

NACCAS Memo to File Template Team Visit

Name of School _____

Reference Number	_____	Visit Type	_____
Anniversary Date	_____	Last Workshop Attended	_____
Application Received	_____	ISS Received	_____
Date of Visit	_____	Standards Used	_____

On-site Administrator(s) _____

School Address _____

Is there an expanded campus facility? ___ Yes ___ No
If yes, where is it located and has NACCAS approved it?
(Provide details here)

Was the most recent Annual Report verified as accurate? ___ Yes ___ No
If no - what Limitations were cited?

Do the rates meet the Commission thresholds? ___ Yes ___ No
If no - what limitations were cited?

Expiration of PPA _____

Expiration of School License _____

Number of Students Interviewed _____

Number of Instructors Interviewed _____

Number of files reviewed

Current	_____	out of	_____
Graduate	_____	out of	_____
Dropped	_____	out of	_____

Does the institutional name, programs, and school ownership match between CRM, the Application, the License, the PPA, and the ECAR? ___ Yes ___ No

List Any Approved Alternate Name(s):

- List up to 2 Alternate names _____

Limitations Received (Standard & Criteria and brief description):

- List each Limitation here with brief description (e.g. Standard II, Criterion 7 – Continuing Education)

Date and Type of Last Visit: (Information found in the CRM)

Limitations received on last visit:

- List each Limitation cited on previous visit using the example above (information will be found in the CRM)

Other comments, compliments, issues, or areas of concern:

Provide an explanation here:

- (Example: The NACCAS team noted that in two (2) of the original sixteen (16) current student files reviewed, the pre-enrollment checklist was signed after the enrollment agreement. The NACCAS team reviewed an additional four (4) current student files to verify that the issue was not systemic. Upon review of the additional four (4) files, the NACCAS team determined that the pre-enrollment issue was not systemic.
- (Example: The team noted that the fire extinguishers were out of date, however the team made the decision not to cite the limitation as there were already a lot of limitations cited)

List of preferred abbreviations for Visit Types

Please use abbreviations for Visit Types on Memo-To-File

ALV - Additional Location Visit

CAN – Memo-To-File Not Required for Candidate Consultation

CLV1 – Memo-To-File Not Required for Change of Location Visit

CLV1 – Change of Location Visit

COV2 – Change of Control Visit, Category 2

COV3 – Change of Control Visit, Category 3

CV – Consultation Visit (ordered by the Commission or requested by the school)

CV – Memo-To-File Not Required for Consultation

INI – Initial Accreditation

REN – Renewal of Accreditation

UNA – Unannounced Visit

M1 - Change of Control FT visit merged with Change of Location Visit

M2 - Change of Control PT visit merged with Change of Location Visit

M3 - Additional Location Visit merged with Change of Location Visit

M5 - Renewal Visit merged with Change of Control (already in CRM) Full Team Visit

M6 - Renewal Visit merged with Change of Control PT and Change of Location Visit

M7 - Change of Control FT visit merged with Additional Location Visit (already in CRM)

M8 - Renewal Visit merged with Change of Location (already in CRM) Visit

M9 - Change of Control FT visit merged with Additional Location Visit

M10 - Change of Control PT visit merged with Additional Location Visit

M11 - Additional Location Visit merged with Change of Control FT and Change of Location Visit

M12 - Additional Location Visit merged with Change of Control PT and Change of Location Visit