

## PREPARATION CHECKLIST FOR ACCET ON-SITE EVALUATION VISIT

Some of the items listed below may have been included in the ASER/BASER previously submitted to ACCET. However, it is important that the institution be able to describe and document any changes which have occurred since the submission, with updated information as of the date of the visit in order to aid the team in completing its evaluation report. Therefore, each item below must be complete, referenced by itemized number, and available to the team in its workroom upon initial arrival.

**Note:** Copies of documents, including those listed on the Preparation Checklist for ACCET On-Site Evaluation Visit, may be taken by the ACCET staff representative for preparation of the team report and may be included as exhibits to the team report.

1. A complete paper copy of the institution's ASER/BASER, including all exhibits.
2. A completed copy of the program chart listing all approved programs and enrollment/staffing information.
3. A complete roster of all active students, including start dates, and a listing of students on LOA.
4. A listing of all students who graduated, withdrew, or were terminated within the past 12 months.
5. **List of all students by name, program title, certificate/license sought, and date of graduation who were eligible for, attempted, or attained certification/licensure within the past 12 months. (Vocational)**
6. A current organizational chart with names and job titles.
7. An updated staff turnover listing and calculated rates (separately for full/part-time) since the submission of the ASER/BASER.
8. Schedules for all faculty and administrative staff during the visit, including room locations, break times, office/teaching hours, and courses/classes being taught.
9. Correspondence files of all communications with ACCET, state and federal agencies.
10. Administrative operations/procedures manual, if not included in its entirety in the ASER/BASER.
11. Personnel policies/employee handbook, if not included in its entirety in the ASER/BASER.
12. Completed ACCET Document 21 – ACCET On-Site Visit – Personnel File/Qualifications Checklist with information for all faculty and staff, based on documentation contained in the employees' personnel files.
13. A listing of who is responsible for and the location of personnel records for all employees, including any new or updated resumes or ACCET Document 6s – Faculty/Administrative Personnel Form, job descriptions, and performance evaluations.
14. Minutes of all staff and faculty meetings for the past 12 months.
15. Completed ACCET Document 50FR – On-Site Financial Review Checklist.
16. ACCET Document 50I – On-Site Compliance Checklist Relative to Enrolled Non-Immigrant Foreign Students to be completed by the team. **(Institutions authorized to enroll F1/M1 visa students)**
17. State-licensing agency's cancellation and refund policy (if applicable).
18. Complete sets of curricular materials, including syllabi, lesson plans/instructor guides, testing and evaluation tools, text materials, and student performance standards.
19. Current school catalog and completed ACCET Document 29 - Catalog Guidelines and Checklist. (Vocational)
20. Current enrollment agreement and completed ACCET Document 29.1 - Enrollment Agreement Checklist. (Vocational) NOTE: Avocational institutions must provide only a copy of their enrollment agreement/student application.
21. Sample entrance examinations/criteria/test scores used to accept students (i) with a high school diploma/GED and/or (ii) who are admitted on a designated ability-to-benefit admissions basis.
22. Samples of all advertising/promotional materials used by the school at any time during the past 12 months.
23. Most recent fire and safety inspection certificates.

24. Completed ACCET Document 28.1 - Completion and Placement Statistics for each program in the current year-to-date and completed updated ACCET Document 28.1 for each program in the previous calendar year (**Vocational**).
25. Completed On-Site Sampling Verification Forms (OSVF) for each program to support the data reported on ACCET Document 28.1s for the calendar year identified in the table below. For each program, prepare a separate OSVF for each month in which there were gross starts reported on the Document 28.1.

Calendar Year for On-Site Verification Forms (OSVF)	Visit Schedule
Previous Calendar Year	April Review Cycle (January-February Visits)
Previous Calendar Year	August Review Cycle (May-June Visits)
Current Year-to-Date	December Review Cycle (September-October Visits)

Note: While on-site, the team may also request OSVF forms to be completed by the institution for the year not specified above (either the current year-to-date or the previous calendar year). (**Vocational**)

26. If applicable, a narrative identifying any independent third-party used by the institution to verify the employment of graduates reported on Document 28.1. Identify the following information for the utilized third-party employment verification auditor: (1) the name, (2) address, (3) telephone number, (4) name, title, telephone number and email address of contact person, and (5) website address. Provide an attestation and any other pertinent documentation to demonstrate that the auditor meets ACCET criteria to be an eligible, independent third-party employment verification auditor. (**vocational institutions**).
27. **Names and email addresses of current students, graduates in the last 3 months, and 10 employers.** (Provide as an **email attachment**, in an Excel format, and email to the Commission Representative for the on-site visit)
28. ACCET Document 12 – Annual Report and Enrollment Statistics completed for your institution’s most recent fiscal year ending. (**Initial applicants**)

**Title IV Eligible Institutions:**

29. Document 50FA – On-Site Financial Aid Review Checklist to be completed by the team.
30. Copy of the current Eligibility and Certification Approval Report (ECAR) from USDE.
31. For an institution measuring program(s) in credit hours, the institution’s policies and procedures for determining the credit hours that the institution awards for programs and courses and the institution’s definition of the clock hour-to-credit hour conversion to be utilized for academic purposes and financial aid purposes.
32. For **each** program measured in credit hours for federal financial aid purposes:
  - A. ACCET Document 25.6b – Clock Hour and Credit Hour Breakdown – By Program and Course completed for the program.
  - B. Syllabi and other curricular materials (provided under item # 18 above) for all courses in each program which document work outside of class such as homework and indicate an approximation of the time required for students to complete the assignments.
  - C. Documented evidence for all courses in the program that the evaluation of homework or work outside of class is identified as a grading criterion and weighted appropriately in the determination of a final grade for each course.