

Appendices to the *Rules of Practice and Procedure*
February 2012

Appendix #14A – On-Site Evaluation: Documentation For On-Site Evaluators

This list includes some of the documentation from the *Standards and Criteria* that evaluation teams will need to review during the institution's full team onsite visit. These items must be readily available for the team to review and is not an inclusive list of the items that may be reviewed.

Documents for the Academic Evaluator

(Primary Evaluator for Standards [I](#) (see page 7), [II](#) (see page 8), [VI](#) (see page 13), and [IX](#) (see page 17)):

- State regulations governing curriculum
- Examples of written and practical tests
- Course and/or program outlines for all courses
- Sample lesson plans for each course
- Requirements for graduation
- Advisory Committee roster
- Evidence of feedback from current students, graduates and advisory committee
- Summary of feedback from current students, graduates and advisory committee
- Improvement Plan, if applicable
- Instructor meeting policy and minutes
- Instructor licenses and/or credentials
- Instructor performance evaluations
- Evidence of completed continuing education
- Rationale for programs that exceed the State required length
- Externship Policy (if applicable)
- Evidence that the institution is responsible for distance education (if applicable)
- Plan for continuing education
- Satisfactory Progress Policy

Documents for the Institution Owner/Administrator Evaluator

(Primary Evaluator for Standards [III](#) (see page 9), [IV](#) (see page 10), and [VII](#) (see page 15)):

- Job Descriptions for all staff members
- Institution license and/or authority to operate
- Samples of advertising for previous 12 months
- Attendance policy and records
- Admissions policy and procedures
- Ability-to-Benefit policy, if applicable
- Transfer policy
- Re-entry policy
- Operating procedures
- FERPA policy and forms
- Evidence that institution complies with local, state, federal regulations
- State regulations governing institution
- Training agreements with other entities, if applicable
- Articulation agreements (if applicable)

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- Signed participation agreements, if applicable
- Eligibility Certification Approval Report (ECAR)
- Cohort Default Rate letter (if applicable)
- Evidence that students have received required pre-enrollment information such as licensure requirements, median loan debt, factors for obtaining employment, and completion, licensure, and placement rates.
- Requirements for graduation (Secondary)
- Satisfactory Progress Policy (Secondary)

Documents for the Practitioner Evaluator (Primary Evaluator for Standards [V](#) (see page 12) and [VIII](#) (see page 16)):

- Institution Internal Complaint Policy
- Advisory Committee Roster
- Evidence of feedback from current students, graduates and advisory committee (Secondary)
- Improvement Plan, if applicable (Secondary)
- Instructor meeting minutes (Secondary)
- Instructor licenses and/or credentials (Secondary)
- Instructor performance evaluations (Secondary)
- Evidence of completed continuing education (Secondary)
- Plan for Continuing Education (Secondary)
- State regulations governing curriculum (Secondary)

Other Documentation:

- Annual report and back-up documentation
- Institution's current Catalog and Enrollment Agreement
- On separate sheets of paper, the institution must make available to the team:
 1. A list of all currently attending students with their start dates, course enrolled, and approximate number of hours completed.
 2. A list of all graduates in each program from twelve months prior to the visit date to the present, with their start dates, scheduled graduation dates, and actual graduation dates.
 3. A list of all students whose enrollments have been terminated (either by the student, or by the institution) from twelve months prior to the visit date to the present, with their start dates, and termination dates.