

**Checklist and Timeline for School Visits
Required Procedures and Documents
NACCAS Full Team Visit
(Subject to Change)**

Complete	Task
Section A	<i>Upon receipt of this Checklist</i>
<input type="checkbox"/>	Ensure that all revisions outlined in the ISS Review letter sent to the school are addressed and all instructions and deadlines are followed.
<input type="checkbox"/>	Review the section below “Documents to Prepare for the Team Prior to Arrival” to begin gathering the required documents, Section H.
<input type="checkbox"/>	Review the section below “Documents in the Student File” to ensure the Team will have ready access to all listed documents related to student files, Page 6.
<input type="checkbox"/>	View webinar “Preparing for a Visit” to better understanding how to be ready for the on-site evaluation. <i>The webinar can be found on the NACCAS website (www.naccas.org) under the link entitled “Events and Webinars”.</i>
Section B	To be received roughly eight (8) weeks prior to the date of the on-site evaluation <i>(Instructions for compiling documentation will be sent in a separate letter)</i>
	<i>Submit the Annual Report documentation in hard copy and ensure the response is bound, tabbed, and labeled. Again, complete instructions for submitting this documentation will be provided in a separate letter. The annual report documentation should be separate from all other pre visit documents being submitted to NACCAS.</i>
	NACCAS Review of the Annual Report <ol style="list-style-type: none"> 1. A NACCAS staff member from the Department of Research and Compliance will review the documentation submitted to determine if it complies with NACCAS’ minimum outcome rate thresholds for graduation, placement, and licensure. 2. If serious deficiencies are present in the institution’s annual report documentation, the institution will likely be cited a limitation. This limitation will apply to all campuses covered by the annual report. If minor areas of concern are present, NACCAS may request additional information. If updates are required to your annual report following NACCAS’ review, you will be assessed a \$175 processing fee.
Section C	To be received four (4) weeks prior to the date of the on-site evaluation to the NACCAS Staff Team Lead leading the visit. <i>(NACCAS Staff Team Lead will be in touch with the school via email approximately 8 weeks prior to the visit)</i>

□	<p>1. Submit the completed Pre-Visit Survey form <u>via email</u> to the NACCAS Staff Team Lead leading the visit per the directions they provide in the email they send.</p>
Section D	<p>To be received by NACCAS a minimum of <u>seven (7) calendar days</u> prior to the date of the on-site evaluation visit</p>
□	<p><i>Submit the following to the NACCAS Staff Team Lead via email:</i></p> <p style="text-align: center;"><u>Student Lists:</u></p> <p>1. <u>All currently attending (active) students including:</u></p> <ul style="list-style-type: none"> • 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 <p>2. <u>All graduates in each program from twelve months prior to the visit date to the present including:</u></p> <ul style="list-style-type: none"> • Each graduate’s start date • Course enrolled • Scheduled graduation date • Actual graduation date <p>3. <u>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></p> <ul style="list-style-type: none"> • 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 E	<p>Prior to arrival of the NACCAS Team at the school:</p>
□	<p>Organize and label all required documents from the lists below under “Section H: Documents to Provide in the Team Room Prior to Team Arrival”</p>
□	<p>Lay out all required documents from the list above in the room the team will be using</p>
□	<p>Ensure the Team has sufficient private dedicated space to work with surfaces on which to review multiple documents</p>
Section F	<p>Upon Arrival of the Team - Morning Information Meeting and Plan:</p>
□	<p>Greet the Team and show the them where they will be working so they can set up their work area and assess the documentation provided</p>

<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 that will be providing them additional 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
<input type="checkbox"/>	Inform the ICPE Team Liaison (or NACCAS Staff Team Lead if on-site) of potential space(s) available for student and faculty interviews
<input type="checkbox"/>	When the School Administrator ICPE is ready, have school personnel show them where the current students, dropped students, and graduate students files are kept so they may retrieve files for review
<input type="checkbox"/>	Designate school personnel to assist the ICPE School Owner in a walk-through of the contents of a student file
Section G	Timeline for Receipt of Documents or Revisions During the Visit: <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 <i>not</i> 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. <i>(Note: Providing a copy of the ISS will not be an acceptable alternative to providing the required documents listed below.)</i>
<input type="checkbox"/>	By 3:00pm – 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 3pm deadline will not be accepted and a limitation will be cited in the area related to that document.
Section H	Documents to Provide in the Team Room Prior to Team Arrival: <i>Note: This is not an all-inclusive list of documents the team may need to review as additional documentation will likely be requested once the team begins their work. In addition, although many of these documents were contained in the institution’s ISS, <u>current</u> copies must be provided to the Team.)</i>

	1. POLICIES – Place <u>two (2)</u> copies 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.
<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"/>	Policy on Distance Education, if applicable
<input type="checkbox"/>	Externship (Internship) Policy, if applicable
<input type="checkbox"/>	Instructor Meeting Policy
<input type="checkbox"/>	Admission Policy and Procedures
<input type="checkbox"/>	Transfer Policy
<input type="checkbox"/>	Re-Entry Policy
<input type="checkbox"/>	Ability to Benefit Policy, if applicable
<input type="checkbox"/>	Internal Grievance Policy
<input type="checkbox"/>	Academic Advising Policy and/or Procedures
<input type="checkbox"/>	Attendance Policy
	2. STATE REGULATIONS – Provide the following state regulation. Place each type of regulation in separate folders labeled with their contents
<input type="checkbox"/>	State Regulations governing the institution including its facilities, supplies, equipment and other policies regulated by the State– 2 copies
<input type="checkbox"/>	State Regulations governing curriculum– 2 copies
<input type="checkbox"/>	State Regulations governing a mandated refund policy, if applicable– 1 copy
	3. DOCUMENTATION - Place <u>one (1)</u> copy of each document below into folders labeled with their contents
<input type="checkbox"/>	Improvement Plan, as applicable (based on feedback from Advisory Committee, students and graduates)
<input type="checkbox"/>	Plan for Instructor Continuing Education
<input type="checkbox"/>	Plan for Use of Substitutes
<input type="checkbox"/>	Institution’s Operating Policies & Procedures
<input type="checkbox"/>	Privacy and Release of Information policy and forms
<input type="checkbox"/>	Program Participation Agreement (PPA) (signed and current) and Eligibility Certification Approval Report (ECAR)
<input type="checkbox"/>	Articulation agreement, if applicable
<input type="checkbox"/>	Training agreements with other entities, if applicable
<input type="checkbox"/>	Professional Assistance Referral Policy and/or Procedure
<input type="checkbox"/>	Requirements for Graduation
<input type="checkbox"/>	Published Annual Report Outcomes Rates
<input type="checkbox"/>	Advisory Committee Roster
<input type="checkbox"/>	Advisory Committee meeting minutes, completed surveys, etc.
<input type="checkbox"/>	Documentation of feedback from current students and graduates
<input type="checkbox"/>	Summary of feedback from current students, graduates and advisory committee

<input type="checkbox"/>	List of all currently employed regular instructors
<input type="checkbox"/>	Personnel file for each currently employed instructor
<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"/>	Instructor meeting minutes for the most recent 12 months
<input type="checkbox"/>	Documentation of completed continuing education for each instructor
<input type="checkbox"/>	Performance evaluations for each instructor
<input type="checkbox"/>	State license as a post-secondary educational institution
<input type="checkbox"/>	Examples of each type of advertising for previous 12 months
<input type="checkbox"/>	Copy of Pre-Enrollment Information provided to students for: <ol style="list-style-type: none"> 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
<input type="checkbox"/>	Documentation showing that students have received the aforementioned required pre-enrollment information
<input type="checkbox"/>	Orientation information provided to students
<input type="checkbox"/>	Evidence students were provided with access to orientation program on or before the first day of class
<input type="checkbox"/>	Employment assistance provided to students and graduates
<input type="checkbox"/>	Course and/or program outlines for each course
<input type="checkbox"/>	Sample lesson plans for each course
<input type="checkbox"/>	Documentation showing that the institution is responsible for distance education, if applicable
<input type="checkbox"/>	Examples of written and practical tests
<input type="checkbox"/>	Completed forms and practical grading criteria used for evaluating students (e.g. academic learning, practical work, clinic, etc.)
<input type="checkbox"/>	Copy of each of the same Student Lists previously provided to the NACCAS Staff Team Lead as found under Item 2 on Page 1 of this document (Current, Graduate, Withdrawn).
	<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>

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