

**Checklist and Timeline for School Visits  
Required Documents for a NACCAS Visit  
Change of Location - Partial Team**

<b>Complete</b>	<b>Task</b>
<b>Section A</b>	<b>Upon receipt of this Checklist</b>
<input type="checkbox"/>	Review the section below “Documents to Prepare for the Team Prior to Arrival” to begin gathering the required documents.
<input type="checkbox"/>	<b>View webinar “Preparing for a Visit”.</b> This webinar will assist the school in better understanding how to be ready for the on-site evaluation. <i>The webinar can be found on the NACCAS website (<a href="http://www.naccas.org">www.naccas.org</a>) under the link entitled “Events and Webinars”.</i>
<b>Section B</b>	<b>To be received by NACCAS <u>Four (4) weeks</u> prior to the scheduled on-site evaluation –</b>
<input type="checkbox"/>	<p>Policies and forms/documents: <i>Note: must be sent in hard copy via traceable means</i></p> <ol style="list-style-type: none"> <li>1. Catalog cross-referenced to the Checklist from Policy IV.04</li> <li>2. Enrollment Agreement cross-referenced to the Checklist from Policy IV.03</li> <li>3. Refund Policy cross-referenced to the Checklist from Policy VII.01</li> <li>4. SAP Policy cross-referenced to the Checklist from Policy IX.01 or IX.02</li> <li>5. LOA Policy (if applicable)</li> </ol>
<input type="checkbox"/>	Submit the completed Pre-Visit Survey form <i>via email</i> to the NACCAS Staff Team Lead leading the visit per the directions they provide in the email they send.
	<p>Policies and Forms/Documents Review for Compliance:</p> <ol style="list-style-type: none"> <li>1. The NACCAS NACCAS Staff Team Lead leading the visit will review the documentation submitted to determine compliance with NACCAS requirements for that Policy or document.</li> <li>2. You will receive a letter outlining any outstanding areas of non-compliance that are able to be corrected. The letter will provide the timeline allowed for NACCAS to receive revised Policies or documents. If the timeline given passes, the non-compliance will become a limitation and included in the visit report when the team visit is concluded.</li> <li>3. For any area that is not able to be corrected, a limitation will be cited and included in the visit report when the team visit is concluded.</li> </ol>

<b>Section C</b>	<b>To be received by NACCAS at least <u>seven (7) calendar days</u> prior to the date of the on-site evaluation -</b>
<input type="checkbox"/>	<p><b>Submit the following to the NACCAS Staff Team Lead via email:</b></p> <p style="text-align: center;"><b><u>Student Lists:</u></b></p> <p><b><u>All currently attending (active) students including:</u></b></p> <ul style="list-style-type: none"> <li>• Date the report was run</li> <li>• Each student’s start date</li> <li>• Course enrolled</li> <li>• Approximate number of actual hours completed</li> <li>• Approximate number of scheduled hours completed</li> <li>• Includes students on a leave of absence</li> </ul>
<b>Section D</b>	<b>Prior to arrival of the NACCAS Team at the school:</b>
<input type="checkbox"/>	Organize and label all required documents from the lists below under <b>“Section G: Documents to Provide in the Team Room Prior to Team Arrival”</b>
<input type="checkbox"/>	Lay out all required documents in the room the team will be using
<input type="checkbox"/>	Ensure the Team has a private dedicated space to work in with surfaces on which to work with documents
<b>Section E</b>	<b>Upon Arrival of the Team - Morning Information Meeting and Plan:</b>
<input type="checkbox"/>	Greet the Team and show the them where they will be working so they can set up their work area and assess the documentation you have provided
<input type="checkbox"/>	Print out two (2) copies of the Forms to be Printed documents emailed previously by the NACCAS Staff Team Lead
<input type="checkbox"/>	When the Team is ready, take the Team on a tour of the school facility
<input type="checkbox"/>	Meet with the ICPE Team Liaison and the NACCAS Staff Team Lead who will be joining the meeting via phone or skype, (or the NACCAS Staff Team Lead if they are on-site), for the Morning Information Meeting to go over the plan for the day and answer your questions
<input type="checkbox"/>	Ensure the Team is made aware of who they will be working with from your school staff who will be providing a variety of document requests throughout the visit day
<input type="checkbox"/>	Ensure the ICPE Team Liaison (or NACCAS Staff Team Lead if on-site) has the most current version of the schedule of activities for students in each class the day of the visit, including student breaks and student and instructor lunch periods

<b>Section F</b>	<b>Timeline for Receipt of Documents or Revisions During the Visit:</b> <i>(Note: if changes are <u>not</u> made or documents are <u>not</u> received by the deadline listed below the Team has been instructed to cite a limitation.)</i>
<input type="checkbox"/>	The institution must provide all required documents applicable to the school that is listed under “Section G: Documents to Provide in the Team Room Prior to Team Arrival” prior to the Team’s arrival. Any required document not provided in the team room prior to the team’s arrival at the school will result in a limitation in the area related to that document.
<input type="checkbox"/>	<b>By 12:00pm</b> Any additional documentation, or corrected documentation, requested by the Team must be provided by the 12pm deadline. Documents demonstrating compliance that are provided after the 12pm deadline will not be accepted and a limitation will be cited in the area related to that document.
<b>Section G</b>	<b>Documents to Provide in the Team Room prior to Team arrival:</b> <i>Note: This is not an all-inclusive list as additional documentation will likely be requested once the team begins their work.</i>
	<b>POLICIES – Place <u>two (2) copies</u> of the current Policies listed below into folders labeled with their contents. Ensure any applicable policy has been cross-referenced with its NACCAS Policy &amp; Checklist as noted below.</b>
<input type="checkbox"/>	Leave of Absence Policy, if applicable
<input type="checkbox"/>	Cross Referenced Satisfactory Academic Progress Policy
<input type="checkbox"/>	Cross Referenced Institutional Refund Policy
<input type="checkbox"/>	Cross Referenced Enrollment Agreement for each program
<input type="checkbox"/>	Cross Referenced Catalog – <i>3 copies</i>
<input type="checkbox"/>	Copy of complete Application for Change of Location, including all Attachments
	<b>STATE REGULATIONS – Provide the following state regulation. Place each type of regulation in separate folders labeled with their contents</b>
<input type="checkbox"/>	State Regulations governing the institution including its facilities, supplies, equipment and other policies regulated by the State– <b>2 copies</b>
<input type="checkbox"/>	State Regulations governing curriculum– <b>2 copies</b>
<input type="checkbox"/>	State Regulations governing a mandated refund policy, if applicable– <b>1 copy</b>
	<b>DOCUMENTATION - Place <u>one (1) copy</u> of each document below into folders labeled with their contents</b>
<input type="checkbox"/>	Program Participation Agreement (PPA) (signed and current) and Eligibility Certification Approval Report (ECAR)
<input type="checkbox"/>	List of all currently employed regular instructors
<input type="checkbox"/>	Licenses and/or Credentials for each instructor including substitutes. If licenses/credentials for currently employed regular instructors is contained within the personnel file already provided, a separate copy is not required
<input type="checkbox"/>	State license as a post secondary educational institution

<input type="checkbox"/>	Certificate of Occupancy
<input type="checkbox"/>	Examples of each type of advertising for previous 12 months
<input type="checkbox"/>	Course and/or program outlines for each course
<input type="checkbox"/>	Sample lesson plans for each course
<input type="checkbox"/>	Copy of the same Student List previously provided to the NACCAS Staff Team Lead as found In Section C of this document.
	<b><i>If you have questions about any of the requirements noted on this form please contact the NACCAS Staff Team Lead responsible for the visit.</i></b>