

IC Peer Evaluator Qualifications

The On-Site Evaluation Team consists of the following:

1. **Evaluator in the Academic Field:** Has bachelors (or higher) degree in education with a background in educational concepts or a minimum of four years experience in teaching in secondary and/or post-secondary education in an accredited institution and have knowledge and experience in pedagogy.

2. **Evaluator in the Field of Administration:** Has a minimum of two years of experience in an administrative position in a NACCAS-accredited school and be currently active in the day-to-day school operations in a NACCAS accredited school; or has five years experience in the day to day school operations in an administrative position in a NACCAS accredited school and demonstrates relevant industry involvement by:
 1. Active membership in professional organization(s) in the field, or
 2. Recent authorship of professional publications, or
 3. Evidence of continuing education in the field.

3. **Practitioner Evaluator:** A practitioner evaluator is a representative of professional services operations in fields within NACCAS' scope. In order to qualify as a practitioner evaluator, the candidate
 1. Must have completed an education program in the field;
 2. Must have at least two years of experience as a practitioner on a day-to-day basis in a licensed establishment that provides services in the field of programs offered at the institution to be evaluated; and
 3. Must demonstrate an abiding interest in the field by:
 - a. National certification in the field, or
 - b. Active membership in professional organization(s) in the field, or
 - c. Recent authorship of professional publications, or
 - d. Evidence of continuing education in the field, and
 - e. Evidence of a current practitioner license, if applicable.
 4. The practitioner representative may have a direct or indirect interest in a school offering programs within NACCAS' scope so long as the primary focus of his/her professional activity is to provide services to the public.
 5. The practitioner representative(s) must be selected from outside the market area of the applicant school.

NOTE:

- ✓ NACCAS does not discriminate on the basis of age, sex, national origin, ethnic group, or handicap in adding evaluators to the eligible list and in selecting individuals to participate in on-site evaluations. NACCAS requires all evaluators to attend a

NACCAS Accreditation and Evaluator Training Workshop prior to becoming active in the on-site evaluation process and at least once every three (3) years to remain on the active list. NACCAS also periodically reviews evaluators' qualifications and written evaluations from schools visited and from other Team Members and reserves the right to delete individuals from the list.

- ✓ On-Site Evaluators are required to alert NACCAS to any conflict of interest or potential conflict of interest related to an institution to be visited.

IC Peer Evaluator Responsibilities Overview

ACADEMIC

Primarily responsible for:

- Standard I (all Criteria)
- Standard II (all Criteria)
- Standard VI (Criteria 1 – 4 and 10 – 13)
- Standard IX (Criteria 1 – 3)
- Standard X (all Criteria)
- Interviewing Instructors
- Observing Classes
- Reviewing the School's Catalog

Secondarily responsible for:

- Standard VI (Criteria 16 & 17)
- Interviewing Students
- Verifying Placement for Annual Report Data

SCHOOL OWNER/ADMINISTRATOR

Primarily responsible for:

- Standard III (all Criteria)
- Standard IV (all Criteria)
- Standard VI (Criteria 16 & 17)
- Standard VII (Criteria 4 – 10)
- Standard IX (Criteria (4 - 6)
- Reviewing Student Files for SAP, Refunds, Catalog, and Contracts
- Interviewing School Administrator

Secondarily responsible for:

- Assisting other team members with responsibilities as available

PRACTITIONER

Primarily responsible for:

- Standard V (all Criteria)
- Standard IV (Criteria 17 & 18)
- Standard VI (Criteria 5 – 9 and 14 & 15)
- Standard VIII (all Criteria)

- **Reviewing the School's Catalog**
- **Interviewing Students**
- **Observing Classes**

Secondarily responsible for:

- **Standard I (Criteria 6, 7, and 11)**
- **Standard II (all Criteria)**
- **Interviewing Instructors**
- **Interviewing School Administrator**
- **Verifying Placement for Annual Report Data**