

ICPE Checklist for Conducting Virtually-Led Visits – in 2016

***Please utilize this document as a checklist for ensuring all responsibilities are completed for the assigned visits.*

Complete	Task
	Upon Receipt of Your Visit Assignment
<input type="checkbox"/>	Upon receipt of the email from the Travel Office confirming your visit assignment respond to the email with your confirmation or refusal of the assignment within 24 hours of receiving the email.
<input type="checkbox"/>	Within four (4) to six (6) weeks of the visit assignment you will receive the Statement of Work (SOW), Travel Compensation chart, and travel itinerary (mock itinerary if you book your own travel). Review the documentation, sign the SOW and scan it back to the Travel Office as outlined in the email. Note: please review the visit assignments to ensure there are no conflicts of interest. If you perceive a conflict of interest at any of the school please notify the Travel Office immediately.
<input type="checkbox"/>	<p>Within approximately three (3) weeks prior to the visit you will receive an email from the NACCAS Compliance Coordinator (CC) who will be leading the visit. The email will have the following forms/documents attached: Team Logistics, ISS Review letter for each school, Class Schedule for each school, and Class list of current students/graduate students/withdrawn students highlighted with the student files the School Administrator ICPE will pull when the team is on-site.</p> <p>Review all forms and documents ahead of time in preparation for the conference call the week prior to the visit and the pre-visit meeting both held with the NACCAS CC. The email will also detail the method the CC will use to communicate with the team. The conference call the week prior to the visit is intended to provide an opportunity for introductions, outline the CCs expectations during the visit, and the procedures for communicating with the CC during the virtual visit. The conference call just prior to the school visit is intended to provide the CC the opportunity to supply the team with any new information on the school being visited on that day and for the team to gain any other necessary information.</p>
<input type="checkbox"/>	<p>No later than seven (7) days prior to the visit you are to be in receipt of the ISSs from the schools on the visit schedule. <i>(If you have not received the ISS by this time frame contact the NACCAS Travel Office immediately).</i></p> <p>Thoroughly review the ISSs in your respective areas of expertise per the most current OSE Grid found on the NACCAS website under the Evaluator tab.</p> <p>Note: <i>Refrain from destroying the ISS materials until after the visit has taken been completed.</i></p>
<input type="checkbox"/>	The week prior to the visit participate in a phone communication with the team

	and the NACCAS CC as outlined in original email sent by the CC. Be made aware of how the ICPE Team Liaison (ICPE TL) will be coordinating the transportation from the airport to the first hotel.
	The Week of the Assigned Visits
<input type="checkbox"/>	<p>Prior to departing for the school visits ensure you have the following items:</p> <ol style="list-style-type: none"> 1. ISSs (or specific portions of the ISSs) for each of the schools being visited 2. Team Logistics document and copies of the ISS review letter provided by the CC. 3. Travel Itinerary for the week 4. Driver’s license and credit card for identification and incidentals at the hotel. 5. Laptop/tablet and cell phone. 6. The correct number of copies of all forms and documents required to complete your visit assignments at each school. <i>(Ensure you have downloaded or printed out the most current version found on the NACCAS website under the Evaluator tab and called “Guide for Document Copies Needed for Each Visit Type”)</i>
<input type="checkbox"/>	Travel to the first destination and coordinate with the ICPE TL for transportation upon arrival.
	School Visit Day – Morning Activities
<input type="checkbox"/>	Meet the team and ICPE TL at the breakfast meeting ensuring to dress business professional by NACCAS standard and bring all of necessary forms, ISS materials, NACCAS Handbook, laptop/tablet, and cell phone in order to complete your responsibilities.
<input type="checkbox"/>	<p>The breakfast meeting will entail the following:</p> <ol style="list-style-type: none"> 1. Go over copies of materials for the visit 2. Go over the elements of the Team Logistics document provided by the CC. 3. Discuss issues or concerns that came up during your review of the ISS and the contents of the ISS Review letter provided by the CC for the school being visited that day. 4. Discuss the schedule for the day based on the Class Schedule provided by the CC.
<input type="checkbox"/>	Depart for the school utilizing the transportation provided by NACCAS ensuring to allow sufficient time to meet the team as coordinated by the NACCAS CC and ICPE TL.
<input type="checkbox"/>	Participate in the conference call with the NACCAS CC as coordinated by the ICPE TL and using the call-in information provided by the CC.

<input type="checkbox"/>	<p>Enter the school with the team and be greeted by the school’s representative. The ICPE TL will ask the school representative to take the team to the office space where they will conduct their work.</p>
<input type="checkbox"/>	<p>Once in the team room, set up your work area and review all documentation the school has provided. Utilize the Checklist attached to this document to determine that all documents necessary for you to review are housed in the team room. If you are unable to locate one of the required documents request assistance from the ICPE TL or other available team member. If no one is able to locate the document, a list will be created by the ICPE TL of the missing documents to provide to the school at the Morning Information Meeting (MIM).</p>
<input type="checkbox"/>	<p>Once the team is settled and has reviewed all documents found in the team room, the ICPE TL will inform the school liaison that the team is ready for the tour of the school. When the tour is conducted observe specific areas of your responsibility such as classroom learning areas, sufficient operable equipment, textbook/curriculum location, fire extinguishers, etc.</p>
<input type="checkbox"/>	<p>Upon the conclusion of the tour return to the team room and begin your tasks (observe classes, interview students/faculty/administrator, etc.)</p>
<input type="checkbox"/>	<p><u>For the School Administrator ICPE</u> - upon the conclusion of the MIM the ICPE TL will inform you of the appointed time when one of the school personnel will take you to the location of the student files where you will pull the student files for the names highlighted by the CC and provided in the email prior to the visits. (This should take place within 15 minutes of the conclusion of the MIM)</p>
<input type="checkbox"/>	<p>Note: any documentation listed on the Checklist provided to the school that is not provided by 10:00 a.m. must be communicated to the ICPE TL who will inform the CC. The school has been made aware that all documentation listed on the Checklist and Timeline document they were given must be provided by 10:00 a.m. or a limitation will be cited in the area related to the missing documentation (Advisory Committee meeting minutes = limitation for Standard I, Criterion 7, 10, and 11).</p>
<input type="checkbox"/>	<p>Prior to the team leaving the school to go to lunch, re-convene in the team room at the time set by the CC and the ICPE TL to participate in a conference call with the CC. Ideally the call will take place outside of the school as schools often have video cameras with audio capabilities.</p>
<input type="checkbox"/>	<p>The pre-lunch conference call will entail the same type of discussion that would have taken place with the CC on-site:</p> <ol style="list-style-type: none"> 1. Check in with each team member on the status of their responsibilities and plan for the afternoon 2. Discuss any documentation needed from the school to complete the review 3. Discuss any potential limitations with details of what was seen or heard

	and what the concern is.
	School Visit Day – Afternoon Activities
	While at lunch the CC will have contacted the school to provide them with an update on the progress of the team and request any specific documentation noted by the team. The school will be instructed to have the documentation ready for the team upon their return from lunch but no later than 3:00pm.
<input type="checkbox"/>	Upon the team’s return from lunch the ICPE TL will touch base with the school representative to receive any documentation requested of the school by the CC. The team will continue on with their responsibilities in a timely manner
<input type="checkbox"/>	Ensure that any revised or new documentation you need in order to complete your work must be communicated to the school representative as soon as possible by the ICPE TL who will inform the NACCAS CC as appropriate.
<input type="checkbox"/>	<u>Note:</u> All documentation requested by the team to be revised or provided must be revised or provided by 3:00 p.m. or a limitation for that area must be cited. The school has been informed of this procedure via the Checklist and Timeline document sent to them several weeks in advance of the visit.
<input type="checkbox"/>	Ensure you keep the ICPE TL informed if any of the areas of your responsibility are not getting completed timely. The goal is for each ICPE to complete their work, draft the limitation, and copy/gather the required documentation and exhibits before the planned Pre-Exit Interview conference call with the NACCAS CC.
<input type="checkbox"/>	Prior to 2pm ensure that any additional documents or revisions needed from the school to complete your review have been communicated to the ICPE TL, the CC, and the school as the school has until 3pm to provide revisions or documentation to the team before a limitation is potentially cited.
<input type="checkbox"/>	At approximately 4pm participate in the Pre-Exit Interview conference call using the call-in information previously provided. The goal of the Pre-Exit Interview conference call is as follows: <ol style="list-style-type: none"> 1. Discuss all limitations and supporting documentation in detail 2. Determine and share with the CC what you plan to speak about during the Exit Interview. These topics are to be limited to items such as “thank you for your hospitality”, “the students seem to be happy with their program, the facilities, the textbooks, the product, etc.”, and “the student files were very organized”, etc. 3. The NACCAS CC will go over any limitations and provide the school with the next steps. 4. Additionally the CC will go over the forms the school must sign. The ICPE TL will gather those documents once they are signed by the school representative to include in the visit report documentation shipped to NACCAS.

<input type="checkbox"/>	Once the Exit Interview has been completed, the team is to proceed with packing up any final items and departing the school. The team should leaving the team room in the same condition you found it and leaving behind all of the school's materials, including your copy of any ISS documents you brought with you. Note: ensure that you have gathered all required documents outlined in the OSE Grid to be provided to the ICPE TL who will ship back to the CC so they can prepare the visit report.
	Post Visit Activities
<input type="checkbox"/>	At the end of the visit week complete the electronic Evaluation Survey on each of your team members including the NACCAS CC. The electronic form can be found on the NACCAS website under Evaluators/ICPE Survey. Ensure you complete for form including questions regarding the visit procedures. This information is critical to the team members and to NACCAS as we continue to improve our processes. <i>Note: this process is not optional.</i>
<input type="checkbox"/>	If there were any unusual travel issues that created additional costs covered by NACCAS, submit a "Payment Request Form – Additional Costs", found on the NACCAS website under Evaluators/Evaluator Documents
<input type="checkbox"/>	The NACCAS CC will complete the usual Payment Request Form and submit it to the Travel Office for processing to the Finance Office for payment.
<input type="checkbox"/>	Destroy the schools' ISSs.

The following is the list of documents provided to the school in advance of the visit and expected to be available to the team in the Team Room prior to the arrival of the team.

The team should ensure each are familiar with this list of documents that will be used to verify compliance during the visit.

Complete	Documents Required
	Documents to Provide in the Team Room prior to Team arrival: <i>Note: This is not an all-inclusive list as additional documentation will likely be requested once the team begins their work. In addition, although many of these documents were contained in the institution's ISS, current copies must be provided to the Team.)</i>
	POLICIES – Place <u>two (2) copies</u> of the current Policies listed below into folders labeled with their contents. Ensure any applicable policy has been cross-referenced with its NACCAS Policy & Checklist as noted below.
<input type="checkbox"/>	Cross Referenced Leave of Absence Policy, if applicable
<input type="checkbox"/>	Cross Referenced Satisfactory Academic Progress Policy

<input type="checkbox"/>	Cross Referenced Institutional Refund Policy
<input type="checkbox"/>	Cross Referenced Enrollment Agreement for each program
<input type="checkbox"/>	Cross Referenced Catalog – <i>3 copies</i>
<input type="checkbox"/>	Externship (Internship) Policy, if applicable
<input type="checkbox"/>	Instructor Meeting Policy
<input type="checkbox"/>	Admission Policy and Procedures
<input type="checkbox"/>	Transfer Policy
<input type="checkbox"/>	Re-Entry Policy
<input type="checkbox"/>	Ability to Benefit Policy, if applicable
<input type="checkbox"/>	Internal Grievance Policy
<input type="checkbox"/>	Academic Advising Policy and/or Procedures
<input type="checkbox"/>	Attendance Policy

	STATE REGULATIONS – Provide the following state regulation. Place each type of regulation in separate folders labeled with their contents
<input type="checkbox"/>	State Regulations governing the institution including its facilities, supplies, equipment and other policies regulated by the State–2 copies
<input type="checkbox"/>	State Regulations governing curriculum–2 copies
<input type="checkbox"/>	State Regulations governing a mandated refund policy, if applicable–1 copy
	DOCUMENTATION - Place <u>one (1)</u> copy of each document below into folders labeled with their contents
<input type="checkbox"/>	Improvement Plan, as applicable (based on feedback from Advisory Committee, students and graduates)
<input type="checkbox"/>	Plan for Instructor Continuing Education
<input type="checkbox"/>	Plan for Use of Substitutes
<input type="checkbox"/>	Institution’s Operating Policies & Procedures
<input type="checkbox"/>	Privacy and Release of Information policy and forms
<input type="checkbox"/>	Program Participation Agreement (PPA) (signed and current) and Eligibility Certification Approval Report (ECAR)
<input type="checkbox"/>	Articulation agreement, if applicable
<input type="checkbox"/>	Training agreements with other entities, if applicable
<input type="checkbox"/>	Professional Assistance Referral Policy and/or Procedure
<input type="checkbox"/>	Requirements for Graduation

<input type="checkbox"/>	Published Annual Report Outcomes Rates
<input type="checkbox"/>	Advisory Committee Roster
<input type="checkbox"/>	Advisory Committee meeting minutes, completed surveys, etc.
<input type="checkbox"/>	Documentation of feedback from current students and graduates
<input type="checkbox"/>	Summary of feedback from current students, graduates and advisory committee
<input type="checkbox"/>	List of all currently employed regular instructors
<input type="checkbox"/>	Personnel file for each currently employed instructor
<input type="checkbox"/>	Licenses and/or Credentials for each instructor including substitutes. If licenses/credentials for currently employed regular instructors is contained within the personnel file already provided, a separate copy is not required
<input type="checkbox"/>	Instructor meeting minutes for the most recent 12 months
<input type="checkbox"/>	Documentation of completed continuing education for each instructor
<input type="checkbox"/>	Performance evaluations for each instructor
<input type="checkbox"/>	State license as a post secondary educational institution
<input type="checkbox"/>	Examples of each type of advertising for previous 12 months