

School Ref. #: _____
Date Completed: _____



School Name: _____ Evaluator: _____

Administrative Staff Person: _____ Title: _____

ADMINISTRATOR INTERVIEW FORM

QUESTION	YES	NO
<u>EDUCATIONAL OBJECTIVES</u>		
1. I.1 - Do you have a clear understanding of the school's goals and objectives?	<input type="radio"/>	<input type="radio"/>
2. I.1 - What are they? _____	<input type="radio"/>	<input type="radio"/>
3. I.2 - Has the school assessed its objectives, goals, educational programs, and support services in light of student retention rates, licensure and placement rates?	<input type="radio"/>	<input type="radio"/>
4. I.2 - Have improvements been made in the school's educational programs due to feedback from current students, graduates and employers?	<input type="radio"/>	<input type="radio"/>
5. I.7 - How often does the advisory committee review and comment on the school?		
6. I.7 - What aspects of the school does the advisory committee review? _____		
7. I.5 - Has the school been successful in placing its graduates?	<input type="radio"/>	<input type="radio"/>
8. I.1 - Do you feel that students are provided with marketable skills?	<input type="radio"/>	<input type="radio"/>
9. I.1 - Why? Why not? _____		
<u>INSTRUCTIONAL STAFF</u>		
10. II.2 – What is your state's requirement for student/instructor ratio	<input type="radio"/>	<input type="radio"/>
11. II.8 - How many instructors are full time? ____ How many are part time employees? ____	<input type="radio"/>	<input type="radio"/>
12. II.4 - Does the school have regular staff meetings?	<input type="radio"/>	<input type="radio"/>
<u>ADMINISTRATIVE SERVICES</u>		
13. III.1 - Is a copy of the school license posted? Where? _____	<input type="radio"/>	<input type="radio"/>
14. III.4 - Were you involved in the preparation of the self-study?	<input type="radio"/>	<input type="radio"/>
15. III.5 - Are the lines of authority identified within the school (i.e., who reports to whom)?	<input type="radio"/>	<input type="radio"/>
16. III.4 - Does the school have written operating procedures?	<input type="radio"/>	<input type="radio"/>
17. III.4 - Have you reviewed the school's operating procedures?	<input type="radio"/>	<input type="radio"/>
18. III.11 - Does the school obtain a student's authorization for the release of information to a third party and a copy of the information provided to that party?	<input type="radio"/>	<input type="radio"/>
19. III.10 - Does the school allow a student to review his/her own records?	<input type="radio"/>	<input type="radio"/>
20. III.13 - How long and where are cumulative student records kept? _____	<input type="radio"/>	<input type="radio"/>

- | | | YES | NO |
|-----|---|-----------------------|-----------------------|
| 21. | III.9 - Does the school train students on behalf of any government agency, school district, community college, or other entity? | <input type="radio"/> | <input type="radio"/> |
| 22. | III.9 - If yes, can you provide a copy of the agreement between the school and the other entity? | <input type="radio"/> | <input type="radio"/> |
| 23. | III.5 - Does the school have a procedure for recording student hours? | <input type="radio"/> | <input type="radio"/> |
| 24. | III.4 - Does the school have a tardy policy? | <input type="radio"/> | <input type="radio"/> |

ADMISSIONS POLICIES AND PROCEDURES

- | | | | |
|-----|--|-----------------------|-----------------------|
| 25. | IV. - How many students are currently enrolled? _____ | <input type="radio"/> | <input type="radio"/> |
| 26. | IV.1 - Who administers the school's admissions program? _____ | <input type="radio"/> | <input type="radio"/> |
| 27. | IV.4 - Are copies of the school's current catalog maintained? Where? _____ | <input type="radio"/> | <input type="radio"/> |
| 28. | IV.4 - When do students receive a copy of the catalog? _____ | <input type="radio"/> | <input type="radio"/> |
| 29. | IV.1 - Does the school require certain documentation from a student in order to enroll? | <input type="radio"/> | <input type="radio"/> |
| 30. | IV.1 - Does the school admit Ability-To-Benefit students? | <input type="radio"/> | <input type="radio"/> |
| 31. | IV.1 - If so, describe the test procedure used to admit these students. _____ | <input type="radio"/> | <input type="radio"/> |
| 32. | IV.5 - Are students provided with information concerning completion, licensure and placement rates; compensation; and licensing requirements prior signing a contract? | <input type="radio"/> | <input type="radio"/> |
| 33. | IV.13 - Are transfer students accepted? | <input type="radio"/> | <input type="radio"/> |
| 34. | IV.13 - Are transfer students given credit for their previous training? | <input type="radio"/> | <input type="radio"/> |

STUDENT SUPPORT SERVICES

- | | | | |
|-----|--|-----------------------|-----------------------|
| 35. | V.1 - Is an orientation program provided to new students? | <input type="radio"/> | <input type="radio"/> |
| 36. | V.2 - Does the program cover the students' instructional program, course goals, school policies, and student services? | <input type="radio"/> | <input type="radio"/> |
| 37. | V.3 - Does regular student counseling take place? | <input type="radio"/> | <input type="radio"/> |
| 38. | V.3 - Are records of counseling maintained? | <input type="radio"/> | <input type="radio"/> |
| 39. | V.6 - Is information and advice concerning financial aid available? | <input type="radio"/> | <input type="radio"/> |
| 40. | V.7 - Does the school have an internal complaint procedure? Please describe. _____ | <input type="radio"/> | <input type="radio"/> |
| 41. | V.5 - Does the school have a placement service? | <input type="radio"/> | <input type="radio"/> |

CURRICULUM

- | | | | |
|-----|--|-----------------------|-----------------------|
| 42. | VI.3 - Do students receive copies of the course outline? When? _____ | <input type="radio"/> | <input type="radio"/> |
|-----|--|-----------------------|-----------------------|

FINANCIAL PRACTICES MANAGEMENT

- | | | | |
|-----|---|-----------------------|-----------------------|
| 43. | VII.9 - Who administers the school's financial aid program? _____ | <input type="radio"/> | <input type="radio"/> |
|-----|---|-----------------------|-----------------------|

EVALUATION OF STUDENTS

- | | |
|-----|---|
| 44. | IX.1 - Describe how the school monitors a student's academic and attendance progress. |
| | _____ |
| | _____ |
| | _____ |

Please provide any explanations you feel necessary.
