

School Name: _____
School Ref. # _____

Evaluator Name: _____
NACCAS Standards & Criteria Effective July 2010

On-Site Evaluation Form: Practitioner- Evaluator

Review each of the criteria in each standard and determine if the institution is in compliance. Check/Circle Yes if the institution is in compliance, No if the institution is not in compliance, or N/A if the criterion does not apply to the institution. If you check No on any criterion, clearly state the limitation in the space provided, or if extra space is needed, utilize the "Summary of Findings" document, which appears at the end of this packet.

V. STUDENT SUPPORT SERVICES

The institution has in place student support services which provide appropriate information and advice to students.

Yes No N/A A 1. The institution provides access to an orientation program whether verbal, printed, web-based, or other media format on or before the first day of class.

LIMITATION:

A 2. The orientation program provides, at a minimum, information about

LIMITATION:

Yes No N/A a. the instructional course or program,

Yes No N/A b. the educational objectives of each program or course,

Yes No N/A c. administrative policies affecting students, and

Yes No N/A d. support services available to students.

LIMITATION:

Yes No N/A A 3. Students are provided with academic advising and additional assistance as necessary.

LIMITATION:

Yes No N/A A 4. Referrals for professional assistance for students are made as necessary.

LIMITATION:

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Yes No N/A A 5. Information and advice are available to students on regulations governing the scope of practice for which they are training.

LIMITATION:

D 6. The institution offers employment assistance to help graduates' efforts to secure education-related employment that includes, but is not limited to training in:

Yes No N/A a. Professionalism

Yes No N/A b. Resume development

Yes No N/A c. Interview preparation

Yes No N/A d. Job search skills.

LIMITATION:

Yes No N/A A 7. Information and advice on any available financial assistance is accessible to students.

LIMITATION:

Yes No N/A D 8. The institution has an internal complaint or grievance procedure to consider student complaints that complies with the NACCAS Internal Grievance Procedure Policy.

LIMITATION:

Yes No N/A A 9. The institution implements the Internal Grievance Procedure Policy as applicable.

LIMITATION:

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VI. CURRICULUM

The institution offers educational courses and/or programs congruent with the mission of the institution and its educational objectives. Courses and/or programs incorporate job market requirements in instruction through involvement with the institution's advisory committee. The institution ensures that all courses and/or programs offered by the institution, regardless of location or mode of delivery, are qualitatively consistent.

A/O 5. In order to fulfill program and/or course requirements, the institution makes available to students the following:

- | | | | |
|-----|----|-----|---|
| Yes | No | N/A | a. Textbooks and/or text materials, |
| Yes | No | N/A | b. Supplementary instructional resources, |
| Yes | No | N/A | c. Equipment, as applicable, |
| Yes | No | N/A | d. Products and supplies, as applicable. |

LIMITATION:

- | | | | |
|-----|----|-----|---|
| Yes | No | N/A | A/O 6. The institution provides students and teachers with access to current written reference materials to support the educational course and/or program(s) offered. |
|-----|----|-----|---|

LIMITATION:

- | | | | |
|-----|----|-----|--|
| Yes | No | N/A | D 7. Programs and/or courses offered by the institution comply with the applicable regulatory agency curriculum requirements. In the absence of oversight agency regulations regarding curriculum, programs and/or courses are designed to meet industry standards using feedback from the institution's advisory committee. |
|-----|----|-----|--|

LIMITATION:

- | | | | |
|-----|----|-----|--|
| Yes | No | N/A | A 8. Each program or course provides supervised instruction in the applicable skills and competencies. |
|-----|----|-----|--|

LIMITATION:

D 13. To offer a course and/or program that exceeds the required minimum course length by more than 50%, the institution must justify the course or program length. In accordance with the mission of the institution, the justification must state how the course or program length is necessitated by the following factors:

- | | | | |
|-----|----|-----|---|
| Yes | No | N/A | a. Industry needs as determined and/or recommended by the institution's Advisory Committee; |
|-----|----|-----|---|

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Yes No N/A b. Special academic needs of the students served.

LIMITATION:

Yes No N/A D 14. If an institution participates in an externship, the institution's course complies with all applicable requirements established by the state regulatory agency. In the absence of regulations promulgated by the state regulatory agency, the institution's externship will comply with the NACCAS Externship Requirements Policy.

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VIII. INSTRUCTIONAL SPACE AND FACILITIES

The institution provides equipment, instructional and laboratory space, and other physical facilities that are adequate for instructional needs and meet professional standards of safety and hygiene.

Yes No N/A O 1. Instructional areas allow for effective delivery of instruction.

LIMITATION:

Yes No N/A O/A2. Institutional space is equipped to accommodate the numbers of students assembled at one time.

LIMITATION:

Yes No N/A O 3. The institution meets applicable fire, building, health, ventilation, heating and safety requirements. In particular,

Yes No N/A a. Sanitary drinking water is available;

Yes No N/A b. Sanitary lavatories have hot and cold running water;

Yes No N/A c. Appropriately located fire extinguishers are maintained in operable condition;

Yes No N/A d. Electrical service is adequate to serve institution needs; and

Yes No N/A e. Emergency evacuation plans are known to staff and students.

LIMITATION:

Yes No N/A O 4. Classrooms and service facilities are used exclusively for training.

LIMITATION:

Yes No N/A O 5. A sign indicating clearly that all services are performed by supervised students is posted in a place easily seen by all service customers.

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LIMITATION:

Yes No N/A O 6. When a professional service facility or other business entity and an institution are under the same ownership or otherwise associated, separate operation of each entity is maintained.

LIMITATION:

Yes No N/A O 7. The name of the institution appears on exterior signs at the institution location.

LIMITATION:

Yes No N/A O 8. The name clearly identifies the institution as an educational institution.

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SECONDARY EVALUATOR

I. EDUCATIONAL OBJECTIVES AND INSTITUTIONAL EVALUATION

The institution has a published mission statement identifying the institution as providing career preparation. The institution assesses its performance as related to its stated objectives, summarizes the results of the assessment, and uses the assessment to maintain or improve institution performance.

Yes No N/A D 6. The institution has an external advisory committee comprised of an employer or employers representing the field(s) of study offered by the institution. A committee member may represent multiple fields.

LIMITATION:

Yes No N/A D 7. Advisory committee members shall provide annual feedback in those areas relevant to their experience and/or background. The feedback from the committee must include, but does not have to be limited to, information about the institution's:

- Yes No N/A a. curriculum
- Yes No N/A b. facilities and equipment, and
- Yes No N/A c. completion, licensure or certification, and placement rates.

LIMITATION:

Yes No N/A D 11. Based on the feedback received, the institution implements improvements and changes, as applicable.

LIMITATION:

II. INSTRUCTIONAL STAFF

The institution employs an instructional staff that is fully qualified and of adequate size to fulfill the objectives of the educational courses and/or program(s) regardless of mode of delivery.

Yes No N/A D 1. Instructors hold teaching credentials demonstrating compliance with applicable state requirements.

LIMITATION:

Yes No N/A A 2. Qualified substitute instructors are familiar with the institution's curriculum, policies and procedures.

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Yes No N/A A 3. Qualified substitute instructors are used when needed.

LIMITATION:

Yes No N/A D 4. Instructors attend meetings according to the institution's policy.

LIMITATION:

Yes No N/A A 5. Instructor meeting topics are relevant to the institution's stated mission and educational objectives.

LIMITATION:

Yes No N/A D 6. The institution has a written plan for continuing education for all instructors.

LIMITATION:

Yes No N/A D 7. The written plan requires all instructors to meet their state requirements for licensure or certification renewal, if applicable, but not less than 12 clock hours of such activity each year per instructor.

LIMITATION:

Yes No N/A D 8. Continuing education, completed in person or online, includes a minimum of 4 hours in teaching methodology.

LIMITATION:

Yes No N/A D 9. Each instructor receives a written performance evaluation at least annually.

LIMITATION:

Yes No N/A D 10. The evaluation includes, at a minimum, teaching preparation and effectiveness.

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NACCAS ON-SITE EVALUATION VISIT REPORT

School Name: _____ **Ref #** _____

SUMMARY OF FINDINGS

Standard and Criterion Number: _____

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