

School Name: _____
School Ref. # _____

ICPE Name: _____
NACCAS Standards & Criteria Effective January 2014

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

V. STUDENT SUPPORT SERVICES

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

Yes No N/A A 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.

LIMITATION:

A 2. The orientation program provides, at a minimum, information about

Yes No N/A a. the instructional course or program,

Yes No N/A b. the educational objectives of each program or course,

Yes No N/A c. administrative policies affecting students, and

Yes No N/A d. support services available to students.

LIMITATION:

Yes No N/A A 3. Students are provided with academic advising and additional assistance as necessary.

LIMITATION:

Yes No N/A A 4. Contact information for professional assistance is made available to students.

LIMITATION:

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:

Yes No N/A a. Professionalism

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Yes No N/A b. Resume development

Yes No N/A c. Interview preparation

Yes No N/A d. Job search skills.

LIMITATION:

Yes No N/A A 6. Information and advice on any available financial assistance is accessible to students.

LIMITATION:

Yes No N/A D 7. The institution has an internal complaint or grievance procedure to consider student complaints that complies with the NACCAS *Internal Grievance Procedure Policy*.

LIMITATION:

Yes No N/A A 8. The institution implements the *Internal Grievance Procedure Policy* as applicable.

LIMITATION:

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/O 5. In order to fulfill program and/or course requirements, the institution makes available to students the following:

Yes No N/A a. Textbooks and/or text materials,

Yes No N/A b. Supplementary instructional resources,

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Yes No N/A c. Equipment, as applicable,

Yes No N/A d. Products and supplies, as applicable.

LIMITATION:

Yes No N/A A/O 6. The institution provides students and teachers with access to current written reference materials to support the educational course and/or program(s) offered.

LIMITATION:

Yes No N/A D 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 or national examination, if applicable, and/or requirements defined in the oversight agency's statutes or regulations for licensure.

LIMITATION:

Yes No N/A A 8. Each course and/or program provides instruction on the regulations governing the scope of practice for which students are training..

LIMITATION:

Yes No N/A A 9. Each program or course provides supervised instruction in the applicable skills and competencies.

LIMITATION:

D 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:

Yes No N/A a. Industry needs as determined and/or recommended by the institution's Advisory Committee;

Yes No N/A b. Special academic needs of the students served.

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Yes No N/A D 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 Externship Requirements Policy.

LIMITATION:

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.

Yes No N/A O 1. Instructional areas allow for effective delivery of instruction.

LIMITATION:

Yes No N/A O/A2. Institutional space is equipped to accommodate the numbers of students assembled at one time.

LIMITATION:

Yes No N/A O 3. The institution meets applicable fire, building, health, ventilation, heating and safety requirements. In particular,

Yes No N/A a. Sanitary drinking water is available;

Yes No N/A b. Sanitary lavatories have hot and cold running water;

Yes No N/A c. Appropriately located fire extinguishers are maintained in operable condition;

Yes No N/A d. Electrical service is adequate to serve institution needs; and

Yes No N/A e. Emergency evacuation plans are known to staff and students.

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Yes No N/A O 4. Classrooms and service facilities are used exclusively for training.

LIMITATION:

Yes No N/A O 5. A sign indicating clearly that all services are performed by supervised students is posted in a place easily seen by all service customers.

LIMITATION:

Yes No N/A O 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.

LIMITATION:

Yes No N/A O 7. The name of the institution appears on exterior signs at the institution location.

LIMITATION:

Yes No N/A O 8. The name clearly identifies the institution as an educational institution.

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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.

Yes	No	N/A	D 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.
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LIMITATION:

Yes	No	N/A	D 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:
Yes	No	N/A		a. curriculum
Yes	No	N/A		b. facilities and equipment, and
Yes	No	N/A		c. completion, licensure or certification, and placement rates.

LIMITATION:

Yes	No	N/A	D 11.	Based on the feedback received, the institution implements improvements and changes, as applicable.
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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.

Yes No N/A D 1. Instructors hold teaching credentials demonstrating compliance with applicable state requirements.

LIMITATION:

Yes No N/A O/A 2. The student/teacher ratio meets the state requirements, if applicable, and in the absence of state requirements, the student/teacher ratio must not exceed 30 students in attendance per instructor.

LIMITATION:

Yes No N/A A 3. Qualified substitute instructors are familiar with the institution's curriculum, policies and procedures.

LIMITATION:

Yes No N/A A 4. Qualified substitute instructors are used when needed.

LIMITATION:

Yes No N/A D 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.

LIMITATION:

Yes No N/A A 6. Instructor meeting topics are relevant to the institution's stated mission and educational objectives.

LIMITATION:

Yes No N/A D 7. With each year of employment, each regularly employed instructor (but not substitute I 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.

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Yes No N/A D 8. Continuing education, completed in person or online, includes a minimum of 4 hours in teaching methodology.

LIMITATION:

Yes No N/A D 9. Each instructor, with the exception of substitute, acknowledges receipt of a written performance evaluation at least every 12 months.

LIMITATION:

Yes No N/A D 10. The evaluation includes, at a minimum, teaching preparation and effectiveness.

LIMITATION:

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.

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

LIMITATION:

ICPE Signature _____

Date _____

ICPE Printed Name _____

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NACCAS ON-SITE EVALUATION VISIT REPORT

SUMMARY OF FINDINGS

Standard and Criterion Number: _____

Standard and Criterion Number: _____

Standard and Criterion Number: _____

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