ACCSC SELF-EVALUATION REPORT
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Preparing for the Renewal of Accreditation On-Site Evaluation

The following preparations will assist the team in conducting an efficient, effective evaluation of your institution. Be aware that there may be additional items and/or information requested by team members at the time of the on-site evaluation.

- Set aside a separate secure room for the Commission team. The security of the room shall not allow the school to eavesdrop or record (audio or video) the team at any time during the on-site evaluation.
- Have students in regular attendance avoiding scheduled breaks, special exams, and field trips.
- Have as many instructional and administrative staff present as possible.
- Have driving directions and parking information available for the team prior to arrival. If parking is limited, please have spots available for the on-site evaluation team.

<u>Please have the following available in the team room upon arrival:</u>

- Internet access including any required access codes
- Adequate outlets/extension cords
- Basic office supplies such as a stapler, binder clips, and pens
- One set of educational materials currently in use for each training program offered, including curricula, lesson plans, textbooks, handouts, and instructor guidebooks
- A list of all current students separated by program of study, start date, day/evening cohorts, and full/part-time cohorts (include overall totals per program)
- A list of all graduates within the last 24 months
- For withdrawn/terminated students within the last 24 months, provide the following summary information:

Student Name / ID #	Program	Start Date	With. Or Term. Date	Refund Due	Amt. Paid	Due Date	Date Paid

- Class schedules, including break times, names of instructors, subjects, room numbers, and number of students in each class, for all programs (including new programs, if applicable)
- A key for any abbreviations the school uses for program names in materials provided to the team
- If applicable, a list of current students admitted on an ability-to-benefit basis
- Four bound catalogs completely cross-referenced with the Catalog Checklist (these may not be drafts)
- Three printed enrollment agreements completely cross-referenced with the Enrollment Agreement Checklist (these may not be drafts)
- A hard copy of the credential awarded upon graduation (blank diploma/certificate/degree).

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- The most recent correspondence from the US Department of Education with regard to the school's Cohort Default Rates
- Any updated information that was not provided in the Application for Renewal of Accreditation or Self-Evaluation Report. Items that commonly have been updated include:
  - Organizational charts
  - A list of current faculty and staff
  - Institutional assessment and improvement planning documents
  - Current advertising and promotional materials
  - Current budget
  - Copies of current correspondence regarding any reviews and/or audits by any accrediting, state, federal, or other regulatory agency
  - Copies of current correspondence regarding any government-initiated investigations, complaints, legal or regulatory actions against the school, its parent company, or owners
  - Copies of minutes from all Program Advisory Committee meetings held since the submission of the SER
  - Current state and/or local license to operate
  - A current Program Chart reflecting all programs offered and any updates/modifications to programs reported to ACCSC since the Application/SER documents were submitted
- Copies of all Program Advisory Committee minutes since the last grant of accreditation
- Operations manual (policies and procedures) for all key administrative and educational areas
- The most recent Annual Report submitted to ACCSC and verified updated/revised Graduation and Employment Charts if applicable
- The school must provide the on-site evaluation team with the full report from the independent third-party verifier, including a list of the students in the sample, the results for each student, and the reasons for those results.
- Supporting documentation for the school's most recently submitted Graduation and Employment Charts must be organized according to the corresponding **cohort start date** reported on the chart (line #1) as follows:
  1. In the format of the following table, for each student start, the school must provide the following information:

Student Name	Program	Start Date	Graduation Date	Withdrawal/Termination Date

  2. In the format of the following table, for each student classified as "Unavailable for Graduation" (line #6), the school must provide the following information:

Student Name	Program	Start Date	Reason Unavailable

  3. The school must provide supporting and verifiable documentation for each student classified as "Unavailable for Graduation" to include minimally, external documentation

such as military orders, letter from physician/doctor, death notice/obituary, public record of incarceration.

4. In the format of the following table, for each graduate classified as employed in the field[3] (line #14), the school must provide the following information:

Graduate Name	Program	Start Date	Employer Name, Address, & Ph. #	Employer Point of Contact	Date of Initial Employment	Descriptive Job Title and Responsibilities	Source of Verification[4] (i.e., graduate or employer)

5. In the format of the following table, from the list above, for each graduate classified as employed in a training related field, that is "self-employed" or "career advancement," the school must provide the following:

Graduate Name	Program	Start Date	Description of the Documentation on File

6. Supporting and verifiable documentation for each graduate classified as "self-employed" above must include external documentation **and** a signed statement from the graduate acknowledging that the self-employment is aligned with the individual's employment goals, is vocational, is based on the education and training received, and that the graduate is earning training related income along with some form of verifiable documentation to demonstrate that the self-employment is valid.

7. Supporting and verifiable documentation for each graduate classified as "career advancement" above must include documentation from the employer or the graduate that the training allowed the graduate to maintain employment due to the training provided by the school **or** documentation from the employer or the graduate that the training supported the graduate's ability to be eligible or qualified for advancement due to the training provided by the school.

8. In the format of the following table, for each graduate classified as "Graduates-Further Education" (line #11) or "Graduates-Unavailable for Employment" (line #12), the school must provide the following information:

Graduate Name	Program	Start Date	Classification on the G&E Chart	Reason

9. The school should have supporting and verifiable documentation for any student classified as "Unavailable for Graduation" (line #6), "Graduates-Further Education" (line #11), "Graduates-Unavailable for Employment" (line #12), or "Non-Graduated Students Who Obtained Training Related Employment" (line #19). This must include, minimally, external documentation such as transcripts/enrollment agreements for "Graduates-Further Education" and military orders, letter from physician/doctor, death notice/obituary, public record of incarceration, etc. for "Graduates-Unavailable for Employment."

Documentation:

[3] See *Appendix VII – Guidelines for Employment Classification, Standards of Accreditation*
[4] *Appendix VII (4)(a) Guidelines for Employment Classification* requires the school to verify the employment classification.

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Although it is not necessary to have the following documentation present in the team room, Please be aware that the team will need ready access to the following:

- Capacity to print out sections of the Self-Evaluation Report on an as-needed basis
- Files of applicants denied admission to the school over the last five years
- Policy and procedures for handling student complaints and copies of any student complaints for the last five years filed with the school, accrediting bodies, or governmental agencies.
- Completed faculty and student surveys conducted by the school in the last 12 months
- List of students in the required third-party verification sample, the results for each student, and the reasons for those results
- Signed Code of Conduct[5] documents for all school personnel whose primary responsibilities are to engage in recruiting and admissions functions
- A copy of the training program and/or tool that is utilized by the school to provide training in instructional methods and teaching skills for instructors
- Staff files including background/qualifications, documented training/professional development, and supervisory evaluations
- The following items must be available and easily accessible in each faculty file for review:
  - ✓ Documentation of verified prior practical work experience;
  - ✓ Documentation of academic credentials;
  - ✓ Copies of any required certifications or licenses;
  - ✓ Copies of faculty assessments/supervisory evaluations; and
  - ✓ Documentation of continuing education and professional development activities.
- The following items must be available and easily accessible in each Current Student and Graduate file for review:
  - ✓ Copy of all admissions documentation (i.e. high school diploma, GED transcript, ATB test results, required additional assessment results, etc.);
  - ✓ Translation and certification of equivalency for foreign credentials, where applicable;
  - ✓ Copy of the enrollment agreement;
  - ✓ Grade sheet and/or transcript that shows attendance and grades (completion date and credential awarded for graduates as well);
  - ✓ Documentation of student services delivered; and
  - ✓ Copies of written notice of any notice given to the student regarding SAP.
- The following items must be available and easily accessible in each drop file for review:
  - ✓ Copy of admissions documentation (i.e. high school diploma, GED transcript, ATB test results, required additional assessment results, etc.);
  - ✓ Copy of the enrollment agreement;
  - ✓ Grade sheet or transcript to show last date of attendance;
  - ✓ Return of Title IV determination date (i.e. last date of attendance or date of determination);

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[5] *Appendix V - Recruitment and Admissions Personnel Code of Conduct, Standards of Accreditation*

- ✓ Refund calculation worksheet; and
- ✓ Ledger card, cancelled check, or electronic submittal confirmation to show proof of refund made.

Please be reminded that the following are not permitted during the Exit Interview:

- ***Court reporter;***
- ***Legal counsel; or***
- ***Audio or video recording.***