



NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES

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On-Site Evaluation Visit Form – Practitioner – Change of Location (Effective October 2015)

Guidelines for ICPEs When Reviewing and Writing Comments/Limitations in this Report

Visit Reports prepared during the on-site evaluations are used by the Commission, along with the school's response to the Report and information from interested parties, to base its decision regarding whether or not a school should attain accreditation, re-accreditation, or approval of the change they have undergone. As a vital part of this decision-making process, it is essential that the Visit Report depict accurately and clearly the institutions as found by the NACCAS teams.

To assist ICPEs in developing the research notes that will be used in the preparation of the Visit Reports, and to cooperate in an effort to maintain consistency in evaluations, NACCAS has developed the guidelines you will find in the following pages. Please note that the questions and research methods in this guide are not all-inclusive. There may be other methods of research and sources of information available to ICPEs, as there are different ways in which schools can demonstrate compliance with accreditation requirements.

In addition, to assist the teams in determining the amount of student files/record to be reviewed, the Commission has established the following minimum requirements:

- Current students: 15% of files from students who are currently enrolled OR a minimum of four (4) current student files per program, whichever is greater;
- Graduate students: 10% of files from students who have graduated within the past 12 months OR a minimum of four (4) graduate files, whichever is greater;
- Withdrawn students: 10% of files from students who have dropped or been terminated within the past 12 months OR a minimum of four (4) withdrawn files, whichever is greater.

***Note:** File review is as applicable and may not apply to all visit types (i.e., change of location, etc.)

***Note:** For those schools or programs with less than four (4) files for review, all files would then be selected for review. Additionally, if the files selected cause the team to be unable to make a determination of compliance the Commission authorizes the team to double the sample number of files to review.

When a determination of compliance has been made, the ICPE must note the determination as follows:

Indicate **Yes** next to the criterion if the institution is in compliance

- If you select **Yes** for any criterion, clearly note the documentation that was reviewed and the institution's information that demonstrated compliance.

Indicate **No** next to the criterion if the institution is not in compliance,

- If you select **No** for any criterion, clearly state the limitation in the space below the criterion and attach the appropriate documentation that supports the limitation. If extra space is needed, utilize the "Summary of Findings" document, which appears at the end of this packet.

Indicate **N/A** next to the criterion if the criterion does not apply to the institution.

- If you select **N/A** for any criterion, ensure that you have verified with the NACCAS Compliance Coordinator that an N/A is allowed for that criterion.

KEY:

N = NACCAS Compliance Coordinator or Accreditation Manager

A = Academic ICPE

S = School Owner/Administrator ICPE

P = Practitioner ICPE

School Name
Ref. #

ICPE Name
NACCAS Standards and Criteria effective January 2015

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.

	1. The institution is legally authorized to provide training. (D)
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P/N

<p><u>Method of verification:</u></p> <p><u>Documentation to provide in the visit report when citing a limitation:</u></p> <p><u>Documentation to provide in the visit report regardless of citing a limitation:</u></p> <p>LIMITATION:</p>

	2. Appropriate licenses and certificates issued by state and/or other regulatory authorities are publicly displayed in accordance with state regulations. (O)
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P

<p><u>Method of verification:</u></p> <p><u>Documentation to provide in the visit report when citing a limitation:</u></p> <p><u>Documentation to provide in the visit report regardless of citing a limitation:</u></p> <p>LIMITATION:</p>

	3. The institution complies with applicable federal, state, and local statutes and regulations governing the operations of the institution including the NACCAS <i>Rules of Practice and Procedure</i> . (A/O/D)
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School Name
Ref. #

ICPE Name
NACCAS Standards and Criteria effective January 2015

P/N/A/S

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

	4. The institution has adopted written operating policies and procedures. (D)
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P/N/A/S

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

School Name
Ref. #

ICPE Name
NACCAS Standards and Criteria effective January 2015

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. b. c. d.	5. In order to fulfill program and/or course requirements, the institution makes available to students the following (A/O): a. Textbooks and/or text materials, b. Supplementary instructional resources, c. Equipment, as applicable, d. Products and supplies, as applicable.
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P/A

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

School Name
Ref. #

ICPE Name
NACCAS Standards and Criteria effective January 2015

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.

	1. Instructional areas allow for effective delivery of instruction. (O)
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A/P

<p><u>Method of verification:</u></p> <p><u>Documentation to provide in the visit report when citing a limitation:</u></p> <p><u>Documentation to provide in the visit report regardless of citing a limitation:</u></p> <p>LIMITATION:</p>

	2. Institutional space is equipped to accommodate the numbers of students assembled at one time. (O/A)
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<p><u>Method of verification:</u></p> <p><u>Documentation to provide in the visit report when citing a limitation:</u></p> <p><u>Documentation to provide in the visit report regardless of citing a limitation:</u></p> <p>LIMITATION:</p>

a. b. c.	3. The institution meets applicable fire, building, health, ventilation, heating and safety requirements. In particular (O): a. Sanitary drinking water is available; b. Sanitary lavatories have hot and cold running water; c. Appropriately located fire extinguishers are maintained in operable condition;
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School Name
Ref. #

ICPE Name
NACCAS Standards and Criteria effective January 2015

d. e.	d. Electrical service is adequate to serve institution needs; and e. Emergency evacuation plans are known to staff and students.
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Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

	4. Classrooms and service facilities are used exclusively for training. (O)
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Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

	5. A sign indicating clearly that all services are performed by supervised students is posted in a place easily seen by all service customers. (O)
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Method of verification:

Documentation to provide in the visit report when citing a limitation:

School Name
Ref. #

ICPE Name
NACCAS Standards and Criteria effective January 2015

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

	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. (O)
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Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

	7. The name of the institution appears on exterior signs at the institution location. (O)
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Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

School Name
Ref. #

ICPE Name
NACCAS Standards and Criteria effective January 2015

	8. The name clearly identifies the institution as an educational institution. (O)
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P

Method of verification:

Documentation to provide in the visit report when citing a limitation:

Documentation to provide in the visit report regardless of citing a limitation:

LIMITATION:

School Name
Ref. #

ICPE Name
NACCAS *Standards and Criteria* effective January 2015

Signature of Practitioner ICPE

Title

Date

School Name
Ref. #

ICPE Name
NACCAS Standards and Criteria effective January 2015

NACCAS ON-SITE EVALUATION VISIT REPORT

SUMMARY OF FINDINGS/ADDITIONAL NOTES

[Empty box for findings and notes]