Checklist and Timeline for School Visits
Required Documents for a NACCAS Visit
Change of Control, Category 2 - Partial Team

Section A	**Task**
	Upon receipt of this Checklist
☐	Review the section below "Documents to Prepare for the Team Prior to Arrival" to begin gathering the required documents.
☐	Review the section below "Documents in the Student File" to ensure the Team will have ready access to all listed documents.
☐	**View webinar "Preparing for a Visit". This webinar will assist the school in better understanding how to be ready for the on-site evaluation.** *The webinar can be found on the NACCAS website (www.naccas.org) under the link entitled "Events and Webinars".*
Section B	**To be received by NACCAS Four (4) weeks prior to the scheduled on-site evaluation –**
☐	Policies and forms/documents: ***Note: must be sent in hard copy via traceable means*** 1. Catalog cross-referenced to the Checklist from Policy IV.04 2. Enrollment Agreement cross-referenced to the Checklist from Policy IV.03 3. Refund Policy cross-referenced to the Checklist from Policy VII.01 4. SAP Policy cross-referenced to the Checklist from Policy IX.01 or IX.02 5. LOA Policy (if applicable)
☐	Submit the completed Pre-Visit Survey form ***via email*** to the NACCAS Staff Team Lead leading the visit per the directions they provide in the email they send.
	Policies and Forms/Documents Review for Compliance: 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. 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. 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.

Section C	**To be received by NACCAS at least <u>seven (7) calendar days</u> prior to the date of the on-site evaluation -**
☐	***Submit the following to the NACCAS Staff Team Lead via email:*** ***<u>Student Lists:</u>*** **<u>1. Currently attending (active) students including:</u>** • Date the report was run • Each student's start date • Course enrolled • Approximate number of actual hours completed • Approximate number of scheduled hours completed • Includes students on a leave of absence **<u>2. All graduates in each program from twelve months prior to the visit date to the present including:</u>** • Each graduate's start date • Course enrolled • Scheduled graduation date • Actual graduation date **<u>3. All students whose enrollment has been terminated and/or withdrawn (either by the student, or by the institution) from twelve months prior to the visit date to the present including:</u>** • Each student's start date • Last date of attendance • Withdrawal determination date by the institution • Actual hours clocked at the time of termination and/or withdrawal • Scheduled hours at the time of termination and/or withdrawal
Section D	**Prior to arrival of the NACCAS Team at the school:**
☐	Organize and label all required documents from the lists below under **"Section G: Documents to Provide in the Team Room Prior to Team Arrival"**
☐	Lay out all required documents in the room the team will be using
☐	Ensure the Team has a private dedicated space to work in with surfaces on which to work with documents
Section E	**Upon Arrival of the Team - Morning Plan and Information Meeting:**
☐	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
☐	Print out two (2) copies of the documents emailed by the NACCAS NACCAS Staff Team Lead
☐	When the Team is ready, take the Team on a tour of the school facility

☐	Meet with the ICPE Team Liaison and the NACCAS NACCAS Staff Team Lead (who will join the meeting via phone or skype) for the Morning Information Meeting to go over the plan for the day and answer questions
☐	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
☐	Ensure the ICPE Team Liaison 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.
☐	Inform the ICPE Team Liaison of potential space(s) available for student and faculty interviews
☐	When the School Administrator ICPE is ready have school personnel show them where the current, withdrawn and graduate student files are kept so they may retrieve files for review
☐	Designate school personnel to assist the ICPE School Owner in a walk-through of the contents of a student file
Section F	**Timeline for Receipt of Documents or Revisions During the Visit:** *(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.)*
☐	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.
☐	**<u>By 3:00pm</u>** Any additional documentation, or corrected documentation, requested by the Team must be provided by the 3pm 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.
Section G	**Documents to Provide in the Team Room prior to Team arrival:** *Note: This is not an all–inclusive list as additional documentation will likely be requested once the team begins their work.*
	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 & Checklist as noted below.
☐	Leave of Absence Policy, if applicable
☐	Cross Referenced Satisfactory Academic Progress Policy
☐	Cross Referenced Institutional Refund Policy

☐	Cross Referenced Enrollment Agreement for each program
☐	Cross Referenced Catalog – ***3 copies***
☐	Admission Policy and Procedures
☐	Transfer Policy
☐	Re-Entry Policy
☐	Ability to Benefit Policy, if applicable
☐	Academic Advising Policy and/or Procedures
☐	Attendance Policy
	STATE REGULATIONS – Provide the following state regulation. Place each type of regulation in separate folders labeled with their contents
☐	State Regulations governing the institution including its facilities, supplies, equipment and other policies regulated by the State–**2 copies**
☐	State Regulations governing curriculum–**2 copies**
☐	State Regulations governing a mandated refund policy, if applicable–**1 copy**
	DOCUMENTATION - Place <u>one (1) copy</u> of each document below into folders labeled with their contents
☐	Plan for Use of Substitutes
☐	Institution's Operating Policies & Procedures
☐	Privacy and Release of Information policy and forms
☐	Program Participation Agreement (PPA) (signed and current) and Eligibility Certification Approval Report (ECAR)
☐	Training agreements with other entities, if applicable
☐	Professional Assistance Referral Policy and/or Procedure
☐	Requirements for Graduation
☐	List of all currently employed regular instructors
☐	Personnel file for each currently employed instructor
☐	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
☐	State license as a post secondary educational institution
☐	Examples of each type of advertising for previous 12 months
☐	Copy of Pre-enrollment Information provided to students for: 1. Access to the institution's catalog 2. Most recent annual report statistics (outcomes rates) 3. Certification or licensing requirements of the jurisdiction for which training is being provided 4. Generally known pre-requisites for employment and factors that might preclude an individual from obtaining employment such as licensure requirements; regulatory oversight restrictions; physical requirements of the industry; and ability to meet requirements set forth by the employer 5. Rationale for programs that exceed the State required length, if applicable
☐	Documentation showing that students have received the aforementioned required pre-enrollment information
☐	Course and/or program outlines for each course
☐	Sample lesson plans for each course
☐	Examples of written and practical tests

☐	Completed forms and practical grading criteria used for evaluating students (e.g. academic learning, practical work, clinic, etc.)
☐	Copy of each of the same Student Lists previously provided to the NACCAS NACCAS Staff Team Lead as found in Section C of this document (Current, Graduate, Withdrawn).
	If you have questions about any of the requirements noted on this form please contact the NACCAS Staff Team Lead responsible for the visit.

Documents in the Student Files

For Review by the NACCAS On-Site Evaluation Team

In preparation for the NACCAS On-Site Evaluation Team's arrival the school must ensure that all of the following documentation is available for review. If there are any elements of this list that cannot be found in student files the school must ensure they are readily accessible to the team early in the day during the visit. (See below)

1. A copy of the signed enrollment agreement and any addenda for leaves of absences, schedule changes, etc.
2. Student payment cards/ledger card
3. Admissions documentation:
    a. Documentation of high school completion or equivalence (as applicable)
    b. Proof of age (if required)
    c. Interview form(s), (if applicable)
    d. Recommendation letters, (if applicable)
    e. Application for enrollment
    f. Documentation of receipt of Pre-enrollment information
    g. ATB test information (if applicable)
    h. Immigration information (if applicable)
    i. Any state required elements for enrollment (residency, health, etc.)
    j. Documentation of all other items required by the school for admissions
4. Other student information as applicable, for example:
    a. Excused absence documentation
    b. Correspondence to/from student
    c. Documentation of phone conversations with students
5. State Board of Cosmetology Registration Form (if applicable)
6. Documentation of academic advising session notes/Counseling referrals
7. Grades; report cards; test scores, etc. (as applicable)
8. Hourly reports/Time sheets/Time cards (if applicable)
9. Leave of absence forms
10. SAP evaluations
11. Warning and/or Probation notices, (if applicable)
12. Appeal documentation, (if applicable)
13. Documentation of withdrawal or termination (if applicable)
14. Institutional Refund calculation (if withdrawn or terminated)
15. Documentation of student complaint(s), (if applicable)
16. Documentation of graduation