

## ON-SITE EVALUATION: POLICY ON INTERIM VISITS

**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.

### PROCEDURE:

1. **School selection:** The Commission or the Chief Executive Officer on behalf of the Commission may order a special interim visit based on compliant allegations, government information, or other unresolved concerns of the Commission that an applicant or an accredited school is no longer in compliance with NACCAS Standards and Criteria, *Rules of Practice and Procedure* or that the school failed to comply with any other order or requirement of the Commission.
2. **Evaluators:** Interim visits will be conducted by one NACCAS staff member, unless otherwise specified by the Commission.
3. **Visit Duration:** Approximately one half of a work day, unless the evaluator considers that more time is warranted due to the discovery of serious instances of non-compliance. Longer visits may be conducted at the discretion of the Chief Executive Officer, in cases of schools with a large physical plant or large student population.
4. **Procedures on site:** The evaluator will use, as a guide for the evaluation, a checklist<sup>28</sup> which will be uniform, in the items reviewed, for all schools. In cases where the evaluation of these items leads to review of other areas at a particular school, these may be added by the evaluator to the checklist on site by listing the Standard(s) and Criterion (Criteria) to be added, and describing the finding(s) that led to the addition(s). A copy of the completed interim visit checklist will be given to the school's owner or representative at the end of the visit as notice of the findings, if any. At the school's option, a short exit interview (of approximately thirty minutes) will be conducted to allow the school the opportunity to obtain clarification regarding any areas of non-compliance reflected in the interim visit checklist.
5. **Visit Report:** The evaluator will prepare a report of the results of the visit, which will include the following information:
  - a. An overview of the institution, including a description of the location and facilities, amount of instructional and administrative staff, ownership and management structure, and the name and length of all programs offered at the school.

<sup>28</sup> A copy is in Volume 2 of the Handbook and on the Website at [www.naccas.org](http://www.naccas.org).

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- b. An explanation of the reasons for any areas marked "NC" (non-compliance) on the interim visit checklist.
  - c. a list of the allegations, government information or concerns and other reasons the visit was ordered, with findings related to these.
  - d. The date and duration of the visit, and, if the visit extended beyond the normal time allotted, an explanation for the extension.
6. **School's Response to Report of Interim Visit:** The school will have the opportunity to respond to the findings of the evaluator in accordance with the provisions of Section 3.13 of the NACCAS *Rules of Practice and Procedure*.
7. **Consideration by the Commission of Visit Results:** An interim committee will review reports of interim visits, and the schools' responses to the reports, during scheduled conference calls.

**Note:** The full Commission's consideration of the interim visit report and school response, should these be referred to the full Commission by the interim committee, and any processes resulting from such consideration, will proceed in accordance with the provisions established by the *Rules* for the consideration of the results of scheduled visits.

The composition of the Interim Committee will be:

- 2 School Owner Commissioners
- 1 Salon Owner Commissioner
- 1 Educator Commissioner as the Representative of the Public Interest