

Substantive Additions or Changes to Programs and/or Courses Measured in Clock Hours, Credits or Competencies Form for Independent Contractor Peer Reviewer

The questions below are intended to guide the process by which NACCAS evaluator's applications for approval of addition or changes to programs/courses. Each question will enable you, as the Program Reviewer, to address key elements in the teaching and program planning process.

Section I – General Information and Overview

Name of Program Reviewer	Category (select one): <input type="checkbox"/> Curriculum <input type="checkbox"/> Practitioner
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Name of Institution	Reference Number(s)
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Projected Start date of Program/Course:

Program/Course Name	Delivery Mode <input type="checkbox"/> Clock Hours <input type="checkbox"/> Credits <input type="checkbox"/> Competency <input type="checkbox"/> Distance Education included?
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Program/Course Name Required by State (if applicable)	State Required Hours (if applicable)
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Who developed the program or course of study?	Provide his/her Telephone and Email Address
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Section II – Program Self-Study Content & Course/Program Assessment

Specify if PSS is complete and information accurate when compared with Appendix #7A – Program Self-Study Format. If not complete or accurate, provide an explanation of what is incorrect and what is necessary to correct the item. Based on the responses provided in the PSS, please elaborate on how the institution demonstrates compliance or areas where based on NACCAS requirements, the institution may not be in compliance with NACCAS requirements and why.

Program Self-Study Format Required Item by applicable Standard and Criteria	Program Self-Study Format Question answered correctly as 'Yes', 'No' or 'N/A'? (If incorrect provide response in next column)	Are the Narrative response and/or Exhibit requirements answered, included and accurate, as applicable? If they are not answered or responses incorrect, please include an explanation of why they are incorrect and what the institution needs to do to correct the item.
Standard I Criteria 1 and 2	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard I Criterion 6	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard I Criterion 11	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard II Criterion 1	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard II, Criterion 1 – Based on the response provided in the PSS, does the school have qualified instructional staff to deliver this program/course? Please describe.		
Standard II Criterion 2	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard II Criterion 3	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard III Criterion 3	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard III Criterion 6	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard III Criterion 8	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard III Criterion 14	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard III Criterion 15	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard IV Criterion 1	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).

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Program Self-Study Format Required Item by applicable <i>Standard and Criteria</i>	Program Self-Study Format Question answered correctly as 'Yes', 'No' or 'N/A'? (If incorrect provide response in next column)	Are the Narrative response and/or Exhibit requirements answered, included and accurate, as applicable? If they are not answered or responses incorrect, please include an explanation of why they are incorrect and what the institution needs to do to correct the item.
Standard IV, Criterion 1 - Do the admissions requirements for this program/course comply with NACCAS requirements? Please describe.		
Standard IV Criterion 3	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard IV Criterion 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard IV Criterion 5	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard IV Criterion 6	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard IV Criterion 7	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard IV Criterion 16	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard IV Criterion 17	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard IV, Criterion 17 & Standard VI, Criterion 14 – Is the program/course longer than state requirements? Does the program/course length exceed state requirements by greater than 50% of the minimum state requirements? If yes to either of these questions, describe institution’s rationale for providing the additional hours, credits, subject areas, etc. and how the benefit to be derived by the students. Are the rationale and benefits adequate?		
Standard IV Criterion 18	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard V Criteria 1 and 2	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard V Criterion 3	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard V Criterion 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard V Criterion 6	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard VI Criterion 1	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard VI	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).

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Criterion 2	<input type="checkbox"/> No	
Standard VI, Criterion 2 – Does the institution’s program/course length, curriculum, and contents meet all applicable state regulations and state requirements for licensure where the student is seeking licensure?		
Standard VI Criterion 3	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard VI Criterion 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard VI Criterion 5	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard VI, Criterion 5 – Describe how the institution demonstrated that it has the necessary instructional materials, equipment, products, and supplies adequately deliver instruction in the program/course?		
Standard VI Criterion 6	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard VI Criterion 7	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard VI, Criterion 7 – In the absence of state regulations, does the institution’s program/course length, curriculum, and contents meet industry standards as documented via feedback from an Advisory Committee; and as applicable: required elements of any state and/or national examination and any state regulations for licensure?		
Standard VI Criterion 8	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard VI Criterion 9	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard VI, Criterion 9 – Describe how the program/course provides supervised instruction in the applicable skills and competencies.		
Standard VI	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).

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Criterion 10	<input type="checkbox"/> No	
Standard VI Criterion 11	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard VI Criterion 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard VI Criterion 13	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard VI Criterion 14	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard VI Criterion 15	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard VI Criterion 16	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard VI Criterion 17	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard VII Criterion 1	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard VII Criterion 2	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard VII Criterion 3	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard VII Criterion 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard VII Criterion 10	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard VII Criterion 11	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard VIII Criterion 1	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard VIII Criterion 2	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard VIII, Criteria 1& 2 – Describe how the institution demonstrated that it has the necessary instructional space to adequately deliver instruction in the program/course?		
Standard VIII Criterion 3	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard IX Criterion 1	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).

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Standard IX Criterion 2	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard IX, Criterion 2 – Based on examples in the PSS, describe how students are evaluated based on specific criteria for practical work.		
Standard IX Criterion 3	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard IX, Criterion 3 – Based on examples and forms provided in the PSS and on the overall evaluation procedures described in the ISS describe how the institution showed that student progress is effectively monitored in this program/course.		
Standard IX Criterion 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard IX Criterion 5	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard IX Criterion 6	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard X Criterion 1	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
<u>Associate Degree – Complete ONLY IF Program/Course results in an Occupational Associate Degree</u> Standard X, Criterion 1 – Associate Degree programs only. Does the school have qualified instructional staff to deliver applied general education courses? Describe the qualifications for each applicable instructor.		
Standard X Criterion 2	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard X Criteria 3, 4, and 5	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
<u>Associate Degree – Complete ONLY IF Program/Course results in an Occupational Associate Degree</u> Standard X, Criteria 3, 4, and 5 - Does the institution's program/course credits, length, curriculum, and contents meet all applicable state regulations as well as NACCAS requirements of a minimum of two (2) academic year and 60 semester credit hours, of which a minimum of 45 semester credit hours must be included the occupational area and at least 15 semester hours in general education courses. Describe how the institution demonstrated meeting these requirements.		

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Standard X Criterion 6	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard X Criterion 7	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard X Criterion 8	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No (If No, provide explanation).
Standard X, Criterion 8 - Describe how the institution demonstrated that it has the necessary resource materials available that are relevant, current, and appropriate to the course of study and/or program for degree-seeking students. Describe how the institution demonstrated meeting this requirement.		

Distance Education

Complete ONLY IF Program/Course includes a Distance Education Component

Standard III, Criterion 14, Standard IV, 16 and Standard VI, Criteria 16 and 17 – Programs/courses with a Distance Education component only. Is the institution responsible for the management, control, and delivery of educational instruction? Please explain how the school has demonstrated that the program/course is adequately delivered and monitored.

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Section III – Program Reviewer’s Conclusion

Please complete this section of the form and sign and date acknowledging completion of the Program Self-Study review.

Do you, as the Program Reviewer, recommend that this program/course be approved by NACCAS?

<input type="checkbox"/> Yes <input type="checkbox"/> Yes, with stipulations <input type="checkbox"/> Yes, with recommendations for improvement <input type="checkbox"/> No
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If Yes, please identify specific reasons for your recommendations to approve the program/course, the viability of offering the program/course, and/or any stipulations and/or recommendations for improvement.

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If No, provide explanation.

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Please provide any applicable additional comments or concerns.

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Name of Program Reviewer (Please print in the box below)

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Signature of Program Reviewer (Please sign and date in the box below)

Date

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Please return completed form to:

**NACCAS
4401 Ford Avenue, Suite 1300
Alexandria, Virginia 22302**