



NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES

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On-Site Evaluation Visit Form – School Administrator – Full and Partial Team

Revised January 2016 - NACCAS Standards and Criteria Effective 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 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- Withdrawn students: 10% of files from students who have dropped or been terminated within the past 12 months OR a minimum of four (4) withdrawn files, whichever is greater.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:** 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:

Select **Yes** 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.

Select **No** 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.

Select **N/A** 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 School Administrator Name: _____
NACCAS *Standards and Criteria* Effective Jan 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.

	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 <i>NACCAS Rules of Practice and Procedure</i> . (A/O/D)
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S/A/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>

	4. The institution has adopted written operating policies and procedures. (D)
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S/A/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>
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	5. The institution's written operating policies and procedures are implemented and maintained effectively. (A)
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S/A/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>

School Name: _____
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LIMITATION:

	7. The institution has current, signed participation agreement(s) (Title IV, Veteran's Administration, Work Force Development, etc.) and Eligibility Certification Approval Report (ECAR) listing approved courses and/or programs, if applicable. (D)
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S/N

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. Advertising conforms to the NACCAS <i>Policy on Advertising</i> . (D)
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S/N

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. The institution maintains copies of any training agreements with government agencies, school districts and/or other entities, if applicable. (D)
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S/N

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. # _____

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	11. The institution must have a policy regarding the release of student information which is in compliance with local, state, and federal law (FERPA). (D)
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S/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>

	14. All institution records are maintained and safeguarded against loss, theft, identify theft, or damage. (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>

	15. The institution utilizes technologies and practices that are effective in verifying the identity of a distance-learning student who participates in class or coursework (such as a secure login and pass code or proctored examinations) while protecting student privacy. (A)
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S/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>

School Name: _____
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	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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S/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>

IV. ADMISSIONS POLICIES AND PROCEDURES

The institution has published student admissions policies that are appropriate for the educational courses and/or program(s), and the institution follows these policies.

	<p>1. The institution's admission policies require that each student meet one of the following (D):</p> <ul style="list-style-type: none">a. Have successfully completed high school or its equivalent as evidence by any of the items on the following non-exhaustive list: copy of diploma, copy of GED certificate, copy of a transcript showing high school completion, or a certificate of attainment (only applicable to non-Title IV recipients), etc.; orb. Have evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for home schooling, maintain this credential; orc. Have the ability to benefit from the training, according to the NACCAS <i>Ability to Benefit Policy</i>.d. Have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.e. If attending under a training agreement with a government agency, school district, and/or other entity, meets the admission requirements set out in the training agreement and/or applicable state licensing or certification regulations.
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S/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>

	<p>2. A limited number of secondary students who are not enrolled under a training agreement as described in item d above (no more than 10% of the number of students currently enrolled) may be admitted if the applicant meets the state requirements for admission, obtains permission in writing from the secondary school in which they are enrolled and successfully completed a pre-enrollment evaluation as established by the institution. (D)</p>
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S/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>

School Name: _____
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LIMITATION:

	4. Before accepting an applicant for admission, the institution provides the applicant access to the institution's catalog. (D)
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S/N

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. Before enrollment each applicant is provided access to written information that accurately reflects the most recent annual report statistics. (D)
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S/N

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:

	6. Before enrollment each applicant is provided access to written information that accurately reports the certification or licensing requirements of the jurisdiction for which it is preparing graduates. (D)
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S/N

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: _____
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	8. The enrollment agreement must be fully executed prior to the enrollee starting classes. (D)
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S/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>

	9. A copy of the fully executed enrollment agreement is provided to the student and legal guardian, as applicable. (D)
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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>

	10. A copy of the fully executed enrollment agreement is maintained by the institution. (D)
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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>

School Name: _____
Ref. # _____

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LIMITATION:

	12. the institution accurately implements the Leave of Absence Policy, as applicable. (D)
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N/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:

	15. The institution maintains a list of institutions with which it has established an articulation agreement, if applicable. (D)
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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:

	16. The institution's practices are consistent with its admissions policies and requirements. (D)
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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:

	17. The institution notifies distance learning students at the time of registration or enrollment of any projected additional student charges associated with the verification of student identity. (D)
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S/N

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:

	18. 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. (D)
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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:

	19. 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 (D): <ul style="list-style-type: none">• licensure requirements,• regulatory oversight restrictions,• physical requirements of the industry,• ability to meet requirements sets forth by employers.
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S/N

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:

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Ref. # _____

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V. STUDENT SUPPORT SERVICES

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

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

	6. Information and advice on any available financial assistance is accessible to students. (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>

School Name: _____
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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.

	3. Each student is provided with a written program and/or course outline, at the beginning of the program and/or course. (D)
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S/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>

VII. FINANCIAL PRACTICES AND MANAGEMENT

The institution maintains a sound financial condition and has qualified financial management.

	4. Institutions participating in federal Title IV financial aid programs must perform both an institutional refund calculation and a Return to Title IV calculation. (D)
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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>

	5. The institution applies the applicable refund policy to all terminations for any reason, by either party, including student decision, course and/or program cancellation, or institution closure. (D)
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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>

	6. The institution maintains evidence that institutional refunds are received by the recipient in a timely manner, such as, but not limited to, cancelled check, bank reconciliation, signed receipt of delivery, or documentation that funds were disbursed in accordance with applicable federal or state regulations. (D)
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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>

School Name: _____
Ref. # _____

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LIMITATION:

	7. The institution accurately implements the applicable refund policy. (D)
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S/N

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. Staff working with financial and accounting records is qualified by training and/or experience in accounting and bookkeeping. (D/A)
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S/N

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:

	10. Staff working with student financial aid is qualified by training and/or experience in applicable laws and regulations. (D/A)
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S/N

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. # _____

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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.

	1. Each student is evaluated periodically on attendance (clock hours only), academic and/or practical learning, as applicable. (D)
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S/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>

	4. The institution documents that each student who graduates or is otherwise awarded a certificate of completion has fully met the institution's published graduation requirements. (D)
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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>

	6. The institution accurately evaluates student progress according to the requirements of the NACCAS <i>Satisfactory Academic Progress Policy and Checklist for Programs Measured in Clock Hours or Competencies or for Programs Measured in Credit Hours, if applicable.</i> (D)
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S/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>

School Name: _____
Ref. # _____

ICPE School Administrator Name: _____
NACCAS *Standards and Criteria* Effective Jan 2016

**NACCAS ON-SITE EVALUATION VISIT REPORT
SUMMARY OF FINDINGS/ADDITIONAL NOTES**

School Administrator Printed Name

School Administrator Signature

Date

School Name: _____
Ref. # _____

ICPE School Administrator Name: _____
NACCAS *Standards and Criteria* Effective Jan 2016