

**Explanation of On Site Evaluation Visit Report  
and Electronic Receipt of the Visit Report**

As part of the on-site evaluation visit, NACCAS will provide the institution with an On-Site Evaluation Visit Report as a summary of the on-site evaluation team's findings. This process will be provided electronically. Therefore, the On-Site Evaluation Visit Report will be emailed to the institution within twenty-one (21) business days of the office's receipt of the team report and associated documents during the on-site evaluation visit.

The institution should expect the following:

1. The institution will participate in a Morning Information Meeting where the Team Lead will go over the points in the attached form. For visits led by Team Lead on-site, the Team Lead will go over the topics listed on the form. For visits led virtually, the ICPE Team Liaison will coordinate the Morning Information Meeting with the Team Lead and the school representative to go over the topics listed on the form. In the case of a virtually led visit the method of communication will be either via phone or an electronic meeting format as outlined in the Morning Information Meeting Checklist. This is an excellent opportunity for the school to ask any questions it may have regarding the visit or the process.
2. The institution will participate in an Exit Interview at the end of the on-site evaluation visit. For visits led by Team Lead on-site, the Team Lead will go over any findings with the institution during the Exit Interview. For visits led virtually by the Team Lead, the ICPE Team Liaison will coordinate the Exit Interview with the Team Lead and the school representative so the Team Lead can go over any findings.
3. The institution will receive the On-Site Evaluation Visit Report via email from the NACCAS office within twenty-one (21) business days of the office's receipt of the team report and related documentation prepared during the on-site evaluation visit. NACCAS will use the email address on record for the institution's official contact person.
4. The institution must acknowledge the "read receipt" notification of the email containing the On-Site Evaluation Visit Report. *It is the institution's responsibility to ensure that the On-Site Evaluation Visit Report is received by verifying your current email address and ensuring NACCAS emails are allowed by your 3<sup>rd</sup> party servicer.*
5. If the institution is unsure that the official contact email address on record with NACCAS is up-to-date, the institution should contact its Staff to verify and/or update the email address, if applicable.

Note: The following forms must be printed out and completed with all information required. If the area does not apply, place "N/A" in that area. The only area to be left blank is the signature lines on each page. These lines will be signed at the Exit Interview at the end of the visit.

Should the institution have additional questions regarding this electronic process for the On-Site Evaluation Visit Report, it may contact the NACCAS staff person assigned to the process.

**NACCAS Morning Information Meeting Checklist**

Morning Information Meeting Required Topics	
1.	Discuss school personnel role(s) and experience with NACCAS.
2.	Determine what school personnel attended the NACCAS workshop and when.
3.	Explain the make up of the NACCAS team members and their roles and responsibilities.
4.	Explain the Team Lead’s role on the team and as liaison/main point of contact to the school. Answer questions regarding how the virtual visit will be led versus being led with the Team Lead on-site. Clarify the lines of communication between the NACCAS Team and school personnel.
5.	Explain the responsibility of the NACCAS Team as experts in their field and the fact finders on-site. Clarify that the Commission is the ultimate decision maker whether to add a limitation or remove a limitation.
6.	Determine if there is a Consultant. If yes, explain that during the visit the Consultant may attend meetings; however, the evaluation team and the Team Lead will only engage in discussion with designated school personnel.
7.	Explain how the day will progress and that the Team Lead will keep the school personnel updated regarding the team’s progress throughout the day as necessary and any possible limitations/findings.  Remind the school of the requirement to provide any additional documents requested by the team to the team by 3:00pm. Notification of any additional documents required by the team will be provided in time for the school to meet the 3:00 pm deadline. However, if the timelines are <i>not</i> met, a limitation will be cited for any outstanding documentation.
8.	Clarify that the team will do their best to cause the least disruption possible to allow for a normal school day. Additionally, the goal will be to complete the visit within a normal time frame, no later the 6pm, barring any unforeseen circumstances. You will be informed of this as soon as possible during the visit day.
9.	Explain that Team Lead has provided the School Administrator ICPE with the student lists highlighting which files and records to pull for review in each program offered at the school and in each category of Current Students, Graduates and Withdrawn Students. The school should designate school personnel to take the ICPE to where the student files are housed directly after this meeting.
10.	Explain the other methods the Evaluation Team will use to verify compliance such as interviews of students, faculty, and administrative staff as well as classroom observations.
11.	Determine whether the school’s schedule provided to the Team Lead prior to the visit is still correct and includes class times, breaks, etc. If the schedule has changed the school is to provide a new version to the team.
12.	Explain the Exit Interview process
13.	Explain what happens after the visit regarding receiving the On-Site Evaluation Visit Report electronically, and, if limitations are cited, the time allowed for responding prior to going before the Commission. Highlight that the Commission encourages the school to view any NACCAS webinars that relate to limitations cited prior to submitting their response to the visit report. Proof of viewing and completing the corresponding assessment will be a required attachment to the school’s response to the Visit Report.
14.	Explain the process of receiving the On-Site Evaluation Visit Report electronically via email. The institution must respond to the “read receipt” notification connected to the email.
15.	Explain how the school can provide feedback electronically regarding the visit process and Evaluation Team members. To access the survey, follow this link: <a href="https://www.surveymonkey.com/s/ownersurvey">https://www.surveymonkey.com/s/ownersurvey</a>

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Signature of School Representative

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Signature of NACCAS Representative

School Ref. # \_\_\_\_\_

**NACCAS On-Site Evaluation Visit Report**

**THE NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES**

**ON-SITE EVALUATION VISIT PROGRAM REVIEW**

Institutional accreditation requires all programs exceeding 150 hours or leading to state licensing to be evaluated. Refer to Section 1.3 of the NACCAS *Rules of Practice and Procedure*. All programs and continuing education classes approved by NACCAS must be included on this form. The following is a list of such programs reviewed by the evaluation team during the on-site evaluation. Your signature constitutes acknowledgment that you have been given the opportunity to discuss the On-Site Evaluation Visit Report during the exit interview, and to ask any relevant questions.

*By completing and signing this form the institution acknowledges that the programs and information contained are accurate.*

<b>Program Names</b>	<b>Program Language</b>	<b>Clock Hours (if applicable)</b>	<b>Credits (if applicable)</b>	<b>Continuing Education (if applicable)</b>

<b>Institution Name</b>	<b>Institution Reference #</b>		
		<b>Day 1</b>	<b>Day 2</b>
	<b>Time of Team Arrival</b>		
		<b>Day 1</b>	<b>Day 2</b>
	<b>Time of Exit Interview</b>		
		<b>Day 1</b>	<b>Day 2</b>
	<b>Time of Team Departure</b>		
	<b>Alternate Name(s):</b>		

**Institution Address**

**Expanded Campus Address (if applicable)**

**Email Address of Official Contact Person**

**Signature of Owner or Designee**

**Title**

**Date**

NOTE: If the institution wishes to add any program subsequent to the day of the on-site evaluation, the institution must adhere to Part 4 of the NACCAS *Rules of Practice and Procedure*.

School Ref. # \_\_\_\_\_

## NACCAS On-Site Evaluation Visit Report

### On-Site Evaluation - Exit Interview Commission Agenda Schedule

Commission Meeting Date	Last Date to be Submitted to an Agenda
February 9, 2017	January 3, 2017
March 15, 2017	February 10, 2017
April 20, 2017	March 17, 2017
May 10, 2017	March 31, 2017
June 21, 2017	May 19, 2017
July 19, 2017	June 16, 2017
August 30, 2017	July 21, 2017
September 20, 2017	August 18, 2017
October 18, 2017	September 15, 2017
November 15, 2017	October 6, 2017
December 20, 2017	November 17, 2017

#### \_\_\_\_ On-Site Visits WITH LIMITATIONS:

1. Within 21 business days from the day NACCAS receives the documents and report from the on-site evaluation team (*approximately 7 calendar days*) the institution will receive an email containing the final Visit Report. At that point the school will have 45 calendar days to respond to the limitations cited. Please refer to the chart above to calculate the estimated Commission meeting agenda your visit will be submitted.
2. The institution should note that if a limitation is cited in an area in which NACCAS has educational assistance available via Webinars, a list of relevant webinars will be provided. The school should view the webinar(s) prior to submitting the response to the visit report.
3. Should the Commission defer action, the school may be directed to participate in a face-to-face consultation with NACCAS Executive Director, Dr. Tony Mirando and Staff at the NACCAS office at the expense of the institution.
4. Refer to “Guidelines for Responding to Limitations” and “Requirements for the Organization of Document Submissions” at: [www.naccas.org/Applications&Forms/OtherKeyDocuments](http://www.naccas.org/Applications&Forms/OtherKeyDocuments)

#### \_\_\_\_ On-Site Visits with NO LIMITATIONS:

1. Within 21 business days from the day NACCAS receives the documents and report from the on-site evaluation team (*approximately 7 calendar days*) the institution will receive an email containing the final Visit Report. The institution’s visit process will go before the Commission at the next available meeting. Please refer to the chart above to calculate the estimated Commission meeting agenda your visit will be submitted.

#### Important general information to note regardless of whether or not limitations are cited on the visit:

1. It is the school’s responsibility to ensure they have received the visit report. If the report has not been received within 45 days from the date of the visit the school should contact the NACCAS office to inquire when and to whom the report was sent.
2. Schools are advised that although the evaluation team does not review financial documents during the on-site evaluation, the Commission will review an analysis conducted by NACCAS Financial staff of the school’s financial statement as part of the evaluation process. Audited financial statements submitted by your institution will be effective for 14 months after its fiscal year end date. If your financial statements become older than 14 months, new compliant audited financial statements must be submitted to NACASS before the NACCAS Commission will consider granting, continuing, or renewing Accreditation status to your institution.
3. An additional location visit process will not be considered until the meeting at, or a meeting after, the main campus’ visit process is being considered by the Commission.

\_\_\_\_\_  
Signature of School Owner or Designee

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Signature of NACCAS Representative

Please take the time to submit an evaluation of the visit and team by going to: [www.surveymonkey.com/s/ownersurvey](http://www.surveymonkey.com/s/ownersurvey)

## Webinars Associated with Limitation(s) Cited

<p><b>It is recommended that each webinar checked below be viewed by the appropriate school personnel prior to preparing and submitting the response to limitations</b></p>	<h3 style="margin: 0;">Webinars Available</h3>
<input checked="" type="checkbox"/>	<b>Responding to Limitations</b>
<input type="checkbox"/>	<b>Satisfactory Academic Progress (SAP) Policy – 5 part series</b>
<input type="checkbox"/>	<b>Institutional Refunds</b>
<input type="checkbox"/>	<b>Enrollment Agreements</b>
<input type="checkbox"/>	<b>Catalog Requirements</b>
<input type="checkbox"/>	<b>Practical Grading</b>
<input type="checkbox"/>	<b>Advisory Boards</b>
<input type="checkbox"/>	<b>Leaves of Absence</b>
<input type="checkbox"/>	<b>Pre-Enrollment/Admissions</b>
<input type="checkbox"/>	<b>Annual Report 101</b>
<input type="checkbox"/>	<b>Annual Report 201</b>
<input type="checkbox"/>	<b>Low Outcomes Monitoring</b>
<input type="checkbox"/>	<b>Non-Substantive Changes</b>
<input type="checkbox"/>	<b>Changes to Report to NACCAS</b>
<input type="checkbox"/>	<b>Creating an Institutional or Program Self Study</b>
<input type="checkbox"/>	<b>How to Improve Your Outcomes</b>
<input type="checkbox"/>	<b>Things to Submit to NACCAS</b>

*The school understands that NACCAS offers a free webinar associated with the limitation(s) cited during the on-site evaluation. The Commission strongly urges schools to view the listed webinar(s) prior to responding to the limitation(s) received. The webinars can be found on the NACCAS website ([www.naccas.org](http://www.naccas.org)) under the link entitled “Events and Webinars”. If the school has questions on how to access the webinars, the school is to contact the Director of Human Resources and Training Alicia Williams at [awilliams@naccas.org](mailto:awilliams@naccas.org).*

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Signature of School Representative

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Signature of NACCAS Representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

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Institution Name

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Date

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Date