

School Name:

ICPE Name:

School Ref. #

NACCAS *Standards & Criteria* Effective January 2015

On-Site Evaluation Form: Practitioner - 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 V – All Criteria

V. STUDENT SUPPORT SERVICES

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

	1. The institution provides access to an orientation program whether verbal, printed, web-based, or other media format on or before the first day of class. (A)
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LIMITATION:

a. b. c. d.	2. The orientation program provides, at a minimum, information about (A): a. the instructional course or program, b. the educational objectives of each program or course, c. administrative policies affecting students, and d. support services available to students.
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LIMITATION:

	3. Students are provided with academic advising and additional assistance as necessary. (A)
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LIMITATION:

	4. Contact information for professional assistance is made available to students. (A)
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LIMITATION:

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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	6. Information and advice on any available financial assistance is accessible to students. (A)
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LIMITATION:

	7. The institution has an internal complaint or grievance procedure to consider student complaints that complies with the NACCAS <i>Internal Grievance Procedure Policy</i> . (D)
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LIMITATION:

	8. The institution implements the <i>Internal Grievance Procedure Policy</i> as applicable. (A)
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Primary Evaluator – Standard VI – Criteria 5, 6, 7, 8, 9, 14 & 15

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.

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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LIMITATION:

	6. The institution provides students and teachers with access to current written reference materials to support the educational course and/or program(s) offered. (A/O)
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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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LIMITATION:

	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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LIMITATION:

	9. Each program or course provides supervised instruction in the applicable skills and competencies. (A)
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a. b.	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. Industry needs as determined and/or recommended by the institution's Advisory Committee; b. Special academic needs of the students served.
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LIMITATION:

	15. If an institution participates in an externship, the institution's course complies with all applicable requirements established by the state regulatory agency, however, not to exceed 10% of the total course and/or program. In the absence of regulations promulgated by the state regulatory agency, the institution's externship will comply with the NACCAS <i>Externship Requirements Policy</i> . (D)
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Primary Evaluator – Standard VIII – All Criteria

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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LIMITATION:

	2. Institutional space is equipped to accommodate the numbers of students assembled at one time. (O/A)
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LIMITATION:

a. b. c. d. e.	3. The institution meets applicable fire, building, health, ventilation, heating and safety requirements. In particular,; (O): a. Sanitary drinking water is available; b. Sanitary lavatories have hot and cold running water; c. Appropriately located fire extinguishers are maintained in operable condition; d. Electrical service is adequate to serve institution needs; and e. Emergency evacuation plans are known to staff and students.
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LIMITATION:

	4. Classrooms and service facilities are used exclusively for training. (O)
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LIMITATION:

	5. A sign indicating clearly that all services are performed by supervised students is posted in a place easily seen by all service customers. (O)
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LIMITATION:

	6. When a professional service facility or other business entity and an institution are under the same ownership or otherwise associated, separate operation of each entity is maintained. (O)
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	7. The name of the institution appears on exterior signs at the institution location. (O)
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LIMITATION:

	8. The name clearly identifies the institution as an educational institution. (O)
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Input/Secondary Evaluator – Standard I – Criteria 6, 7 & 11

Note: This review is SECONDARY. Please consult with the Academic ICPE when reviewing the following NACCAS Standards and Criteria.

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.

	6. The institution has an external Advisory Committee comprised of an employer or employers representing the field(s) of study offered by the institution. A committee member may represent multiple fields. (D)
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LIMITATION:

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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LIMITATION:

	11. Based on the feedback received, the institution implements improvements and changes, as applicable. (D)
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Input/Secondary Evaluator – Standard II – All Criteria

Note: This review is SECONDARY. Please consult with the Academic ICPE when reviewing the following NACCAS Standards and Criteria.

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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LIMITATION:

	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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LIMITATION:

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

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

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

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

	10. The evaluation includes, at a minimum, teaching preparation and effectiveness. (D)
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Input/Secondary Evaluator – Standard IV – Criteria 17 & 18

Note: This review is SECONDARY. Please consult with the Academic ICPE when reviewing the following NACCAS Standards and Criteria.

	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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LIMITATION:

Signature of Practitioner ICPE

Title

Date

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NACCAS ON-SITE EVALUATION VISIT REPORT

SUMMARY OF FINDINGS/ADDITIONAL NOTES

[Empty box for findings and notes]