

CATEGORY TWO (2) CHANGE OF CONTROL/OWNERSHIP VISIT CHECKLIST

The branch campus has been reviewed to determine the school's compliance with the accreditation requirements listed below. The letter "C" indicates compliance with the requirement; the letters "NC" indicate non-compliance.

1. _____ Instructor Teaching Credentials Compliant with Applicable State Requirements (Standard II, Criterion 1)
2. _____ Substitute Instructors (Standard II, Criteria 3 & 4)
3. _____ Current School License & Legal Authorization to Provide Training (Standard III, Criteria 1 & 2)
4. _____ Written Operating Procedures Adopted, Implemented and Maintained Effectively (Standard III, Criteria 4 & 5)
6. _____ Current, signed Program Participation Agreement and ECAR. (Standard III, Criterion 6)
7. _____ Advertising is in compliance with the NACCAS *Policy on Advertising* (Standard III, Criterion 8)
8. _____ Training Agreements with other Agencies (Standard III, Criterion 9)
9. _____ Student Right to Access Files (Standard III, Criterion 10)
10. _____ Student Right to Privacy Policy – access requires written consent (Standard III, Criterion 11)
11. _____ Admissions Policy (Standard IV, Criterion 1)
12. _____ Catalog (Standard IV, Criteria 3 & 4)
13. _____ Enrollment Agreement (Standard IV, Criteria 7, 8, 9 & 10)
14. _____ Admissions Practices implemented consistently with actual Policies (Standard IV, Criterion 15)
15. _____ Academic Advising Procedures & Referrals for Contact Information for Professional Assistance (Standard V, Criteria 3 & 4)
16. _____ Course/Program Outlines (Standard VI, Criterion 3 & 4)
17. _____ Available textbooks, supplementary materials, products, & equipment (Standard VI, Criterion 5)
18. _____ Courses comply with applicable state requirements (Standard VI, Criterion 7)
19. _____ Effective Course Organization (i.e., Instructional Materials) (Standard VI, Criteria 11, 12 & 12)
20. _____ Institutional Refund policy (Standard VII, Criterion 4)
21. _____ Implementation of Applicable Refund Policy (ies) (Standard VII, Criteria 5, 6, 7 & 8)
22. _____ Satisfactory Academic Progress Policy (Standard IX, Criterion 5)
23. _____ Evaluation Procedures & Results/Progress Records & SAP Evaluations (Standard IX, Criteria 1, 3 & 6)

School Reference Number

School Name

School Owner/Designee Signature	Date
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NACCAS Staff Member Signature	Date
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Academic Evaluator Signature	Date
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School Owner/Administrator Evaluator Signature	Date
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