

ON-SITE EVALUATION: ANNUAL REPORT DATA VERIFICATION

The team will have a copy of the school's most recent NACCAS Annual Report. Reviewing the accuracy of the Annual Report is a time-consuming and sometimes cumbersome process not only for the on-site team but also for the school. Having the following items ready for the team will generally provide for a smooth review:

1. A list of those students enrolled in each course offered as of January 1 of the year covered in the Annual Report.
2. A list of the students enrolled in each course offered by the school as of December 31 of the year covered in the Annual Report.
3. A list of students who enrolled during the year covered in the Annual Report (regardless of their expected graduation date).
4. A list of students who were scheduled, according to the calculated completion date on their contract (or an addendum to the contract), to complete the course in the calendar year covered in the Annual Report. Please identify the calculated completion date next to each name. Also indicate which of these students were admitted under the school's ability-to-benefit policy.
5. A list of those students included in item 4 above who completed their programs. Indicate which of these students were admitted under the school's ability-to-benefit policy.

Note: The cohort #1 Grid available on NACCAS' Website may be used for items 4 and 5.

6. A list of students who graduated in the report year no matter what year they were scheduled to graduate indicating who was an ATB admission. Also indicate, which graduates on this list have been or are employed in the field for which trained, with name, address, and telephone of employer. The Cohort #2 Grid available on NACCAS' Website may be used for these lists.
7. A list of students who took the licensing or certification exam for the first time during the year covered in the Annual Report (no matter what year they graduated) and an indication of those who successfully completed it. Indicate which of these students were admitted under the school's ability-to-benefit policy.
8. A list of those students from item 4 above who did not complete the program and the reasons why each did not complete.

Please remember that this information will be used to verify the information in the most recent Annual Report submitted to NACCAS.