

REQUIRED ON-SITE DOCUMENTS

This list includes some of the documentation from the *Standards and Criteria* that evaluation teams will need to review during the institution's full team onsite visit. These items must be readily available in the room in which the team will be working for their review upon their arrival. This is not an all-inclusive list of the items that may be reviewed.

Documents for the Academic Evaluator

(Primary Evaluator for Standards [I](#) (see page 8), [II](#) (see page 9), [VI](#) (see page 14), and [IX](#) (see page 19)):

- Most recent outcomes rates from NACCAS Annual Report
- Advisory Committee roster
- Evidence of feedback from current students, graduates and advisory committee
- Summary of feedback from current students, graduates and advisory committee
- Improvement Plan, if applicable
- List of all currently employed instructors with hire date
- Instructor meeting policy and minutes
- Instructor licenses and/or Credentials (including substitute credentials)
- Instructor performance evaluations
- Plan for continuing education
- Evidence of completed continuing education
- Course and/or program outlines for all courses
- Sample lesson plans for each course
- State regulations governing curriculum and the complete State regulations governing institution
- Rationale for programs that exceed the State required length
- Externship Policy (if applicable)
- Examples of written and practical tests
- Requirements for graduation
- Evidence that the institution is responsible for distance education (if applicable)
- Satisfactory Academic Progress Policy (*Cross referenced with most recent policy checklist*)

Documents for the Institution Owner/Administrator Evaluator

(Primary Evaluator for Standards [III](#) (see page 10), [IV](#) (see page 11), and [VII](#) (see page 16)):

- Institution license and/or authority to operate
- Operating procedures
- Evidence that institution complies with local, state, federal regulations
- State Regulations governing institution
- Training agreements with other entities, if applicable
- Program Participation Agreement (signed) and Eligibility Certification Approval Report (ECAR)
- Cohort Default Rate letter (if applicable)
- Samples of advertising for previous 12 months
- Student Record retention and privacy policies
- Attendance policy and records
- Admissions policy and procedures
- Ability-to-Benefit policy, if applicable

- Transfer policy
- Re-entry policy
- Copy of Pre-enrollment Information provided to students for:
 - o most recent annual report statistics (outcomes rates)
 - o certification or licensing requirements of the jurisdiction for which training is being provided
 - o the generally known pre-requisites for employment and factors that might preclude an individual from obtaining employment such as licensure requirements; regulatory oversight restrictions; physical requirements of the industry; and ability to meet requirements set forth by the employer
- Evidence that students have received the aforementioned required pre-enrollment information
- Rationale for any additional hours/course length over state requirements
- Articulation Agreement, if applicable
- Requirements for graduation
- Satisfactory Academic Progress Policy (*Cross referenced with most recent policy checklist*)

Documents for the Practitioner Evaluator (Primary Evaluator for Standards [V](#) (see page 13) and [VIII](#) (see page 18)):

- Orientation information provided to students
- Evidence students provided with access to orientation program
- Academic Advising Procedures & Professional Assistant Referral Policy
- Placement records of students
- Employment assistance provided to students and graduates
- Institution Internal Complaint Policy
- Schedule of activities for students in each class planned for the day of the on-site evaluation (academic learning, practical work, clinic, etc.)
- Copy of the complete State regulations governing institution
- State regulations governing curriculum
- Advisory Committee Roster (Secondary)
- Evidence of feedback from current students, graduates and advisory committee (Secondary)
- List of currently employed instructors with hire date (Secondary)
- Improvement Plan, if applicable (Secondary)
- Instructor meeting minutes (Secondary)
- Instructor licenses and/or credentials (Secondary)
- Instructor performance evaluations (Secondary)
- Evidence of completed continuing education (Secondary)
- Plan for Continuing Education (Secondary)

Other Documentation:

- Annual Report and back-up documentation
- The Institution's current Catalog (**4 copies**), Enrollment Agreement (**2 copies**), and Satisfactory Academic Progress Policy (**3 copies**)
(*These items must be cross referenced with the most recent corresponding policy checklist*)
- On separate sheets of paper, the institution must make available to the team **three separate lists**:
 1. A list of all **currently attending (active) students** with each **student's start date, course enrolled, and approximate number of hours completed**. This includes students on a leave of absence.

2. A list of all **graduates** in each program from twelve months prior to the visit date to the present, with each graduate's **start date, scheduled graduation date, and actual graduation date**.
3. A list of all students whose enrollments have been **terminated and/or withdrawn** (either by the student, or by the institution) from twelve months prior to the visit date to the present, with each student's **start date, last day of attendance, and withdrawal determination date by the institution and actual hours clocked and scheduled hours at the time of termination and/or withdrawal**.

** Identify students on those three lists who are currently on a leave of absence, ATB students, and transfer students. **