

On-Site Evaluation Visit Form - Academic ICPE – Full Team Visit
(Effective October 2015)

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 four (4) 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- Withdrawn students: 10% of files from students who have dropped or been terminated within the past 12 months OR a minimum of four (4) withdrawn files, whichever is greater.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

School Name:
School Ref. #

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

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.

a. b. c.	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) a. curriculum b. facilities and equipment, and c. graduation, licensure or certification, and placement rates.
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A/N

<p><u>Method of verification:</u></p> <p><u>Documentation to provide in the visit report when citing a limitation:</u></p> <p><u>Documentation to provide in the visit report regardless of citing a limitation:</u></p> <p>LIMITATION:</p>

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

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School Name:
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	9. The institution must solicit feedback from graduates based on its mission and educational objectives at least annually. (D)
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A

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	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

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	11. Based on the feedback received, the institution implements improvements and changes, as applicable. (D)
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A

<p><u>Method of verification:</u></p>
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Documentation to provide in the visit report when citing a limitation:

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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.

	1. Instructors hold teaching credentials demonstrating compliance with applicable state requirements. (D)
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A/N

<p><u>Method of verification:</u></p> <p><u>Documentation to provide in the visit report when citing a limitation:</u></p> <p><u>Documentation to provide in the visit report regardless of citing a limitation:</u></p> <p>LIMITATION:</p>

	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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A/N

<p><u>Method of verification:</u></p> <p><u>Documentation to provide in the visit report when citing a limitation:</u></p> <p><u>Documentation to provide in the visit report regardless of citing a limitation:</u></p> <p>LIMITATION:</p>

	3. Qualified substitute instructors are familiar with the institution's curriculum, policies and procedures. (A)
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A/N

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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:

	4. Qualified substitute instructors are used when needed. (A)
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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:

	5. Instructors, with the exception of substitutes, attend meetings according to the institution's policy, which shall require a meeting at least once every 12 months. (D)
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A/N

Method of verification:

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	6. Instructor meeting topics are relevant to the institution's stated mission and educational objectives. (A)
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A/N

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	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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A/N

<p><u>Method of verification:</u></p> <p><u>Documentation to provide in the visit report when citing a limitation:</u></p> <p><u>Documentation to provide in the visit report regardless of citing a limitation:</u></p> <p>LIMITATION:</p>

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

<p><u>Method of verification:</u></p>
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Documentation to provide in the visit report when citing a limitation:

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

LIMITATION:

	9. Each instructor, with the exception of substitutes, acknowledges receipt of a written performance evaluation at least once every 12 months. (D/A)
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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:

	10. The evaluation includes, at a minimum, teaching preparation and effectiveness. (D)
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A/N

Method of verification:

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

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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.

	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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A/S/P/N

<p><u>Method of verification:</u></p> <p><u>Documentation to provide in the visit report when citing a limitation:</u></p> <p><u>Documentation to provide in the visit report regardless of citing a limitation:</u></p> <p>LIMITATION:</p>

	4. The institution has adopted written operating policies and procedures. (D)
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A/S/P/N

<p><u>Method of verification:</u></p> <p><u>Documentation to provide in the visit report when citing a limitation:</u></p> <p><u>Documentation to provide in the visit report regardless of citing a limitation:</u></p> <p>LIMITATION:</p>

	5. The institution's written operating policies and procedures are implemented and maintained effectively. (A)
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A/S/P/N

School Name:
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Method of verification:

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

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V. STUDENT SUPPORT SERVICES

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

a. b. c. d.	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:

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

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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.

	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

<p><u>Method of verification:</u></p> <p><u>Documentation to provide in the visit report when citing a limitation:</u></p> <p><u>Documentation to provide in the visit report regardless of citing a limitation:</u></p> <p>LIMITATION:</p>

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

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a. b. c. d.	5. In order to fulfill program and/or course requirements, the institution makes available to students the following (A/O): a. Textbooks and/or text materials, b. Supplementary instructional resources, c. Equipment, as applicable, d. Products and supplies, as applicable.
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A/P

<p><u>Method of verification:</u></p> <p><u>Documentation to provide in the visit report when citing a limitation:</u></p> <p><u>Documentation to provide in the visit report regardless of citing a limitation:</u></p> <p>LIMITATION:</p>

	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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A/P

<p><u>Method of verification:</u></p> <p><u>Documentation to provide in the visit report when citing a limitation:</u></p> <p><u>Documentation to provide in the visit report regardless of citing a limitation:</u></p> <p>LIMITATION:</p>

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

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LIMITATION:	
	10. Academic and practical learning precede student salon or clinic activities, as applicable. (D)

A

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LIMITATION:	

	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)
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A/P

<u>Method of verification:</u>	
<u>Documentation to provide in the visit report when citing a limitation:</u>	
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LIMITATION:	

	12. Effective training aids and audiovisual materials are used to supplement the instructional process. (A/O)
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A/P

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	13. Instruction in classrooms, labs, student salons, and/or via distance learning, if applicable, is effectively organized as evidenced by (D):
a.	a. Program and/or course outlines
b.	b. Lesson objectives
c.	c. Evaluations
d.	d. Other applicable instructional materials

A

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	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.	a. Industry needs as determined and/or recommended by the institution's Advisory Committee;
b.	b. Special academic needs of the students served.

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A

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LIMITATION:

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

	17. Distance education cannot be used as a mode of delivery for more than 50% of any program. (D)
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A/N

Method of verification:

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

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

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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.

	1. Each student is evaluated periodically on attendance, academic and/or practical learning, as applicable. (D)
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A/S

<p><u>Method of verification:</u></p> <p><u>Documentation to provide in the visit report when citing a limitation:</u></p> <p><u>Documentation to provide in the visit report regardless of citing a limitation:</u></p> <p>LIMITATION:</p>

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

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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.

	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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A/N

<p><u>Method of verification:</u></p> <p><u>Documentation to provide in the visit report when citing a limitation:</u></p> <p><u>Documentation to provide in the visit report regardless of citing a limitation:</u></p> <p>LIMITATION:</p>

	3. The program must consist of a minimum of two academic years and 60 semester credit hours in length. (D)
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	4. A minimum of 45 semester credit hours must be included in the occupational area. (D)
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A

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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:

	5. At least 15 semester hours in general education courses must be included. (D)
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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:

	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

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

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

LIMITATION:

School Name:
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	7. Courses and/or programs must be qualitatively related to the occupational degree offered. (A)
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	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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School Name:
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Signature of Academic ICPE

Title

Date

NACCAS ON-SITE EVALUATION VISIT REPORT

SUMMARY OF FINDINGS/ADDITIONAL NOTES

School Name:
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ICPE Name:
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School Name:
School Ref. #

ICPE Name:
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NACCAS ON-SITE EVALUATION VISIT REPORT

SUMMARY OF FINDINGS/ADDITIONAL NOTES

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