

School Name:
School Ref. #

ICPE Name:
NACCAS *Standards & Criteria* Effective January 2015

On-Site Evaluation Form: School Administrator - ICPE

Review each of the criteria in each standard and determine if the institution is in compliance. Write in the box on the left **Yes** if the institution is in compliance, **No** if the institution is not in compliance or **N/A** if the criterion does not apply to the institution. If you write **No** for any criterion, clearly state the limitation in the space provided, or if extra space is needed, utilize the "Summary of Findings" document, which appears at the end of this packet.

Primary Evaluator – Standard III – All Criteria

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.

	1. The institution is legally authorized to provide training. (D)
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LIMITATION:

	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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LIMITATION:

	3. The institution complies with applicable federal, 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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LIMITATION:

	4. The institution has adopted written operating policies and procedures. (D)
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LIMITATION:

	5. The institution's written operating policies and procedures are implemented and maintained effectively. (A)
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LIMITATION:

	6. The institution has current, signed participation agreement(s) and Eligibility Certification Approval Report (ECAR) listing approved courses and/or programs, if applicable. (D)
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	7. Advertising conforms to the NACCAS <i>Policy on Advertising</i> . (D)
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LIMITATION:

	8. The institution maintains copies of any training agreements with government agencies, school districts and/or other entities, if applicable. (D)
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LIMITATION:

	9. 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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LIMITATION:

	10. The institution requires written consent from the student or guardian (each time) before releasing any student information in response to a third party request, other than a request by NACCAS, unless otherwise required by law. (D)
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LIMITATION:

	11. 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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LIMITATION:

	12. All institution records are maintained and safeguarded against loss, theft, identify theft, or damage. (O)
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LIMITATION:

	13. 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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LIMITATION:

	14. 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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Primary Evaluator – Standard IV – All Criteria

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.

	1. The institution's admission policies require that each student meet one of the following (D): a. Have a high institution diploma, or its equivalent, a transcript showing completion, or a certificate of attainment (only applicable for non-Title IV recipients) certified/verified by the high institution's state or other recognized agency; or b. Have a state-issued credential for secondary institution completion if home- schooled; or c. Have the ability to benefit from the training, according to the NACCAS <i>Ability to Benefit Policy</i> . d. If enrolled under a training agreement with a government agency, institution district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.
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LIMITATION:

	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)
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LIMITATION:

	3. The institution's written catalog complies with the NACCAS <i>Catalog Requirements</i> . (D)
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LIMITATION:

	4. Before accepting an applicant for admission, the institution provides the applicant access to the institution's catalog. (D)
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LIMITATION:

	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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LIMITATION:

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

	8. The enrollment agreement must be fully executed prior to the enrollee starting classes. (D)
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LIMITATION:

	9. A copy of the fully executed enrollment agreement is provided to the student and legal guardian, as applicable. (D)
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LIMITATION:

	10. A copy of the fully executed enrollment agreement is maintained by the institution. (D)
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LIMITATION:

	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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LIMITATION:

	12. 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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LIMITATION:

	13. 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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LIMITATION:

	14. The institution maintains a list of institutions with which it has established an articulation agreement, if applicable. (D)
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LIMITATION:

	15. The institution's practices are consistent with its admissions policies and requirements. (D)
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	16. 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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LIMITATION:

	17. 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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LIMITATION:

	18. Before enrollment, each applicant is provided access to written 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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Primary Evaluator – Standard VI – Criteria 16 & 17

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.

	16. The institution is responsible for the management, control, and delivery of distance education instruction. (D)
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LIMITATION:

	17. Distance education cannot be used as a mode of delivery for more than 50% of any program. (D)
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Primary Evaluator – Standard VII – Criteria 4-10

Note: Criteria 1-3 deal with the institution’s financial statements which are due annually and submitted to NACCAS’ Director of Finance who, along with the Commission, determine compliance with these criteria.

VII. FINANCIAL PRACTICES AND MANAGEMENT

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

<u>N/A</u>	Criteria 1 through 3 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.
<u>N/A</u>	1. Not Reviewed On-Site (D)
<u>N/A</u>	2. Not Reviewed On-Site (D)
<u>N/A</u>	3. Not Reviewed On-Site (D)
	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.

	4. 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)
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LIMITATION:

	5. For institutions participating in federal Title IV financial aid programs, the institutional refund policy applies in addition to applicable returns to Title IV programs. (D)
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LIMITATION:

	6. 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)
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LIMITATION:

	7. 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 disposed of in accordance with applicable federal or state regulations. (D)
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LIMITATION:

	8. The institution accurately implements the applicable refund policy. (D)
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LIMITATION:

	9. The institution complies with the NACCAS <i>Policy on Extra Instructional Charges</i> , if applicable. (D)
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LIMITATION:

	10. Staff working with financial and accounting records is qualified by training and/or experience in accounting and bookkeeping. (D/A)
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LIMITATION:

	11. Staff working with student financial aid is qualified by training and/or experience in applicable laws and regulations. (D/A)
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Primary Evaluator – Standard IX, Criteria 4, 5, & 6

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.

	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)
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LIMITATION:

	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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LIMITATION:

	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</i> , if applicable. (D)
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LIMITATION:

Signature of School Owner/Administrator ICPE

Title

Date

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NACCAS ON-SITE EVALUATION VISIT REPORT

SUMMARY OF FINDINGS/ADDITIONAL NOTES

REVISED 03/19/2015