

Institution Representative: Please complete this information and return it via email to the cbillups@naccas.org and the NACCAS Staff Member copied on the email. This document must be completed and submitted 48 hours of receipt.

Today's Date:	Institution Name:	Institution Ref. #:
Date of the Visit:	Name of School Representative:	

Institution Address _____
 Is there an expanded campus? If yes, provide the address _____
 Institution Website Address _____
 Institution Telephone Number _____
 List Any Alternate Institution Name(s) Used _____

Designated Accreditation Liaison Information for On-Site Evaluation Visit			
Name:		Title:	
Telephone Number:		Email:	
Last NACCAS Workshop Attended:			

Provide Any Additional Designated Contacts' Name, Titles, Email, and Telephone number on which they will be available on the Day of the On-Site Evaluation:

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Logistical Information for Day(s) of NACCAS On-Site Evaluation Visit	
Time Administrative Staff Scheduled to Arrive:	Time Classes Begin for Students:
<i>Ⓢ Note: Team typically arrives 15-30 minutes prior to class start time</i>	
Will there be private parking available for the team? Please provide specific parking instructions and the cost of parking, if applicable.	
Please ensure that there is an adequate private work space for the assigned team to work in. Please describe below.	
Year of Standards Used to prepare the ISS (Be sure to have a copy available for the team in addition to all of the required documents listed on the Checklist and Timelines for School Visits document provided).	
Provide any other relevant information you would like the team members to be aware of:	

Approved Program Information to be Reviewed by the Team					
Program Names:	# Clock Hours, Credits, Competencies or Continuing Education	# Students currently enrolled	Name(s) of Instructor(s) for each program	Specify what language(s) programs are taught in	# Grads in Past 12 months
		Total #:	Total #:		Total #:

Please attach a copy below of the institution's schedule of class and clinic days and times for all programs.