



NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES

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On-Site Evaluation Visit Form - Academic ICPE – Partial Team Visit (Revised August 2016)

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 two (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- Withdrawn students: 10% of files from students who have dropped or been terminated within the past 12 months OR a minimum of two (2) withdrawn files, whichever is greater.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

School Name: _____
School Ref. # _____

ICPE Name: _____
NACCAS *Standards & Criteria* Effective January 2016

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 (including substitutes) 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>

	3. Qualified substitute instructors are familiar with the institution's curriculum, policies and procedures. (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>

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

School Name: _____
School Ref. # _____

ICPE Name: _____
NACCAS *Standards & Criteria* Effective January 2016

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:

School Name: _____
School Ref. # _____

ICPE Name: _____
NACCAS *Standards & Criteria* Effective January 2016

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.

	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

<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>

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>
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<ul style="list-style-type: none"> a. b. c. d. e. f. 	<p>4. The course and/or program outlines(s) must include each of the following elements (D):</p> <ul style="list-style-type: none"> 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

<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>
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<ul style="list-style-type: none"> a. b. c. 	<p>5. In order to fulfill program and/or course requirements, the institution makes available to students the following (A/O):</p> <ul style="list-style-type: none"> a. Textbooks and/or text materials, b. Supplementary instructional resources,
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School Name: _____
School Ref. # _____

ICPE Name: _____
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d.	c. Equipment, as applicable, d. Products and supplies, as applicable.
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A/P

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:

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

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:

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

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:

School Name: _____
School Ref. # _____

ICPE Name: _____
NACCAS *Standards & Criteria* Effective January 2016

LIMITATION:

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

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:

	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

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:

Signature of Academic ICPE

Title

Date

School Name: _____
School Ref. # _____

ICPE Name: _____
NACCAS *Standards & Criteria* Effective January 2016

NACCAS ON-SITE EVALUATION VISIT REPORT

SUMMARY OF FINDINGS/ADDITIONAL NOTES

