

## INTERIM VISIT EVALUATION CHECKLIST

**PURPOSE:** Determine whether or not accredited schools are operating in accordance with NACCAS requirements during their period of accreditation, through observation and interviews as necessary, and afford schools the opportunity to identify areas with which they need assistance in order to continue in full compliance with such requirements.

Investigate the school's continued compliance in areas in which the Commission has received information which has led the Commission (or the Chief Executive on its behalf) to order a special interim on-site evaluation:

Allegations or Areas of Concern

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**(NOTE:** The checklist will be marked by the evaluator as either yes for "in compliance", no for "non-compliance" or "unavailable." A copy of the visit report will be sent to the school after the evaluation. The school will be given forty-five calendar days to submit a response to any areas cited as not in compliance or unavailable.

1. If required by the state, are instructors licensed? If so, are licenses current? If state licensing is not required, have instructors completed a teacher education program? (Standard II, Criterion 1)

Yes \_\_\_\_ No \_\_\_\_

2. Does the school have a plan for continuing education requiring at least 12 clock hours of continuing education per year for each instructor, four hours of which are devoted to instructional methods? Have instructors participated in an average of 12 clock hours of continuing education annually? (Standard II, Criterion 5)

Yes \_\_\_\_ No \_\_\_\_ Unavailable \_\_\_\_

3. If required by the state, is the school licensed? If so, is the license(s) current? (Standard III, Criterion 1)

Yes \_\_\_\_ No \_\_\_\_

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4. Does the school have a catalog available? (Standard IV, Criterion 1)  
Yes \_\_\_\_ No \_\_\_\_
5. Are complete program or course outlines available for each program or course offered at the institution? Are program or course outlines given to students at the beginning of the program or course? (Standard VI, Criterion 2)  
Yes \_\_\_\_ No \_\_\_\_
6. Are students provided before enrollment with written information accurately describing: completion, licensure, and placement rates; licensing requirements for the jurisdiction in which the school is located, or for which it is preparing graduates; compensation a successful graduate may reasonably expect; the physical demands of practicing the profession; and, safety requirements for the profession? (Standard IV, Criterion 6)  
Yes \_\_\_\_ No \_\_\_\_
7. Does each course include theory and practical instruction? Do theory and practice precede laboratory or field activities, and do students demonstrate competence in both theory and practice before being allowed to participate in laboratory activities? (Standard VI, Criterion 4)  
Yes \_\_\_\_ No \_\_\_\_
8. Is the clinic supervised? (Standard VI, Criterion 4)  
Yes \_\_\_\_ No \_\_\_\_
9. Does the school have instructional reference materials available, other than the student's own textbooks and kit? (Standard VIII, Criterion 2)  
Yes \_\_\_\_ No \_\_\_\_
10. Does the theory classroom have an adequate amount of tables or desks and chairs for all students assembled at one time? Does the laboratory have sufficient stations to meet the needs of all students scheduled for laboratory work at the same time? (Standard VIII, Criterion 4)  
Yes \_\_\_\_ No \_\_\_\_

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11. Is a sign posted indicating that all work is performed by supervised students? (Standard VIII, Criterion 7)
- Yes \_\_\_\_ No \_\_\_\_
12. Does the name of the school appear on an exterior sign? Does it identify the school as an educational institution? (Standard VIII, Criterion 9)
- Yes \_\_\_\_ No \_\_\_\_
13. Does the school have a published Satisfactory Academic Progress Policy? (Standard X, Criterion 7)
- Yes \_\_\_\_ No \_\_\_\_
14. Is advising available to students? (Standard V, Criterion 2)
- Yes \_\_\_\_ No \_\_\_\_
15. Has the school made any changes in its status since the last grant of accreditation (e.g. change of program offerings, change of name, change of ownership, or change of location)? (Standard III, Criterion 3)
- Yes \_\_\_\_ No \_\_\_\_
16. Has the school had a program review since its last grant of accreditation? If so, were there any negative findings? Has the program review been closed out? (Standard III, Criterion 3 and Standard X, Criterion 11)
- Yes \_\_\_\_ No \_\_\_\_ Unavailable \_\_\_\_
17. The evaluators will describe any special situations which led the Commission to order an interim visit and will set out their findings.