graduates for employment. (D)
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N

Method of verification:

- Review the institution’s ISS containing the mission statement to determine compliance. Statement must clearly state that the institution is preparing students for getting a job. If the institution lists their program(s) in the mission statement all programs must be included.

Documentation to provide in the visit report when citing a limitation:

- Institution’s catalog

Documentation to provide in the visit report regardless of citing a limitation:

- Institution’s catalog.

LIMITATION:

<u>YES</u>	2. The mission statement is published in the institution’s catalog. (D)
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N

Method of verification:

- Review the institution’s ISS containing the Catalog to determine compliance. Compare the statement contained in the ISS with the statement contained in the Catalog to ensure they are congruent. Statement must clearly state that the institution is preparing students for getting a job. If the institution lists their program(s) in the mission statement all programs must be included.

Documentation to provide in the visit report when citing a limitation:

- Institution’s catalog

Documentation to provide in the visit report regardless of citing a limitation:

- Institution’s catalog.

LIMITATION:

<u>YES</u>	3. The data contained in the institution’s most recent NACCAS Annual Report are accurate. (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

<u>YES</u>	4. The institution maintains documentation that can be verified and supports the rates of graduation, licensure/certification, and employment for the most recent Annual Report year. (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

a. <u>YES</u> b. <u>YES</u> c. <u>YES</u>	5. The institution is responsible for the achievement of expected and acceptable outcomes, regardless of mode of educational delivery (select either “YES”, “NO”, or “N/A” for each outcome rate below) (D): a. Graduation rate – 50% b. Pass rate on certification or state licensing examinations, if required – 70% c. Placement rate of graduates - 60% Enter the applicable outcome rate below for the institution’s most recent annual report year. Graduation: <u>00.00%</u> Licensure: <u>00.00%</u> Placement: <u>00.00%</u> Indicate below if the institution is currently in low outcomes monitoring for any of the outcomes rates? Graduation: <u>YES</u> Licensure: <u>YES</u> Placement: <u>YES</u> (Note: If the institution is in compliance with current low outcomes monitoring, this criterion is not cited as a limitation).
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N

Method of verification:

- Review the institution’s ISS containing the mission statement to determine compliance. Statement must clearly state that the institution is preparing students for getting a job. If the institution lists their program(s) in the mission statement all programs must be included.

Documentation to provide in the visit report when citing a limitation:

- Institution’s catalog

Documentation to provide in the visit report regardless of citing a limitation:

- Institution’s catalog.

LIMITATION:

<u>YES</u>	6. The institution has an external advisory committee comprised of an employer or employers representing the field(s) of study offered by the institution. A committee member may represent multiple fields. (D)
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N

Method of verification:

- Review the institution’s ISS containing the mission statement to determine compliance. Statement must clearly state that the institution is preparing students for getting a job. If the institution lists their program(s) in the mission statement all programs must be included.

Documentation to provide in the visit report when citing a limitation:

- Institution’s catalog

Documentation to provide in the visit report regardless of citing a limitation:

- Institution’s catalog.

LIMITATION:

<p>a. <u>YES</u> b. <u>YES</u> c. <u>YES</u></p>	<p>7. Advisory Committee members shall provide annual feedback in those areas relevant to their experience and/or background. The feedback from the committee must include, but does not have to be limited to, information about the institution’s: (D)</p> <p>a. curriculum b. facilities and equipment, and c. graduation, licensure or certification, and placement rates.</p>
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

A

Method of Verification

- Documentation Review.

Documentation to provide in the visit report when citing a limitation

- The institution’s policy regarding the Advisory Committee, if applicable
- Documentation of feedback, if applicable:
 - Meeting minutes
 - Surveys
 - Town Hall Meeting Minutes
 - Other relevant documents
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Please indicate the member(s) of the Advisory Committee (to include place of employment, position, and subject area) OR provide the document which lists the Advisory Committee (to include place of employment, position, and subject area);
- Please indicate the number of times that the Advisory Committee meets each year OR provide the document used to verify the number of times the Advisory Committee meets each year such as a copy of the institution’s policy.
- Please provide an example noted in the institution’s documentation that proved that the Advisory Committee discussed the required topics (i.e. curriculum, facilities and equipment, and graduation, licensure, and placement rates) OR provide the document used to verify that the feedback from the Advisory Committee included all the required elements (i.e. curriculum, facilities and equipment, and graduation, licensure, and placement rates) such as meeting minutes, surveys, etc.

LIMITATION:

<p><u>YES</u></p>	<p>8. The institution must solicit feedback from current students based on its mission and educational objectives at least annually. (D)</p>
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A

Method of Verification

- Document Review

Documentation to provide in the visit report when citing a limitation

- The institution’s policy regarding the current student feedback, if applicable
- Documentation of feedback, if applicable:
 - Meeting minutes
 - Surveys
 - Town Hall Meeting Minutes
 - Other relevant documents
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Please indicate the institution’s procedure for obtaining feedback from current students based on the mission and educational objectives OR provide the document used to verify the institution’s procedure for obtaining feedback from current students based on the mission and educational objective such as a policy.
 - NOTE: The documentation reviewed MUST show that the institution obtains feedback at least annually.
- Please provide a narrative example noted in the institution’s documentation that proved that the institution obtained feedback from the current students regarding the mission and educational objectives OR provide the document used to verify that feedback was obtained from current students based on the mission and educational objectives such as surveys.
 - NOTE: The documentation reviewed MUST show that the institution obtains feedback at least annually. For example, the document should be dated.

LIMITATION:

<u>YES</u>	9. The institution must solicit feedback from graduates based on its mission and educational objectives at least annually. (D)
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A

Method of Verification

- Document Review

Documentation to provide in the visit report when citing a limitation

- The institution’s policy regarding the graduate feedback, if applicable
- Documentation of feedback, if applicable:
 - Meeting minutes
 - Surveys
 - Town Hall Meeting Minutes
 - Other relevant documents
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Please indicate the institution’s procedure for obtaining feedback from graduates based on the mission and educational objectives OR provide the document used to verify the institution’s procedure for obtaining feedback from graduates based on the mission and educational objective such as a policy.
 - NOTE: The documentation reviewed MUST show that the institution obtains feedback at least annually.
- Please provide a narrative example noted in the institution’s documentation that proved that the institution obtained feedback from the graduates regarding the mission and educational objectives OR provide the document used to verify that feedback was obtained from graduates based on the mission and educational objectives such as surveys.
 - NOTE: The documentation reviewed MUST show that the institution obtains feedback at least annually. For example, the document should be dated.

LIMITATION:

<u>YES</u>	10. The institution must maintain a summary of the feedback received from the Advisory Committee members, students and graduates. (D)
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A

Method of Verification

- Document Review

Documentation to provide in the visit report when citing a limitation

- The institution’s policy(ies) regarding the Advisory Committee, current student, and graduate feedback, if applicable
- Documentation of feedback, if applicable:
 - Meeting minutes
 - Surveys
 - Town Hall Meeting Minutes
 - Summary of feedback
 - Other relevant documents
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Please provide the summary of feedback provided by the school which included a summary from the Advisory Committee members, current students, and graduates’ feedback. Documentation might include:
 - Advisory Committee Meeting Minutes (only for Advisory Committee)
 - Written, summarized notes of all feedback which shows that the institution reviewed the feedback

LIMITATION:

<u>YES</u>	11. Based on the feedback received, the institution implements improvements and changes, as applicable to maintain compliance with NACCAS Standard and Policies. (D)
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A

Method of Verification

- Please describe the documents that were reviewed, as this is a documented criterion.

Documentation to provide in the visit report when citing a limitation

- The institution’s policy(ies) regarding the Advisory Committee, current student, and graduate feedback, if applicable
- Documentation of feedback, if applicable:
 - Meeting minutes
 - Surveys
 - Town Hall Meeting Minutes
 - Summary of feedback
 - Improvement Plan
 - Other relevant documents
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Please provide a narrative description of the documentation that the school maintains to show that the information received is used for the evaluation and implementation of its achievements OR provide the document used by the school to show that the information received is used for the evaluation and implementation of its achievements. Documentation might include:
 - Proof of implementation of changes such as work done at the school;
 - A summary of improvements
 - An improvement plan

LIMITATION:

II. INSTRUCTIONAL STAFF

The institution employs an instructional staff that is fully qualified and of adequate size to fulfill the objectives of the educational courses and/or program(s) regardless of mode of delivery.

<u>YES</u>	1. Instructors (including substitutes) hold teaching credentials demonstrating compliance with applicable state requirements. (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

A

Method of verification:

- Review the institution’s ISS to determine that each instructor employed by the institution has a valid and current state license or credential showing compliance with the applicable state requirements.

Documentation to provide in the visit report when citing a limitation:

- Expired or invalid instructor licenses/credentials.

Documentation to provide in the visit report regardless of citing a limitation:

- License # and expiration date as listed on the Instructor Information Review Table.

LIMITATION:

<u>YES</u>	2. The student/teacher ratio meets the state requirements, if applicable, and in the absence of state requirements, the student/teacher ration must not exceed 30 students in attendance per instructor. (O/A)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

A

Method of verification:

- Observe the number of students in attendance and the number of instructors present. In addition, verify the total number of students enrolled and the number of employed instructors. Review the state requirements for student/teacher ratio and verify that the number of students and instructors is in compliance.

Documentation to provide in the visit report when citing a limitation:

- No documentation needed.

Documentation to provide in the visit report regardless of citing a limitation:

- No documentation needed.

LIMITATION:

<u>YES</u>	3. Qualified substitute instructors are familiar with the institution’s curriculum, policies and procedures. (A)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

A

Method of verification:

- Review the institution’s ISS to determine if they are utilizing substitute instructors and any policies related to the use of substitutes. Interview students and instructors to determine if substitutes are in fact used when an instructor is absent.

Documentation to provide in the visit report when citing a limitation:

- Interview forms for students and/or instructors.

Documentation to provide in the visit report regardless of citing a limitation:

- Interview forms for students and/or instructors.

LIMITATION:

<u>YES</u>	4. Qualified substitute instructors are used when needed. (A)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

A

Method of verification:

- Review the institution’s ISS to determine if they are utilizing substitute instructors and any policies related to the use of substitutes. Interview students and instructors to determine if substitutes are in fact used when an instructor is absent.

Documentation to provide in the visit report when citing a limitation:

- Interview forms for students and/or instructors.

Documentation to provide in the visit report regardless of citing a limitation:

- Interview forms for students and/or instructors.

LIMITATION:

<u>YES</u>	5. Instructors, with the exception of substitutes, attend meetings according to the institution’s policy, which shall require a meeting at least once annually. (D) (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

A

Method of verification:

- Review the institution’s ISS for the staff meeting policy and review the staff meeting minutes/documents to determine if the institution is following its own policy.

Documentation to provide in the visit report when citing a limitation:

- Staff meeting policy and any applicable staff meeting minutes.

Documentation to provide in the visit report regardless of citing a limitation:

- No documentation needed (this is not a commonly missed criterion with regard to the review by the ICPE)

LIMITATION:

<u>YES</u>	6. Instructor meeting topics are relevant to the institution’s stated mission and educational objectives. (A)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

A

Method of verification:

- Review the staff meeting minutes provided by the institution to determine if the topics are relevant to the institution’s stated mission and educational objectives. Also interview the instructors to determine what topics are discussed during staff meetings.

Documentation to provide in the visit report when citing a limitation:

- Staff meeting minutes and instructor interview forms.

Documentation to provide in the visit report regardless of citing a limitation:

- Instructor interview forms.

LIMITATION:

<u>YES</u>	7. With each year of employment, each regularly employed instructor (but not substitute instructors) meets the applicable state requirements for continuing education or obtains 12 hours of continuing education, whichever is greater. This requirement shall not apply during the employee’s first year of employment. A year of employment shall be measured on a calendar basis or rolling 12-month basis, as defined by the institution’s policy. (D/A)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

A

Method of verification:

- Review the institution’s ISS to determine the school’s continuing education policy and for the list of instructors who have been employed for over a year. Review the instructor files and determine if each instructor has met the institution’s continuing education policy by reviewing the number of continuing education certificates and verifying the hours and dates listed. . Also, review the state regulations to ensure the institution is in compliance with its own state requirements.

Documentation to provide in the visit report when citing a limitation:

- Institution’s continuing education policy.

Documentation to provide in the visit report regardless of citing a limitation:

- Instructor Information Review Table containing the detailed continuing education documents for each instructor employed for over a year.

LIMITATION:

<u>YES</u>	8. Continuing education, completed in person or online, includes a minimum of 4 hours in teaching methodology. (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

A

Method of verification:

- Review the institution’s ISS to determine the school’s continuing education policy and for the list of instructors who have been employed for over a year. Review the instructor files and determine if each instructor has met the institution’s continuing education policy, and specifically the four (4) hours of teaching methodology. Also, review the state regulations to ensure the institution is in compliance with its own state requirements. Review the continuing education documents to determine which topics would be considered “teaching methodology.”

Documentation to provide in the visit report when citing a limitation:

- Institution’s continuing education policy and/or continuing education certificates that was not relevant to teaching methodology.

Documentation to provide in the visit report regardless of citing a limitation:

- Instructor Information Review Table containing the detailed continuing education documents for each instructor employed for over a year.

LIMITATION:

<u>YES</u>	9. Each instructor, with the exception of substitutes, shall receive and sign a written performance evaluation at least once annually. (D/A)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

A

Method of verification:

- Review the institution’s ISS to determine when performance evaluations are conducted and then review each instructor’s file to determine if and when performance evaluations were actually done. Interview instructors to verify they have received their performance evaluation.

Documentation to provide in the visit report when citing a limitation:

- Performance Evaluations (that are possibly unsigned and with incorrect dates). Instructor interview forms.

Documentation to provide in the visit report regardless of citing a limitation:

- Instructor interview forms and the Instructor Information Review Table.

LIMITATION:

<u>YES</u>	10. The evaluation includes, at a minimum, teaching preparation and effectiveness. (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

A

Method of verification:

- Review the completed performance evaluations to determine if teaching preparation and effectiveness were addressed for instructor.

Documentation to provide in the visit report when citing a limitation:

- Instructor Performance Evaluations

Documentation to provide in the visit report regardless of citing a limitation:

- Instructor Information Review Table

LIMITATION:

III. ADMINISTRATIVE SERVICES

The institution has in place administrative policies and services appropriate to the educational courses and/or program(s). Such policies and services meet applicable federal, state, local, and NACCAS policies.

<u>YES</u>	1. The institution is legally authorized to provide training. (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

P

Method of Verification

- Document review

Documentation to provide in the visit report when citing a limitation

- License(s)
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Please describe how the institution documented that it is currently authorized to provide training (i.e. types of licenses, license expiration dates, etc.)
- Please describe how the institution information provided on the license (school name, address, etc.) matches the information on record with NACCAS OR provide a copy of the state license.

LIMITATION:

<u>YES</u>	2. Appropriate licenses and certificates issued by state and/or other regulatory authorities are publicly displayed in accordance with state regulations. (O)
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P

Method of Verification

- Document review

Documentation to provide in the visit report when citing a limitation

- Picture of where license(s) are displayed
- State regulations
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Please describe the state requirements for license display, if applicable, and where the licenses were observed as displayed by the school.

LIMITATION:

<u>YES</u>	3. The institution complies with applicable federal (including Title IV Federal Financial Aid), state, and local statutes and regulations governing the operations of the institution including the NACCAS <i>Rules of Practice and Procedure</i> . (A/O/D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

A/S/P

Method of Verification

- Document review

Documentation to provide in the visit report when citing a limitation

- Examples of limitations:
 - Offering unapproved program
 - Documentation from student records showing students are enrolled in unapproved program
 - Applicable program documentation such program outline, lesson plans, tests, etc.
 - Unapproved expanded campus facility
 - Photographs of expanded campus
 - Address of expanded campus
 - Unapproved Change of Ownership OR Failure to Update Ownership with all agencies
 - ECAR
 - PPA
 - Applicable ownership documentation
 - Not completing Returns to Title IV paperwork (R2TRs)
 - NACCAS verifies that they are completed NOT that they are accurate
 - Institution information (i.e. name, address, etc.) is not consistent between all governing agencies’ documentation
 - License
 - ECAR
 - PPA
- Suggested documentation to review:
 - State requirements for equipment
 - State requirements for facility inspection

Documentation to provide in the visit report regardless of citing a limitation

- Please consult with the Compliance Coordinator for guidance (as necessary) or at a minimum, at the required checkpoint

LIMITATION:

<u>YES</u>	4. The institution has adopted written operating policies and procedures. (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

A/S/P

Method of Verification

- Document review

Documentation to provide in the visit report when citing a limitation

- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Please describe where the written operating policies and procedures are maintained by the institution.

- Please describe how the staff has access to the written operating policies and procedures, when needed.

LIMITATION:

<u>YES</u>	5. The institution’s written operating policies and procedures are implemented and maintained effectively. (A)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

A/S/P

Method of Verification

- Document review

Documentation to provide in the visit report when citing a limitation

- Applicable policy
- Documentation from student records
- Classroom observation forms, if applicable
- Interview forms
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Each ICPE must provide an example of observed accurate implementation of a school policy (i.e. implementation of tardiness policy, attendance policy, dress code, etc.)

LIMITATION:

<u>YES</u>	6. The institution has controls in place to ensure operations, programs, and staff meet the requirement for administrative capacity and capability..(D/O/A)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

<u>YES</u>	7. The institution has current, signed participation agreement(s) (Title IV, Veteran’s Administration, Work Force Development, etc.) and Eligibility Certification Approval Report (ECAR) listing approved courses and/or programs, if applicable. (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

S

Method of Verification

- Document review

Documentation to provide in the visit report when citing a limitation

- Unsigned PPA
- Expired PPA and ECAR

Documentation to provide in the visit report regardless of citing a limitation

- Please provide the following as listed on the ECAR and PPA:
 - School name
 - Ownership
 - Programs
 - Expiration date
- Please provide a copy of the signed page of the PPA
- Please provide a copy the program page of the ECAR

LIMITATION:

<u>YES</u>	8. Advertising conforms to the NACCAS <i>Policy on Advertising</i> . (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

S

Method of Verification

- Document review

Documentation to provide in the visit report when citing a limitation

- Photos of signage
- Examples of advertising
- Screenshots of website

Documentation to provide in the visit report regardless of citing a limitation

- Please describe the advertising that the institution provided during the on-site evaluation.
- Upon review of the institution’s website, if applicable, was the following true?
 - The program names on the website were consistent with NACCAS records.
 - The institution’s name and address was consistent with NACCAS records.
 - Please note the institution’s signage and list the names listed.
 - List the alternate names used, if applicable, and ensure that they are consistent with NACCAS records.
 - NOTE: An institution may only have up to 2 alternate names.
 - Please note how monetary incentives, if applicable, are in compliance with the *Policy on Advertising*.

LIMITATION:

<u>YES</u>	9. The institution maintains copies of any training agreements with government agencies, school districts and/or other entities, if applicable. (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

S

Method of Verification

- Document review

Documentation to provide in the visit report when citing a limitation

- Unsigned PPA
- Expired PPA and ECAR

Documentation to provide in the visit report regardless of citing a limitation

- Please provide the following, if applicable:
 - The name of the agency with which the school has a training agreement
- Please provide a narrative describing how the training agreement is in compliance with the NACCAS *Policy on Training Agreements*.
 - NOTE: Students enrolled under a training agreement are not considered current students under NACCAS purview and therefore, are not selected for review during record review.

LIMITATION:

<u>YES</u>	10. The institution guarantees each student (or parent or guardian if the student is a dependent minor) access to that student's records. (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

<u>YES</u>	11. The institution must have a policy regarding the release of student information which is in compliance with local, state, and federal law (FERPA). (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

S

Method of Verification

- Document review

Documentation to provide in the visit report when citing a limitation

- School policy

- Copies of consent forms, if applicable
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Please state the type of document used to obtain written consent for third party access to student records each time (i.e. no blank release forms) OR provide a copy of an example completed form.

LIMITATION:

<u>YES</u>	12. The institution provides access to student and other institution records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission. (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

<u>YES</u>	13. All institutional records related to accreditation (NACCAS Standards and Policies) must be maintained from the effective date of the most recent grant or renewal of accreditation and in accordance with state and federal law. Newly accredited institutions that do not have a six-year accreditation history must maintain records from the Candidate Consultation visit forward. Student records must be maintained in accordance with state and federal law. (O)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

<u>YES</u>	14. All institution records are maintained and safeguarded against loss, theft, identify theft, or damage. (O)
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S

- **Method of Verification**
 - Document review
- **Documentation to provide in the visit report when citing a limitation**
 - A photograph of the records
 - If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.
- **Documentation to provide in the visit report regardless of citing a limitation**
 - When the School Owner/Administrator ICPE retrieved records for review were they safeguarded against theft and destruction? Please describe.

LIMITATION:

<u>YES</u>	15. The institution utilizes technologies and practices that are effective in verifying the identity of a distance-learning student who participates in class or coursework (such as a secure login and pass code or proctored examinations) while protecting student privacy. (A)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

S

Method of Verification

- Document Review

Documentation to provide in the visit report when citing a limitation

- The school’s policy, if applicable
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Indicate how the institution verified the identity of students who signed into the distance education portal OR provide the document reviewed to verify that students’ identifies were verified such as a listing of portal usernames and passwords.

LIMITATION:

<u>YES</u>	16. Any information provided to applicants, enrollees, or students that is relevant to their decision to enroll in the institution or to satisfactorily complete the course and/or program must be available in the language in which the course will be taught. (A/D)
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S/P

Method of Verification

- Document Review

Documentation to provide in the visit report when citing a limitation

- Enrollment agreement and other admissions paperwork
- Catalog
- Tests
- Classroom Observation Form and applicable narrative to include language of instruction

Documentation to provide in the visit report regardless of citing a limitation

- List language(s) in which each program is taught.
- In what languages is the institution approved by NACCAS to offer each program?
- Were classes observed as being taught in the language of instruction approved by NACCAS?
- Was the following documentation provided to students in the language approved by NACCAS?:
 - Catalog
 - Enrollment agreement
 - Course materials

LIMITATION:

IV. ADMISSIONS POLICIES AND PROCEDURES

The institution has published student admissions policies that are appropriate for the educational courses and/or program(s), and the institution follows these policies.

<u>YES</u>	<p>1. The institution's admission policies require that each student meet one of the following (D):</p> <ul style="list-style-type: none"> a. Have successfully completed high school or its equivalent as evidence by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, or a certificate of attainment (only applicable to non-Title IV recipients), etc.; or b. Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or c. Have the ability to benefit from the training, according to the NACCAS <i>Ability to Benefit Policy</i>. d. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma. e. If attending under a training agreement with a government agency, school district, and/or other entity, meets the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

S

Method of verification:

- Review the institution's ISS for the admission's policy to determine that it meets the above mentioned requirements. Additionally review the institution's catalog to determine that the same admissions policy is contained within it.

Documentation to provide in the visit report when citing a limitation:

- Admissions policy.

Documentation to provide in the visit report regardless of citing a limitation:

- Institution's catalog.

LIMITATION:

<u>YES</u>	<p>2. A limited number of secondary students who are not enrolled under a training agreement as described in item d above (no more than 10% of the number of students currently enrolled) may be admitted if the applicant meets the state requirements for admission, obtains permission in writing from the secondary school in which they are enrolled and successfully completed a pre-enrollment evaluation as established by the institution. (D)</p>
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

S

Method of verification:

- Review the institution’s ISS to determine if this criterion is applicable to the particular institution. If it is, review the institution’s policy as detailed in the catalog under the admission’s policy. In addition, review the institution’s currently enrolled student roster to determine if the 10% requirement is enforced.

Documentation to provide in the visit report when citing a limitation:

- Copy of admission’s policy and/or current student roster

Documentation to provide in the visit report regardless of citing a limitation:

- Institution’s catalog

LIMITATION:

<u>YES</u>	3. The institution’s written catalog complies with the NACCAS <i>Catalog Requirements</i> . (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

<u>YES</u>	4. Before accepting an applicant for admission, the institution provides the applicant access to the institution’s catalog. (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

S

Method of verification:

- Review the institution’s ISS to determine how pre-enrollment is documented. Review the student records to determine if the institution is following its own policy and to ensure students are receiving the required information prior to enrollment. Review the institution’s pre-enrollment document to determine that each required topic is address completely.

Documentation to provide in the visit report when citing a limitation:

- Copies of applicable student enrollment agreements and/or the pre-enrollment checklists (if it was a late pre-enrollment issue)

Documentation to provide in the visit report regardless of citing a limitation:

- File Review Grid

LIMITATION:

<u>YES</u>	5. Before enrollment each applicant is provided access to written information that accurately reflects the most recent annual report statistics. (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

S

Method of verification:

- Review the institution’s ISS to determine how pre-enrollment is documented. Review the student records to determine if the institution is following its own policy and to ensure students are receiving the required information prior to enrollment. Review the institution’s pre-enrollment document to determine that each required topic is address completely, specifically that the Annual Report rates are current and accurate.

Documentation to provide in the visit report when citing a limitation:

- Copies of applicable student enrollment agreements and/or the pre-enrollment checklists (if it was a late pre-enrollment issue)

Documentation to provide in the visit report regardless of citing a limitation:

- File Review Grid

LIMITATION:

<u>YES</u>	6. Before enrollment each applicant is provided access to written information that accurately reports the certification or licensing requirements of the jurisdiction for which it is preparing graduates. (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

S

Method of verification:

- Review the institution’s ISS to determine how pre-enrollment is documented. Review the student records to determine if the institution is following its own policy and to ensure students are receiving the required information prior to enrollment. Review the institution’s pre-enrollment document to determine that each required topic is address completely.

Documentation to provide in the visit report when citing a limitation:

- Copies of applicable student enrollment agreements and/or the pre-enrollment checklists (if it was a late pre-enrollment issue)

Documentation to provide in the visit report regardless of citing a limitation:

- File Review Grid

LIMITATION:

<u>YES</u>	7. The institution uses an enrollment agreement that complies with the NACCAS <i>Enrollment Agreement Requirements</i> . (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

<u>YES</u>	8. The enrollment agreement must be fully executed prior to the enrollee starting classes. (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

S

Method of verification:

- Review the institution’s student records to determine that each enrollment agreement was completely filled out (no blanks- this includes even a guarantor or guardian signature line) and that any changes made on the document were initialed by both parties (school and student). In addition, review the enrollment agreement to determine that it was signed by the student either prior to the student’s start date or on it (it can be on the start date but just not after the start date). When reviewing student records, the current records have greater weight than either the withdrawn or graduate records as they demonstrate whether the institution is in current compliance. For example, if all the current records are okay and a couple of the graduate enrollment agreements have issues, a limitation would not be cited.

Documentation to provide in the visit report when citing a limitation:

- Copies of all applicable enrollment agreements.

Documentation to provide in the visit report regardless of citing a limitation:

- File Review Grid

LIMITATION:

<u>YES</u>	9. A copy of the fully executed enrollment agreement is provided to the student and legal guardian, as applicable. (D)
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S

Method of verification:

- Review the institution’s student records to determine that each enrollment agreement was completely filled out (no blanks- this includes even a guarantor or guardian signature line) and that any changes made on the document were initialed by both

parties (school and student). In addition, review the enrollment agreement to determine that it was signed by the student either prior to the student’s start date or on it (it can be on the start date but just not after the start date). When reviewing student records, the current records have greater weight than either the withdrawn or graduate records as they demonstrate whether the institution is in current compliance. For example, if all the current records are okay and a couple of the graduate enrollment agreements have issues, a limitation would not be cited.

Documentation to provide in the visit report when citing a limitation:

- Copies of all applicable enrollment agreements.

Documentation to provide in the visit report regardless of citing a limitation:

- File Review Grid

LIMITATION:

<u>YES</u>	10. A copy of the fully executed enrollment agreement is maintained by the institution. (D)
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S

Method of verification:

- Review the institution’s student records to determine that each enrollment agreement was completely filled out (no blanks- this includes even a guarantor or guardian signature line) and that any changes made on the document were initialed by both parties (school and student). In addition, review the enrollment agreement to determine that it was signed by the student either prior to the student’s start date or on it (it can be on the start date but just not after the start date). When reviewing student records, the current records have greater weight than either the withdrawn or graduate records as they demonstrate whether the institution is in current compliance. For example, if all the current records are okay and a couple of the graduate enrollment agreements have issues, a limitation would not be cited.

Documentation to provide in the visit report when citing a limitation:

- Copies of all applicable enrollment agreements.

Documentation to provide in the visit report regardless of citing a limitation:

- File Review Grid

LIMITATION:

<u>YES</u>	11. If the institution has a leave of absence policy, it must be in compliance with the NACCAS <i>Leave of Absence Policy</i> . (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

<u>YES</u>	12. the institution accurately implements the Leave of Absence Policy, as applicable. (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

S

Method of verification:

- Review the institution’s student records to determine that it is following its leave of absence policy, including amending the contract end date on enrollment agreements either by changing it and having it initialed by both parties (school and student) or completing a contract addendum.

Documentation to provide in the visit report when citing a limitation:

- Copies of all applicable enrollment agreements, addenda, and leave of absence forms.

Documentation to provide in the visit report regardless of citing a limitation:

- File Review Grid

LIMITATION:

<u>YES</u>	13. The institution's policies clearly state that the institution does not discriminate on the basis of sex, age, race, color, religion, or ethnic origin in admitting students. (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

<u>YES</u>	14. The institution has a policy that clearly defines how training or education received at another institution is applied to the receiving institution's course or program requirements for graduation (including the possibility that no such transfer credit is granted). (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

<u>YES</u>	15. The institution maintains a list of institutions with which it has established an articulation agreement, if applicable. (D)
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S

Method of verification: Review the institution’s ISS to determine if this criterion is applicable to the institution. If it is applicable, review the list of institutions with which the school has an established articulation agreement. The articulation agreement itself does not have to be reviewed.

Documentation to provide in the visit report when citing a limitation:

List of institutions with which the school has an established articulation agreement.

Documentation to provide in the visit report regardless of citing a limitation:

No documentation needed.

LIMITATION:

<u>YES</u>	16. The institution's practices are consistent with its admissions policies and requirements. (D)
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S

Method of verification:

- After reviewing all student records (focusing on current records), determine if the institution is in fact following its own admissions policy. For example, if the institution requires a copy of a driver’s license, then a driver’s license should be in each student record. If there are issues in student records, you may double the sample, however, if all or a majority or a pattern is established the sample does not need to be doubled.

Documentation to provide in the visit report when citing a limitation:

- Copies of invalid admissions documents (i.e. HS diplomas, etc.). Copy of admissions policy.

Documentation to provide in the visit report regardless of citing a limitation:

- File Review Grid

LIMITATION:

<u>YES</u>	17. The institution notifies distance learning students at the time of registration or enrollment of any projected additional student charges associated with the verification of student identity. (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

S

Method of verification:

- Review the institution’s ISS to determine if this criterion is applicable. If it is applicable, review the institution’s documentation for verifying that this information is in fact provided to students. This should either be in the student’s records or with the institution.

Documentation to provide in the visit report when citing a limitation:

- Any documentation related to the verification of additional charges to distance learning students.

Documentation to provide in the visit report regardless of citing a limitation:

- No documentation needed.

LIMITATION:

<u>YES</u>	18. If an institution offers a program that is longer than the state requirements, before enrollment, each applicant is provided the rationale for completing the additional hours and the benefits to be derived from the additional training. (D)
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S

Method of verification:

- Review the institution’s ISS and catalog to review the rationale for an increased length in an approved program. Determine from the ISS what documentation is used to verify that students receive this information prior to enrollment and review that documentation in student records.

Documentation to provide in the visit report when citing a limitation:

- Copies of applicable student enrollment agreements and/or the pre-enrollment checklists (if it was a late pre-enrollment issue)

Documentation to provide in the visit report regardless of citing a limitation:

- File Review Grid

LIMITATION:

<u>YES</u>	19. Before enrollment, each applicant is provided non-verbal access to information that reflects generally known prerequisites for employment and factors that might preclude an individual from obtaining employment in the field for which training is provided such as (D): <ul style="list-style-type: none"> • licensure requirements, • regulatory oversight restrictions, • physical requirements of the industry, • ability to meet requirements sets forth by employers.
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

S

Method of verification:

- Review the institution’s ISS to determine how pre-enrollment is documented. Review the student records to determine if the institution is following its own policy and to ensure students are receiving the required information prior to enrollment. Review the institution’s pre-enrollment document to determine that each required topic is address completely.

Documentation to provide in the visit report when citing a limitation:

- Copies of applicable student enrollment agreements and/or the pre-enrollment checklists (if it was a late pre-enrollment issue)

Documentation to provide in the visit report regardless of citing a limitation:

- File Review Grid

LIMITATION:

V. STUDENT SUPPORT SERVICES

The institution has in place student support services which provide appropriate information and advice to students.

<u>YES</u>	1. The institution provides access to orientation programs on or before the first day of class. (If the institution intends to award hours or credits for orientation, the orientation must be part of the institution’s curriculum, if permitted by state and federal law. (A)
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P

Method of verification:

- Review the institution’s ISS to determine when orientation takes place as well as to review the documentation included for an orientation. Interview students to verify that they received an orientation on or before the first day of class.

Documentation to provide in the visit report when citing a limitation:

- Student interview forms.

Documentation to provide in the visit report regardless of citing a limitation:

- Student interview forms.

LIMITATION:

a. <u>YES</u> b. <u>YES</u> c. <u>YES</u> d. <u>YES</u>	2. The orientation program provides, at a minimum, information about (A): a. the instructional course or program, b. the educational objectives of each program or course, c. administrative policies affecting students, and d. support services available to students.
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P

Method of verification:

- Review the institution’s ISS to determine when orientation takes place as well as to review the documentation included for an orientation. Interview students to verify that they received an orientation on or before the first day of class and that it contained the required elements..

Documentation to provide in the visit report when citing a limitation:

- Student interview forms.

Documentation to provide in the visit report regardless of citing a limitation:

- Student interview forms.

LIMITATION:

<u>YES</u>	3. Students are provided with academic advising and additional assistance as necessary. (A)
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P

Method of verification:

- Review the institution’s ISS for a description of the institution’s policy on academic advising. Interview students to determine if they are provided with academic advising in addition to any other necessary assistance.

Documentation to provide in the visit report when citing a limitation:

- Student interview forms.

Documentation to provide in the visit report regardless of citing a limitation:

- Student interview forms.

LIMITATION:

S

Method of verification:

- Review the institution’s ISS for a description of the institution’s policy on academic advising. Review the student records to see if any applicable documentation is found to demonstrate that the institution is providing this additional assistance.

Documentation to provide in the visit report when citing a limitation:

- Student interview forms.

Documentation to provide in the visit report regardless of citing a limitation:

- Student interview forms.

LIMITATION:

<u>YES</u>	4. Contact information for professional assistance is made available to students. (A)
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P

Method of verification:

- Review the institution’s ISS for a description of the institution’s policy on providing information for professional assistance (i.e. Suicide Hotline; Domestic Violence Hotline; Counseling Centers, etc.). Interview students to verify if they are provided with this information and observe any potential posting throughout the school facility (bathroom, break area, etc.).

Documentation to provide in the visit report when citing a limitation:

- Student interview forms.

Documentation to provide in the visit report regardless of citing a limitation:

- Student interview forms.

LIMITATION:

a. <u>YES</u> b. <u>YES</u> c. <u>YES</u> d. <u>YES</u>	5. The institution offers employment assistance to help graduates’ efforts to secure education-related employment that includes, but is not limited to training in (D): a. Professionalism; b. Resume development; c. Interview preparation; d. Job search skills.
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A

Method of verification:

- Review the institution’s ISS and Course Outline for each program to determine when this content is addressed in each program. Review the course curriculum and material to ensure each topic is appropriately addressed.

Documentation to provide in the visit report when citing a limitation:

- Course Outline

Documentation to provide in the visit report regardless of citing a limitation:

- No documentation needed.

LIMITATION:

<u>YES</u>	6. Information and advice on any available financial assistance is accessible to students. (A)
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S

Method of verification:

- Review the institution’s ISS for its policy on how it ensures students have access to information on all applicable financial assistance programs (not just financial aid- this could be private loans, scholarship, etc.) Discuss with Practitioner ICPE the results of student interviews to determine if students are made aware of this information.

Documentation to provide in the visit report when citing a limitation:

- Student interview forms.

Documentation to provide in the visit report regardless of citing a limitation:

- Student interview forms.

LIMITATION:

<u>YES</u>	7. The institution has an internal complaint or grievance procedure to consider student complaints that complies with the NACCAS <i>Internal Grievance Procedure Policy</i> . (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

<u>YES</u>	8. The institution implements the <i>Internal Grievance Procedure Policy</i> as applicable. (A)
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P

Method of verification:

- Review the institution’s grievance procedure as provided in its ISS and interview students to determine that the policy is being implemented and followed accordingly.

Documentation to provide in the visit report when citing a limitation:

- Student interview forms and any applicable complaints documentation

Documentation to provide in the visit report regardless of citing a limitation:

- Student interview forms.

LIMITATION:

VI. CURRICULUM

The institution offers educational courses and/or programs congruent with the mission of the institution and its educational objectives. Courses and/or programs incorporate job market requirements in instruction through involvement with the institution’s Advisory Committee. The institution ensures that all courses and/or programs offered by the institution, regardless of location or mode of delivery, are qualitatively consistent.

<u>YES</u>	1. Courses and/or programs are congruent with the mission of the institution and its educational objectives. (A/O)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

<u>YES</u>	2. Courses and/or programs meet the state requirements where the student is seeking licensure and/or certification, if applicable. (A/O)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

<u>YES</u>	3. Each student is provided with a written program and/or course outline, at the beginning of the program and/or course. (D)
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A/S

Method of Verification

- Please describe the documents that were reviewed, as this is a documented criterion.

Documentation to provide in the visit report when citing a limitation

- A program outline, if applicable
- Documentation showing that the program outline was not provided (such as an unsigned checklist)
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Please provide a description of when students are given a program outline OR provide the document which indicates when the program outline was provided to students such as a policy.
 - NOTE: The program outline must be provided at the beginning of the program.
- Please provide a description of how the institution documents that students are provided the program outline at the beginning of the program OR provide the document which proves that the institution provided the program outline at the of the program such as an orientation checklist, catalog, etc.

LIMITATION:

a. <u>YES</u>	4. The course and/or program outlines(s) must include each of the following elements (D): a. Name of the course or program;
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b. <u>YES</u>	b. Course and/or program description
c. <u>YES</u>	c. Course and/or program educational objectives;
d. <u>YES</u>	d. Contents of the units of instruction and, as applicable, hours, credits and/or competencies devoted to each unit;
e. <u>YES</u>	e. Instructional methods used to teach the course and/or program;
f. <u>YES</u>	f. Grading procedures.

N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

A

Method of Verification

- Please describe the documents that were reviewed, as this is a documented criterion.

Documentation to provide in the visit report when citing a limitation

- A program outline missing the required elements
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Please provide a description of the documentation provided to show that the institution provided a program outline for each program OR provide the actual program outline for each program.
- Please provide a description that shows that the contents of the units of instruction add up to the total program length for each program OR provide the actual program outline for each program.
- Please provide a description of how the team verified that the program outline included all of the required elements.
- NOTE: The grading procedures in the program outline should match those listed in the SAP Policy.

LIMITATION:

a. <u>YES</u>	5. In order to fulfill program and/or course requirements, the institution makes available to students the following (A/O):
b. <u>YES</u>	
c. <u>YES</u>	
d. <u>YES</u>	

A/P

Method of Verification

- Please describe the documents that were reviewed, as this is a documented criterion.

Documentation to provide in the visit report when citing a limitation

- Student interview forms
- A narrative description regarding the team’s observation
- A list of materials provided by the school, if applicable
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Please provide a description of what the team observed regarding textbooks, instructional materials, equipment, products and supplies OR provide a listing of the items noted throughout the institution’s facility which shows that the required items were made available.
- Please provide a summary of the responses from the student interviews regarding textbooks, instructional materials, equipment, and products and supplies that verified that the institution met these requirements.

LIMITATION:

<u>YES</u>	6. The institution provides students and teachers with access to current reference materials to support the educational course and/or program(s) offered. (A/O)
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P

Method of Verification

- Please describe the documents that were reviewed, as this is a documented criterion.

Documentation to provide in the visit report when citing a limitation

- Student interview forms
- A narrative description regarding the team’s observations
- A list of materials provided by the school, if applicable
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Please provide a description of what the team observed regarding written reference materials (such as YouTube, magazines, etc.) OR provide a listing of the items noted throughout the institution’s facility which shows that the required written reference materials were made available.

LIMITATION:

<u>YES</u>	7. Programs and/or courses offered by the institution comply with the applicable regulatory agency curriculum requirements. In the absence of oversight agency regulations regarding curriculum, courses and/or programs are designed to meet industry standards using feedback from the institution’s Advisory Committee and required elements of the state and/or national examination, if applicable, and/or requirements defined in oversight agency’s statutes or regulations for licensure. (D)
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P

Method of Verification

- Please describe the documents that were reviewed, as this is a documented criterion.

Documentation to provide in the visit report when citing a limitation

- Program outlines
- State requirements
- Advisory Committee feedback
- School backup documentation regarding comparative studies with regulations or state board exam, if applicable
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Please provide a description of the documentation reviewed which showed that the program(s) offered met the state requirements (to include course breakdown of hours) OR provide the state regulations for programs and the applicable program outline that shows that the requirements were met.
- In the absence of state regulations, please provide a description of how the institution formulated the program makeup OR provide the document used to summarize how the program makeup was formulated such as feedback from the Advisory Committee, a comparison with oversight agency statutes, licensure regulations, or a comparison with a state board exam.

LIMITATION:

<u>YES</u>	8. Each course or program provides instruction on the regulations governing the scope of practice for which students are training. (A)
------------	--

A/P

Method of Verification

- Please describe the documents that were reviewed, as this is a documented criterion.

Documentation to provide in the visit report when citing a limitation

- Program outlines
- State requirements

- Lesson plans
- Student Interview forms
- Instructor Interview Forms
- Classroom Observation Form
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Please provide a narrative description which explains how the team was assured that the programs offered are in alignment with the regulations governing the scope of practice (i.e. ensure that the institution is teaching the required program(s)).
- Please provide a description which indicates that the lesson plan for the class observed was in alignment with the lesson taught in class (were the lesson plans commercially prepared, instructor-prepared, etc.) OR provide a copy of the lesson plan with the classroom observation form.

LIMITATION:

<u>YES</u>	9. Each program or course provides supervised instruction in the applicable skills and competencies. (A)
-------------------	--

P

Method of Verification

- Please describe the documents that were reviewed, as this is a documented criterion.

Documentation to provide in the visit report when citing a limitation

- Classroom Observation Form
- Student Interview forms
- Instructor Interview Forms
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Please provide a narrative description which explains how the team was assured that students are provided with supervised instruction throughout the entirety of the program.
- Please provide a description, if applicable, regarding students’ responses in the student interviews regarding supervised instruction. Specific observations may also be noted on the classroom observation form and student interviews.

LIMITATION:

<u>YES</u>	10. Academic and practical learning precede student salon or clinic activities, as applicable. (D)
-------------------	--

A

Method of Verification

- Please describe the documents that were reviewed, as this is a documented criterion.

Documentation to provide in the visit report when citing a limitation

- Program outlines
- State requirements
- Lesson plans
- Student Interview forms
- Instructor Interview Forms
- Clinic floor entry test
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Please provide a description of the documentation that the school maintains to verify that academic and practical learning precede student salon or clinic activities OR provide documentation used to verify that students meet this requirement prior to entering the clinic floor such as a program outline, clinic floor entry test, etc.
 - NOTE: The state regulations should be reviewed to ensure that the program is meeting the state requirements for academic and practical learning prior to clinic activity.

LIMITATION:

<u>YES</u>	11. Academic and practical learning methods (e.g. discussion, question and answer, demonstration, cooperative learning, distance learning, problem solving, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities) are used during the program. (A/O)
------------	---

A/P

Method of Verification

- Please ensure that the classroom observation form are completed
 - NOTE: The practitioner and academic must conduct at least two (2) classroom observations each (Double this requirement for a 2-day on-site evaluation), at a minimum.

Documentation to provide in the visit report when citing a limitation

- Classroom Observation Forms
- Student Interview forms
- Instructor Interview Forms
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Please provide a narrative description which explains how the team was assured that the institution provided dynamic classroom instruction with varied academic and practical learning methods.

LIMITATION:

<u>YES</u>	12. Effective training aids and audiovisual materials are used to supplement the instructional process. (A/O)
------------	---

A/P

Method of Verification

- Please ensure that the classroom observation form are completed
 - NOTE: The practitioner and academic must conduct at least two (2) classroom observations each (Double this requirement for a 2-day on-site evaluation), at a minimum.
- Student Interviews
- Instructor Interviews

Documentation to provide in the visit report when citing a limitation

- Classroom Observation Forms
- Lesson plans
- Student Interview forms
- Instructor Interview Forms
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Please provide a narrative description which explains how the team was assured that the instructors used training aids and audiovisual materials (i.e. videos, Smart Board, overhead equipment, posters, etc.) during instruction effectively and provide a listing of those materials.

LIMITATION:

b. <u>YES</u> c. <u>YES</u> d. <u>YES</u>	13. Instruction in classrooms, labs, student salons, and/or via distance learning, if applicable, is effectively organized as evidenced by (D): <ul style="list-style-type: none"> a. Program and/or course outlines b. Lesson objectives c. Evaluations d. Other applicable instructional materials
---	--

A

Method of Verification

- Documentation review
- Classroom Observation
- Student and Instructor Interviews

Documentation to provide in the visit report when citing a limitation

- Lesson Plans
- Student Interviews
- Instructor Interviews
- Classroom Observation

Documentation to provide in the visit report regardless of citing a limitation

- Please provide a narrative description which identifies the documentation reviewed to verify that the institution’s instruction is effectively organized OR provide the documentation reviewed such as lesson objectives, evaluations, and program outlines.
 - NOTE: Please ensure that distance education is effectively organized, if applicable.

LIMITATION:

a. <u>YES</u> b. <u>YES</u>	14. To offer a course and/or program that exceeds the required minimum course length by more than 50%, the institution must justify the course or program length. In accordance with the mission of the institution, the justification must state how the course or program length is necessitated by the following factors (D): a. Industry needs as determined and/or recommended by the institution's Advisory Committee; b. Special academic needs of the students served.
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A

Method of Verification

- Document Review

Documentation to provide in the visit report when citing a limitation

- Advisory Committee Feedback
- Program Outline(s)
- Applicable justification provided, if applicable

Documentation to provide in the visit report regardless of citing a limitation

- Please provide the documentation reviewed to verify that the institution’s program(s) exceed the state required length, if applicable OR provide the document which shows that the program(s) exceeds to state required length such as the state requirements and the program outline.
- Please describe the documentation provided which showed the industry needs determined and recommended and the special student academic needs served by the extended length OR provide the documentation which proved that the institution maintained this justification such as Advisory Committee feedback, descriptions provided to students, etc.
 - Example:
 - State Requirement: 1000 clock hours
 - School Requirement: 1600 clock hours

LIMITATION:

<u>YES</u>	15. If an institution participates in an externship, the institution’s externship complies with all applicable requirements established by the state regulatory agency, however, not to exceed 10% of the total course and/or program hours. In the absence of regulations promulgated by the state regulatory agency, the institution’s externship will comply with the NACCAS <i>Externship Requirements Policy</i> . For programs that fall within the scope of Health (wellness) and related programs the externship requirements may (upon approval of the program) exceed 10% and must be in compliance with federal, state, and local regulations. (D)
-------------------	---

N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

<u>YES</u>	16. The institution is responsible for the management, control, and delivery of distance education instruction. (D)
-------------------	---

N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

A

Method of Verification

- Document Review

Documentation to provide in the visit report when citing a limitation

- The school’s policy, if applicable
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Please describe how the institution verified the identity of students who signed into the distance education portal OR provide the document reviewed to verify that students’ identifies were verified such as a listing of portal usernames and passwords.

LIMITATION:

<u>YES</u>	17. Distance education cannot be used as a mode of delivery for more than 50% of any program. (D)
-------------------	---

N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

A

Method of Verification

- Document Review

Documentation to provide in the visit report when citing a limitation

- The school’s policy, if applicable
- Program Outline
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Please describe how the institution proved that the program is not delivered in distance education for more than 50% of the program OR provide the document reviewed such as the school’s policy, program outline, etc.
 - NOTE: Homework should not be counted as credit.

LIMITATION:

<u>YES</u>	18. If the institution offers a distance education program it must have a policy in compliance with NACCAS <i>Policy on Distance Education, Policy VI.02 (D)</i>
-------------------	--

N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

<u>YES</u>	19. The institution implements the <i>Policy on Distance Education</i> , as applicable (A/O/D)
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A

Method of Verification

- Document Review

Documentation to provide in the visit report when citing a limitation

- The school’s policy
- Student(s) transcripts
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Please provide a description of how the institution documented that students were in attendance at least every ten (10) days OR provide the documentation reviewed such as attendance records and a list of current students being taught via distance education.
- Please provide a description of when the institution assessed students at the school.
- Please provide a narrative response which described how the institution notifies that the student received education via distance education and the course components taught via distance education OR provide the document reviewed such as a transcript (official or unofficial).
- Please describe how the school documented that prior to enrollment the institution notified the student that reciprocity for distance education for licensure in other states is not guaranteed OR provide the document reviewed such as an enrollment agreement or a signed official disclaimer.

LIMITATION:

VII. FINANCIAL PRACTICES AND MANAGEMENT

The institution maintains a sound financial condition and has qualified financial management.

<u>N/A</u>	<p>Criteria 1 and 2 pertain to the institution’s financial statements are not reviewed during an on-site evaluation. They are considered confidential and are submitted annually with due dates based on the institution’s fiscal year.</p> <p>1. Not Reviewed On-Site (D)</p>
<u>N/A</u>	<p>2. Not Reviewed On-Site (D)</p> <p>The institution’s financial statements are not reviewed during an on-site evaluation but are submitted to the NACCAS Director of Finance and Commission to determine if they are in compliance with Standard VII.</p>

<u>YES</u>	<p>3. Unless superseded by a state-, federal-, or program-mandated refund policy, the Institution shall adopt a policy that complies with the NACCAS <i>Withdrawal and Settlement Policy and Checklist</i>. (D)</p>
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

<u>YES</u>	<p>4. Institutions participating in federal Title IV financial aid programs must perform both an institutional refund calculation and a Return to Title IV calculation. (D)</p>
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S

Method of Verification

- Document Review – Included in the enrollment agreement and catalog

Documentation to provide in the visit report when citing a limitation

- The school’s refund policy
- Any applicable documentation of refunds
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- N/A

LIMITATION:

<u>YES</u>	<p>5. The institution applies the applicable refund policy to all terminations for any reason, by either party, including student decision, course and/or program cancellation, or institution closure. (D)</p>
------------	---

S

Method of Verification

- Document Review

Documentation to provide in the visit report when citing a limitation

- The school’s refund policy
- Any applicable documentation of refunds

- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Please refer to File Review Grid

LIMITATION:

<u>YES</u>	6. The institution maintains evidence that institutional refunds are received by the recipient in a timely manner, such as, but not limited to, cancelled check, bank reconciliation, signed receipt of delivery, or documentation that funds were disbursed in accordance with applicable federal or state regulations. (D)
-------------------	--

S

Method of Verification

- Document Review

Documentation to provide in the visit report when citing a limitation

- The school’s refund policy
- Any applicable documentation of refunds
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- List examples of the documentation reviewed that proves that the institution maintained evidence that refund are received in a timely manner (such as bank reconciliation, cancel check, etc.)

LIMITATION:

<u>YES</u>	7. The institution accurately implements the applicable refund policy. (D)
-------------------	--

N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

S

Method of Verification

- Document Review

Documentation to provide in the visit report when citing a limitation

- The school’s refund policy
- Any applicable documentation of refunds
- Provide a narrative response to describe the inaccurate implementation of the policy in detail
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Please refer to File Review Grid to determine if the school is making any systemic errors with regard to refunds.

LIMITATION:

<u>YES</u>	8. The institution complies with the NACCAS <i>Policy on Extra Instructional Charges</i> , if applicable. (D)
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N

Method of Verification

- Document Review

Documentation to provide in the visit report when citing a limitation

- The school’s policy
- Any applicable documentation of extra instructional charges
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- List the amount charged for extra instructional charges, if applicable.
 - NOTE: The charges must be the verbatim the same in both the catalog and the enrollment agreement.
- If the school is charging the fee prior to date of completion on the enrollment agreement, what documentation did the institution maintain to show that the student has acknowledged credit of their account.

LIMITATION:

<u>YES</u>	9. Staff working with financial and accounting records is qualified by training and/or experience in accounting and bookkeeping. (D/A)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

S

Method of Verification

- Document Review – Administrative Interview and Staff paperwork

Documentation to provide in the visit report when citing a limitation

- Resume
- Administrative Interview
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Who is the individual working with accounting and financial records?
- How did the school document the individual’s training and experience to show their qualifications?

LIMITATION:

<u>YES</u>	10. Staff working with student financial aid is qualified by training and/or experience in applicable laws and regulations. (D/A)
-------------------	---

N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

S

Method of Verification

- Document Review – Administrative Interview and Staff paperwork

Documentation to provide in the visit report when citing a limitation

- Resume
- Administrative Interview
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Who is the individual working with financial aid?
- How did the school document the individual's training and experience to show their qualifications?

LIMITATION:

VIII. INSTRUCTIONAL SPACE AND FACILITIES

The institution provides equipment, instructional and laboratory space, and other physical facilities that are adequate for instructional needs and meet professional standards of safety and hygiene.

<u>YES</u>	1. Instructional areas allow for effective delivery of instruction. (O)
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A/P

Method of Verification

- Classroom Observation and School Tour

Documentation to provide in the visit report when citing a limitation

- Student Interviews
- Photographs of facility

Documentation to provide in the visit report regardless of citing a limitation

- Classroom Observation Forms

LIMITATION:

<u>YES</u>	2. Institutional space is equipped to accommodate the numbers of students assembled at one time. (O/A)
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P

Method of Verification

- Classroom Observation and School Tour

Documentation to provide in the visit report when citing a limitation

- Student Interviews
- Photographs of the facility
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- N/A

LIMITATION:

a.. <u>YES</u> b. <u>YES</u> c. <u>YES</u> d. <u>YES</u> e. <u>YES</u> f. <u>YES</u> g. <u>YES</u>	3. The institution meets applicable fire, building, health, ventilation, heating and safety requirements. In particular (O): a. Sanitary drinking water is available; b. Sanitary lavatories have hot and cold running water; c. Relevant instructional equipment has hot and cold running water; d. Appropriately located fire extinguishers are maintained in operable condition; e. Electrical service is adequate to serve institution needs; f. Emergency evacuation plans are known to staff and students; and g. Sanitary conditions of space, equipment and product are maintained.
---	--

P

Method of Verification

- School Tour

Documentation to provide in the visit report when citing a limitation

- Student and Staff Interviews
- Photographs of the facility
- Please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Please describe how the institution provides sanitary drinking water (i.e. vending machine, water fountain, water cooler, etc.).
- Are the fire extinguishers current and operable?
- Did students and staff confirm knowledge of emergency evacuation plans during interviews and/or were they posted?
- Were electrical services functioning consistently?

LIMITATION:

<u>YES</u>	4. Classrooms and service facilities are used exclusively for training. Classroom facilities may be used for other educational business outside of published school business hours. (O)
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P

Method of Verification

- Interviews and School Tour

Documentation to provide in the visit report when citing a limitation

- Interviews
- Photographs of the facility
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Is there any indication that the institution’s facility is used for other purposes, not related to educational training?
- Were the instructors observed as performing services, not in the capacity of an instructor?

LIMITATION:

<u>YES</u>	5. A sign indicating clearly that all services are performed by supervised students is posted in a place easily seen by all service customers. (O)
-------------------	--

P

Method of Verification

- School Tour

Documentation to provide in the visit report when citing a limitation

- Photographs of the facility
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Certification to provide in the visit report regardless of citing a limitation
- Indicate where the sign was posted.

LIMITATION:

<u>YES</u>	6. When a professional service facility or other business entity and an institution are under the same ownership or otherwise associated, separate operation of each entity is maintained. (O)
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P

Method of Verification

- Interviews and School Tour

Documentation to provide in the visit report when citing a limitation

- Interviews
- Photographs of the facility
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- How does the school ensure that the operation of any professional facility remains separate from the school, if applicable?
 - NOTE: Please note if the service facility and the school are located in the same building, separate entrances and visitor reception areas must be maintained.
 - NOTE: The service facility and the school must use separate public information releases, advertisements, names, and advertising signs.

LIMITATION:

<u>YES</u>	7. The name clearly identifies the institution as an educational institution. (O)
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P

Method of Verification

- School Tour

Documentation to provide in the visit report when citing a limitation

- Interviews
- Photographs of the facility
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Is the name on the sign consistent with NACCAS records?

LIMITATION:

<u>YES</u>	8. The name of the institution appears on permanent affixed sign visible from the exterior of the institution, using the institution’s approved official or alternate name. (O)
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P

Method of Verification

- School Tour

Documentation to provide in the visit report when citing a limitation

- Interviews
- Photographs of the facility
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Describe where the sign is located in the exterior of the building.

LIMITATION:

IX. EVALUATION OF STUDENTS

The institution uses systematic student evaluation to assist student learning and to demonstrate satisfactory student achievement before a certificate of completion is awarded.

<u>YES</u>	1. Each student is evaluated periodically on attendance (clock hours only), academic and/or practical learning, as applicable. (D)
-------------------	--

A

Method of verification:

- Review the institution’s ISS and catalog to determine its policy on evaluating its students. Interview instructors to determine if the institution is following its own policy and review any applicable documents used for evaluation.

Documentation to provide in the visit report when citing a limitation:

- Copy of school’s evaluation policy; copy of any applicable student evaluations; Instructor interview forms

Documentation to provide in the visit report regardless of citing a limitation:

- Instructor interview forms

LIMITATION:

S

Method of verification:

- Review the institution’s ISS and catalog to determine its policy on evaluating its students. Review student records to determine if students are in fact evaluated periodically on attendance, academic and practical learning.

Documentation to provide in the visit report when citing a limitation:

- Copy of school’s evaluation policy; copy of any applicable student evaluations

Documentation to provide in the visit report regardless of citing a limitation:

- File Review Grid

LIMITATION:

<u>YES</u>	2. Practical learning is evaluated using written criteria, such as rubrics or similar means. (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

A

Method of verification:

- Review the institution’s ISS for its policy on evaluating students on practical grading. Review the forms provided in the ISS and review student records to ensure that students are being evaluated on practical learning. In addition, review the forms used for practical grading to determine they are as objective as possible and have been implemented properly (i.e. no partial points given, etc.). Interview instructors to determine how and when students are evaluated on practical skills.

Documentation to provide in the visit report when citing a limitation:

- Copies of any applicable practical skills evaluations

Documentation to provide in the visit report regardless of citing a limitation:

- Instructor interview forms

LIMITATION:

<u>YES</u>	3. Student evaluation results are provided to students. (A)
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P

Method of verification:

- Review the institution’s ISS to determine when students are evaluated and provided access to their results. Interview students to verify that they are in fact provided with their evaluation results. Review student records if necessary to see if any signed evaluations are evident (in the cases where students all say they have not received any evaluations).

Documentation to provide in the visit report when citing a limitation:

- Student interview forms

Documentation to provide in the visit report regardless of citing a limitation:

- Student interview forms

LIMITATION:

<u>YES</u>	4. The institution documents that each student who graduates or is otherwise awarded a certificate of completion has fully met the institution's published graduation requirements. (D)
------------	---

S

Method of verification:

- Review the institution’s ISS and catalog for its graduation requirements and then review the selected sample of graduate records and determine if the institution has documented that each graduation requirement has been met. Examples of documentation would be a final transcript, ledger, etc.

Documentation to provide in the visit report when citing a limitation:

- Copy of school’s published graduation requirements; Copies of any applicable documentation in student records showing that graduation requirements have not been met

Documentation to provide in the visit report regardless of citing a limitation:

- File Review Grid

LIMITATION:

<u>YES</u>	5. The institution’s Satisfactory Academic Progress Policy complies with the NACCAS <i>Satisfactory Academic Progress Policy and Checklist for Programs Measured in Clock Hours or Competencies or for Programs Measured in Credit Hours.</i> (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

<u>YES</u>	6. The institution accurately evaluates student progress according to the requirements of the NACCAS <i>Satisfactory Academic Progress Policy and Checklist for Programs Measured in Clock Hours or Competencies or for Programs Measured in Credit Hours, if applicable.</i> (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

S

Method of verification:

- Review the institution's ISS and Satisfactory Academic Progress (SAP) Policy to determine the institution's requirements for SAP. Review the selected sample of student records to determine if the institution is evaluating SAP accurately according to its own policy and according to NACCAS' requirements. This is ensuring that SAP evaluations are done at the exact hour point established in the school's policy and that attendance and academic averages are always cumulative and the required percentages meet the school's threshold. An additional area to monitor is ensuring that the institution implements warning and probation properly within its SAP implementation and that all necessary documents are found in the student records (or wherever the institution maintains its SAP documents).

Documentation to provide in the visit report when citing a limitation:

- SAP Policy; Copies of all applicable student SAP evaluations

Documentation to provide in the visit report regardless of citing a limitation:

- File Review Grid

LIMITATION:

X. OCCUPATIONAL ASSOCIATE DEGREE PROGRAMS

The institution offers Occupational Associate Degree programs and/or courses that are consistent with the institution’s mission and educational objectives. The general education courses offered in the program are applicable to the occupation. Institutions offering degree programs and/or courses must meet all other applicable standards of accreditation.

<u>N/A</u>	1. Instructors teaching applied general education courses must have at least an associate’s degree with appropriate course work in the subject area(s) taught OR related work experience (3 years) and college level course work in the subject area being taught. (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

A

Method of Verification

- Document Review – Instructor Information Table

Documentation to provide in the visit report when citing a limitation

- Transcript
- Diploma
- Resume
- State Regulations

Documentation to provide in the visit report regardless of citing a limitation

- What documentation did the school maintain for instructor credentials showing that they had obtained an associates degree (i.e. a transcript or diploma) OR showing documentation of 3 years experience and college level course work (i.e, a resume, transcript, etc.).
- Are the state regulations more stringent than NACCAS regulations? If so, describe how the school meets the state’s requirements.

LIMITATION:

<u>N/A</u>	2. If the institution has a transfer policy, it must state that a minimum of 25% of the degree program must be delivered by the institution awarding the degree. (D)
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N

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

<u>N/A</u>	3. The program must consist of a minimum of two academic years and 60 semester credit hours in length. (D)
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A

Method of Verification

- Document Review

Documentation to provide in the visit report when citing a limitation

- Program outline or course syllabus
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- What is the length of the institution’s academic year?
- Is the length of the program equivalent to 60 credit hours per the NACCAS clock to credit hour conversion in Appendix #4?

LIMITATION:

<u>N/A</u>	4. A minimum of 45 semester credit hours must be included in the occupational area. (D)
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A

Method of Verification

- Document Review

Documentation to provide in the visit report when citing a limitation

- Program outline
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Are a minimum of 45 semester credit hours devoted to the occupational area (i.e. cosmetology, manicuring, etc.) as shown in the institution’s program outline?

LIMITATION:

<u>N/A</u>	5. At least 15 semester hours in general education courses must be included. (D)
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A

Method of Verification

- Document Review

Documentation to provide in the visit report when citing a limitation

- Program outline
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Are a minimum of 45 semester credit hours devoted to the general education (i.e. math, physical sciences.) as shown in the institution’s program outline?

LIMITATION:

<u>N/A</u>	6. Courses and/or programs enhance the ability of an individual to apply academic and occupational skills in the workplace. (A)
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A

Method of Verification

- Interviews

Documentation to provide in the visit report when citing a limitation

- Student Interviews
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Did students verify through student interviews that they are prepared for the workforce?

LIMITATION:

<u>N/A</u>	7. Courses and/or programs must be qualitatively related to the occupational degree offered. (A)
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A

Method of Verification

- Interviews

Documentation to provide in the visit report when citing a limitation

- Student Interviews
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- Did students verify through student interviews that the courses offered within the program are related to the occupational focus of the program?

LIMITATION:

<u>N/A</u>	8. Resource materials available to degree-seeking students are relevant, current, and appropriate to the courses of study and/or programs. (D)
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A

Method of Verification

- Document Review

Documentation to provide in the visit report when citing a limitation

- List of materials provided
- If the institution did not have any documentation, please provide a narrative statement describing the nature of the limitation.

Documentation to provide in the visit report regardless of citing a limitation

- List the current resources materials that were reviewed for the program?
- How did the team determine that the materials were relevant to the program?

LIMITATION:



NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES

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Standard I – Annual Report Verification Review Table Form

Institution Name: Click here to enter text.

Ref. #: Click here to enter text.

Date: Click here to enter text.

Who conducted the verification: Click here to enter text.

Year of Annual Report Data: Click here to enter text.

Instructions: Verify data for ten percent (10%) of students scheduled to graduate on the cohort grid provided by the school

Student Name	Date Scheduled to Graduate	Graduated ? (Y/N)	Document reviewed verifying Graduation	Eligible for Placement ?	Placed ? (Y/N)	Document reviewed verifying Placement	Sat for All Parts of Licensure Exam? (Y/N)
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

Annual Report Data Verified as Correct? Yes No N/A

*(**If no, please refer to On-Site Evaluation Visit Report for a list of deficiencies. If N/A, please refer to Memo to File for explanation.**)*