

ON-SITE VISIT INFORMATION AND PROCEDURES

1. File Review and Sample Size:

- 10% of current student files with a minimum of 4 files
- 5% of graduate student files within the previous 12 months (minimum of 2 files)
- 5% of the dropped student files within the previous 12 months (minimum of 2 files)

If a problem occurs in the original sample, the team must double the sample size to determine if there is a systemic problem.

2. Interviews:

- When interviewing students, give them the option of remaining anonymous and enter “anonymous” if that is their request.
- When a student who asks to be interviewed anonymously indicates a problem or situation that suggests the school is not in compliance with one or more accreditation requirements, the team shall request 3 additional student files (including the anonymous interviewee) for review and also shall carry out a cross-check review in all areas of suggested non-compliance.

3. Visit Report:

To aid the Commission in determining whether a problem is systemic or incidental, please indicate the number of files reviewed in each category and the number in which a problem is found or the number of incidents of each type of problem.

4. Default Management Plan:

The school owner/administrator will review the Default Management Plan only when federal regulations require implementation of such plan. The following steps should be followed:

- a. Determine if a plan is in place and approved by the USDE (see approval letter).
- b. If not required to have a plan, check “in compliance” on the checklist.
- c. Look at the plan and determine if there is evidence of implementation of any changes.
- d. If a limitation is cited, note the team’s findings regarding the default management plan on the *Summary of Findings* as a limitation.

5. Violation of TIV Responsibilities:

If during an on-site evaluation, a team member uncovers a blatant violation of Title IV responsibilities, the individual shall notify the NACCAS staff member or the Team Coordinator who will report it to the appropriate supervisor(s).

6. Questions Regarding Compliance:

Questions regarding compliance with accreditation requirements should be brought to the attention of the NACCAS staff person or the Team Leader. Another evaluator’s expertise will be requested and further research conducted. The team will then discuss the matter further and determine if further investigation or clarification from the NACCAS office is necessary.

7. Verification of Annual Report

Teams must verify the source documentation that supports the Annual Report by reviewing the Annual Report Grids used for completion of the Annual Report and the back up documentation found in student files. At least 5% of the placed graduates must be verified. Placement may be verified by a variety of methods including: a copy of the graduate’s business card in the file, a graduate survey stating where they are placed, an employer survey discussing the graduate’s performance on the job, an article in the newspaper announcing employment, a phone call to the salon, a phone call to the graduate, etc.