

School Name: _____
School Ref. # _____

ICPE Name: _____
NACCAS Standards & Criteria Effective January 2014

On-Site Evaluation Form: School Administrator - ICPE

Review each of the criteria in each standard and determine if the institution is in compliance. Check/Circle 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 check No on 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 III – All Criteria

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.

Yes No N/A D 1. The institution is legally authorized to provide training.

LIMITATION:

Yes No N/A O 2. Appropriate licenses and certificates issued by state and/or other regulatory authorities are publicly displayed in accordance with state requirements.

LIMITATION:

Yes No N/A A/O/D 3. The institution complies with applicable federal, state, and local statutes and regulations governing the operations of the institution including the NACCAS *Rules of Practice and Procedure*.

LIMITATION:

Yes No N/A D 4. The institution has adopted written operating policies and procedures.

LIMITATION:

Yes No N/A A 5. The institution's written operating policies and procedures are implemented and maintained effectively.

LIMITATION:

Yes No N/A D 6. The institution has current, signed participation agreement(s) and Eligibility Certification Approval Report (ECAR) listing approved courses and/or programs, if applicable;

LIMITATION:

Yes No N/A D 7. If participating in federal loan programs, the institution maintains an official cohort default rate below the threshold established by the U.S. Department of Education.

LIMITATION:

Yes No N/A D 8. Advertising conforms to the NACCAS Policy on Advertising.

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Yes No N/A D 9. The institution maintains copies of any training agreements with government agencies, school districts and/or other entities, if applicable.

LIMITATION:

Yes No N/A D 10. The institution guarantees each student (or parent or guardian if the student is a dependent minor) access to that student's records.

LIMITATION:

Yes No N/A D 11. The institution requires written consent from the student or guardian (each time) before releasing any student information in response to a third party request, other than by NACCAS, unless otherwise required by law.

LIMITATION:

Yes No N/A D 12. The institution provides access to student and other institution records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission.

LIMITATION:

Yes No N/A O 13. All institution records are maintained and safeguarded against loss, theft, identify theft, or damage.

LIMITATION:

Yes No N/A A 14. The institution utilizes technologies and practices that are effective in verifying the identity of a distance- learning student who participates in class or coursework (such as a secure login and pass code or proctored examinations) while protecting student privacy.

LIMITATION:

Yes No N/A A/D 15. Any information provided to applicants, enrollees, or students that is relevant to their decision to enroll in the institution or to satisfactorily complete the course and/or program must be available in the language in which the course will be taught.

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Primary Evaluator – Standard IV – All Criteria

IV. ADMISSIONS POLICIES AND PROCEDURES

The institution has published student admissions policies that are appropriate for the educational courses and/or program(s), and the institution follows these policies.

- Yes No N/A D 1. The institution's admission policies require that each student meet one of the following:
- a. Have a high institution diploma, or its equivalent, a transcript showing completion, or a certificate of attainment (only applicable for non-Title IV recipients) certified/verified by the high institution's state or other recognized agency; or
 - b. Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; or
 - c. Have the ability to benefit from the training, according to the NACCAS *Ability to Benefit Policy*.
 - d. If enrolled under a training agreement with a government agency, institution district, and/or other entity, meet the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.

LIMITATION:

- Yes No N/A D 2. A limited number of secondary students who are not enrolled under a training agreement as described in item d above (no more than 10% of the number of students currently enrolled) may be admitted if the applicant meets the state requirements for admission, obtains permission in writing from the secondary school in which they are enrolled and successfully completes a pre-enrollment evaluation as established by the institution..

LIMITATION:

- Yes No N/A D 3. The institution's written catalog complies with the NACCAS *Catalog Requirements*.

LIMITATION:

- Yes No N/A D 4. Before accepting an applicant for admission, the institution provides the applicant access to the institution's catalog.

LIMITATION:

- Yes No N/A D 5. Before enrollment each applicant is provided access to written information that accurately reflects the most recent annual report statistics.

LIMITATION:

- Yes No N/A D 6. Before enrollment each applicant is provided access to written information that accurately reports the certification or licensing requirements of the jurisdiction for which it is preparing graduates.

LIMITATION:

- Yes No N/A D 7. The institution uses an enrollment agreement that complies with the NACCAS *Enrollment Agreement Requirements*.

LIMITATION:

- Yes No N/A D 8. The enrollment agreement must be fully executed prior to the enrollee starting classes.

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Yes No N/A D 9. A copy of the fully executed enrollment agreement is provided to the enrollee and legal guardian, as applicable.

LIMITATION:

Yes No N/A D 10. A copy of the fully executed enrollment agreement is maintained by the institution.

LIMITATION:

Yes No N/A D 11. If the institution has a leave of absence policy, it must be in compliance with the NACCAS Leave of Absence Policy..

LIMITATION:

Yes No N/A D 12. The institution's policies clearly state that the institution does not discriminate on the basis of sex, age, race, color, religion, or ethnic origin in admitting students.

LIMITATION:

Yes No N/A D 13. The institution has a policy that clearly defines how training or education received at another institution is applied to the receiving institution's course or program requirements (including the possibility that no such transfer credit is granted).

LIMITATION:

Yes No N/A D 14. The institution maintains a list of institutions with which it has established an articulation agreement, if applicable.

LIMITATION:

Yes No N/A D 15. The institution's practices are consistent with its admissions policies and requirements.

LIMITATION:

Yes No N/A D 16. The institution notifies distance learning students at the time of registration or enrollment of any projected additional student charges associated with the verification of student identity.

LIMITATION:

Yes No N/A D 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.

LIMITATION:

Yes No N/A D 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:

- licensure requirements,
- regulatory oversight restrictions,
- physical requirements of the industry,
- ability to meet requirements set forth by employers.

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Primary Evaluator – Standard VI – Criteria 16 & 17

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.

Yes No N/A D 16. The institution is responsible for the management, control, and delivery of distance education instruction.

LIMITATION:

Yes No N/A D 17. Distance education cannot be used as a mode of delivery for more than 50% of any program.

LIMITATION:

Primary Evaluator – Standard VII – Criteria 4-10

Note: Criteria 1-3 deal with the institution’s financial statements which are due annually and submitted to NACCAS’ Director of Finance who, along with the Commission, determine compliance with these criteria.

VII. FINANCIAL PRACTICES AND MANAGEMENT

The institution maintains a sound financial condition and has qualified financial management.

Yes No N/A D 4. Unless superseded by a state- , federal- , or program-mandated refund policy, the Institution shall adopt a policy that complies with the NACCAS *Withdrawal and Settlement Policy and Checklist*.

LIMITATION:

Yes No N/A D 5. For institutions participating in federal Title IV financial aid programs, the institutional refund policy applies in addition to applicable returns to Title IV programs.

LIMITATION:

Yes No N/A D 6. The institution applies the applicable refund policy to all terminations for any reason, by either party, including student decision, course and/or program cancellation, or institution closure.

LIMITATION:

Yes No N/A D 7. The institution maintains evidence that institutional refunds are received by the recipient in a timely manner, such as, but not limited to, cancelled check, bank reconciliation, signed receipt of delivery, or documentation that funds were disposed of in accordance with applicable federal or state regulations.

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Yes No N/A D 8. The institution accurately implements the applicable refund policy.

LIMITATION:

Yes No N/A D 9. The institution complies with the NACCAS Policy on Extra Instructional Charges, if applicable.

LIMITATION:

Yes No N/A D/A 10. Staff working with financial and accounting records is qualified by training and/or experience in accounting and bookkeeping.

LIMITATION:

Yes No N/A D/A 11. Staff working with student financial aid is qualified by training and/or experience in applicable laws and regulations.

LIMITATION:

Primary Evaluator – Standard IX, Criteria 4, 5, & 6

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.

Yes No N/A D 4. The institution documents that each student who graduates or is otherwise awarded a certificate of completion has fully met the institution's published graduation requirements.

LIMITATION:

Yes No N/A D 5. The institution's Satisfactory Academic Progress Policy complies with the NACCAS *Satisfactory Academic Progress Policy and Checklist for Programs Measured in Clock Hours or Competencies* or for *Programs Measured in Credit Hours*.

LIMITATION:

Yes No N/A D 6. The institution accurately evaluates student progress according to the requirements of the NACCAS *Satisfactory Academic Progress Policy and Checklist for Programs Measured in Clock Hours or Competencies* or for *Programs Measured in Credit Hours*, if applicable.

LIMITATION:

ICPE Signature _____ Date _____

ICPE Printed Name _____

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NACCAS ON-SITE EVALUATION VISIT REPORT

SUMMARY OF FINDINGS

Standard and Criterion Number: _____

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