



NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES

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On-Site Evaluation Visit Form – Full Team On-Site Evaluation Visits - Practitioner (Revised January 2016)

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 two (2) 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- Withdrawn students: 10% of files from students who have dropped or been terminated within the past 12 months OR a minimum of two (2) withdrawn files, whichever is greater.

***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 _____

ICPE Name _____

Ref. # _____

NACCAS Standards and Criteria effective January 2016

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

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

	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

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

School Name _____

ICPE Name _____

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NACCAS Standards and Criteria effective January 2016

	3. The institution complies with applicable federal (including Title IV Federal Financial Aid), 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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P/N/A/S

<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>

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

<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>

	5. The institution's written operating policies and procedures are implemented and maintained effectively. (A)
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P/N/A/S

<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>

School Name _____

ICPE Name _____

Ref. # _____

NACCAS *Standards and Criteria* effective January 2016

	16. Any information provided to applicants, enrollees, or students that is relevant to their decision to enroll in the institution or to satisfactorily complete the course and/or program must be available in the language in which the course will be taught. (A/D)
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P/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:

V. STUDENT SUPPORT SERVICES

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

	1. The institution provides access to orientation programs on or before the first day of class. (If the institution intends to award hours or credits for orientation, the orientation must be part of the institution's curriculum, if permitted by state and federal law. (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. d.	2. The orientation program provides, at a minimum, information about (A): a. the instructional course or program, b. the educational objectives of each program or course, c. administrative policies affecting students, and d. support services available to students.
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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>

	3. Students are provided with academic advising and additional assistance as necessary. (A)
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P/S

School Name _____
Ref. # _____

ICPE Name _____
NACCAS Standards and Criteria effective January 2016

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. Contact information for professional assistance is made available to students. (A)
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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:

	8. The institution implements the <i>Internal Grievance Procedure Policy</i> as applicable. (A)
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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 _____

ICPE Name _____

Ref. # _____

NACCAS Standards and Criteria effective January 2016

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

	<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>
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	6. The institution provides students and teachers with access to current reference materials to support the educational course and/or program(s) offered. (A/O)
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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>
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	7. Courses and/or programs 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 and/or national examination, if applicable, and/or requirements defined in oversight agency’s statutes or regulations for licensure. (D)
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School Name _____
Ref. # _____

ICPE Name _____
NACCAS Standards and Criteria effective January 2016

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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:

	8. Each course or program provides instruction on the regulations governing the scope of practice for which students are training. (A)
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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:

	9. Each program or course provides supervised instruction in the applicable skills and competencies. (A)
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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 _____

ICPE Name _____

Ref. # _____

NACCAS Standards and Criteria effective January 2016

	11. Academic and practical learning methods (e.g. discussion, question and answer, demonstration, cooperative learning, distance learning, problem solving, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities) are used during the program. (A/O)
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P/A

<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>

	12. Effective training aids and audiovisual materials are used to supplement the instructional process. (A/O)
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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>

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

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

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

	3. The institution meets applicable fire, building, health, ventilation, heating and safety requirements. In particular (O):
a.	a. Sanitary drinking water is available;
b.	b. Sanitary lavatories have hot and cold running water;
c.	c. Relevant instructional equipment has hot and cold running water;
d.	d. Appropriately located fire extinguishers are maintained in operable condition;
e.	e. Electrical service is adequate to serve institution needs;
f.	f. Emergency evacuation plans are known to staff and students; and
g.	g. Sanitary conditions of space, equipment and product are maintained.

School Name _____
Ref. # _____

ICPE Name _____
NACCAS Standards and Criteria effective January 2016

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:

	4. Classrooms and service facilities are used exclusively for training. Classroom facilities may be used for other educational business outside of published school business hours. (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:

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

LIMITATION:

School Name _____
Ref. # _____

ICPE Name _____
NACCAS Standards and Criteria effective January 2016

	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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<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>

	7. The name clearly identifies the institution as an educational institution. (O)
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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>

<u>YES</u>	8. The name of the institution appears on permanent affixed sign visible from the exterior of the institution, using the institution's approved official or alternate name. (O)
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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>

School Name _____

ICPE Name _____

Ref. # _____

NACCAS Standards and Criteria effective January 2016

IX. EVALUATION OF STUDENTS

The institution uses systematic student evaluation to assist student learning and to demonstrate satisfactory student achievement before a certificate of completion is awarded.

	3. Student evaluation results are provided to students. (A)
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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:

Signature of Practitioner ICPE

Title

Date

School Name _____

ICPE Name _____

Ref. # _____

NACCAS *Standards and Criteria* effective January 2016

NACCAS ON-SITE EVALUATION VISIT REPORT

SUMMARY OF FINDINGS/ADDITIONAL NOTES