PREPARATION CHECKLIST FOR ACCET VIRTUAL EVALUATION VISIT

14 DAYS BEFORE TO THE VIRTUAL VISIT, each item listed below must be uploaded to Dropbox and available to the team, unless a later date is specified. The only exceptions are sample files/sample documentation selected by the team. In advance of the virtual visit, the team will request sample student files and selected placement verification documentation to be uploaded 5-7 days before the scheduled virtual visit.

Each item must be complete and (1) referenced by item number, (2) clearly labeled, (3) legible and properly oriented, and (4) successfully uploaded.

See Instructions for Uploading Documents and Naming Electronic Files on page 7.

Some items listed below may have been included in the ASER/BASER previously submitted to ACCET. However, it is important that the institution describes and documents any changes which have occurred since the submission, with updated information to aid the team in completing its evaluation report.

Note: In advance of the visit, sample files/documents will be selected by the team; however, additional files/documents may be requested to be uploaded during the virtual visit.

Copies of documents, including those listed on the Preparation Checklist for Virtual 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.

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**Items 1. – 30. must be uploaded 14 days before the virtual visit.**

1. **Program Verification Chart**
   Complete the Program Verification Chart (provided by the Commission Representative), listing all approved programs and enrollment/staffing information. For each program, also identify the mode of instructional delivery (in-person, temporary distance education, hybrid, approved IDL).

2. **Organizational Chart**
   Upload a current Organizational Chart with names and job titles.

3. **Training Schedule**
   Upload a Training Schedule that lists all courses/training and breaks scheduled during the virtual visit and identifies for each course/training:
   1. course name and, if applicable, the course number,
   2. the corresponding program,
   3. instructor,
   4. classroom room number, if applicable,
   5. time course/training begins and ends, and
   6. mode of instructional delivery (in-person, temporary distance education, hybrid, approved IDL)
4. **Faculty & Staff Listing**
   - All
   - Upload a listing of all faculty and staff identifying for each:
     1. name,
     2. job title of staff,
     3. job title and programs taught for all instructional personnel,
     4. email address, and
     5. phone number.

   **Important:** Emails and phone numbers are for the purpose of interviews and, if applicable, classroom observations.

5. **Listing of Textbooks, Instructional Materials**
   - All
   - For each program, upload a complete listing of all textbooks, workbooks, and instructional materials, including:
     1. the publication date,
     2. publisher,
     3. author(s), and

6. **Active Students**
   - All
   - Upload complete roster of all active students, including start dates, and a listing of students on LOA.

7. **Graduates, Withdrawals, Terminations**
   - All
   - Upload a listing of all students who graduated, withdrew, or were terminated within the past 12 months.

8. **Names & Emails of Current Students and Graduates (last 3 months)**
   - All
   - Provide a list of names and email addresses of: (a) current students and (b) graduates in the last 3 months.
     1. As an email attachment, in Excel format (xls/xlsx), and email to the Commission Representative for the virtual visit.
     2. Upload a copy of the list.

   - All
   - Upload the administrative operations/procedures manual, if not included in its entirety in the ASER/BASER.

10. **Correspondence with ACCET, State, Federal Agencies**
    - All
    - Upload correspondence files of all communications with ACCET, state, and federal agencies.

11. **Document 50I - Compliance Checklist Relative to Enrolled Non-Immigrant Foreign Students**
    - If applicable
    - Institutions authorized for F, M, J visas upload the supporting documentation:
      1. The institution’s official Form I-17 approved by SEVP;
      2. Written policies and procedures for the enrollment of non-immigrant students;
      3. Immigration information provided to non-immigrant students regarding their responsibilities for maintenance of status.
<table>
<thead>
<tr>
<th></th>
<th>Personnel Policies, Employee Handbook</th>
<th>ALL</th>
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<tbody>
<tr>
<td>☐ 12.</td>
<td>Upload the personnel policies/employee handbook, if not included in its entirety in the ASER/BASER.</td>
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<thead>
<tr>
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<th>Document 21 - Personnel File/Qualifications Checklist</th>
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<tr>
<td>☐ 13.</td>
<td>Upload the completed ACCET Document 21 – ACCET Virtual Visit – Personnel File/Qualifications Checklist with information for all faculty and staff, based on documentation contained in the employees’ personnel files.</td>
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<th>Personnel Files</th>
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| ☐ 14. | For each personnel file, upload the documents identified below. Include the personnel files of all instructional personnel and at least 10 staff to include supervisors/directors of education, financial aid, externship/internship, career services, and student services, as applicable:  
1. Either:
   a. resume and completed page 1 of Document 6; or  
   b. completed Document 6;  
2. Latest annual performance evaluation;  
3. Classroom observations (instructional personnel);  
4. If applicable, evidence of required bachelor’s degrees, certifications, or licenses;  
5. In-service or professional development documentation. |     |

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<tr>
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<th>Updated Staff Turnover</th>
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<tr>
<td>☐ 15.</td>
<td>Upload an updated staff turnover listing and calculated rates (separately for full/part-time) since the submission of the ASER/BASER.</td>
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<th>Meeting Minutes</th>
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<td>☐ 16.</td>
<td>Upload minutes of all staff and faculty meetings for the past 12 months.</td>
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<th>Document 50FR - Financial Review Checklist</th>
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| ☐ 17. | Upload the completed and signed ACCET Document 50FR – Financial Review Checklist and the following supporting documentation:  
1. Any bonds and/or letters of credit, if applicable;  
2. Documented evidence of payment of Workman’s Compensation;  
3. A copy of lawsuit(s) against the institution, if applicable;  
4. Notice of administrative action and/or audit instituted by a government agency, if applicable;  
5. During the virtual visit, Federal Form 941s for the past 4 quarters and evidence of payment will be requested for review. |     |

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<thead>
<tr>
<th></th>
<th>Document 50FA - On-Site Financial Aid Review Checklist</th>
<th>TITLE IV</th>
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| ☐ 18. | Title IV Eligible Institutions: upload the completed and signed ACCET Document 50FA – Financial Aid Review Checklist and requested supporting documentation, including:  
1. The institution’s Program Participation Agreement (PPA);  
2. The institution’s Eligibility and Certification Approval Report (ECAR) from USED;  
3. Notice of heightened cash monitoring (HCM1 or HCM2), if applicable;  
4. The most recent financial compliance and the institution’s response, if applicable;  
5. Any recent program review and the institution’s response, if applicable;  
6. Notice of the institution’s three-year Cohort Default Rate (CDR), including any unpublished rates for the most recent year. |     |
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<th><strong>State-licensing Agency's Cancellation and Refund Policy</strong> if applicable</th>
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<tr>
<td>☐</td>
<td>Upload the State-licensing agency's cancellation and refund policy (if applicable).</td>
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<th><strong>Curricular Materials</strong></th>
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|☐| Upload a set of curricular materials for each program including:  
1. Access to a set of all textbooks, workbooks, and instructional materials (to be reviewed with CR in advance)  
2. Instructor guide(s)  
3. Testing and evaluation tools.  
4. Syllabi and lesson plans, including at a minimum:  
a. Syllabi and lesson plans **for all courses** being taught at the time of the scheduled virtual visit; and  
b. Syllabi and lesson plans for at least **two additional courses** for each program. Note that the team may request additional courses during the visit. |   |

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<th><strong>Fire and Safety Inspection Certificates</strong></th>
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<td>☐</td>
<td>Upload the most recent fire and safety inspection certificates.</td>
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<th><strong>Samples of all Advertising &amp; Promotional Materials</strong></th>
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<tr>
<td>☐</td>
<td>Upload samples of all advertising/promotional materials used by the school at any time during the past 12 months.</td>
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<th><strong>Current School Catalog and Document 29 – Catalog Guidelines and Checklist</strong></th>
<th>VOC</th>
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<tr>
<td>☐</td>
<td>Vocational institutions upload the current school catalog and completed ACCET Document 29 - Catalog Guidelines and Checklist by the institution that identifies the page reference for each catalog item.</td>
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<th><strong>Current Enrollment Agreement and Completed Document 29.1 – Enrollment Agreement Checklist</strong></th>
<th>VOC / AVOC</th>
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|☐| Vocational institutions upload:  
1. Current enrollment agreement (vocational & avocational institutions)  
2. Completed ACCET Document 29.1 – Enrollment Agreement Checklist by the institution (vocational institutions) |   |

**NOTE:** Avocational institutions must provide a copy of their enrollment agreement/student application.

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<tr>
<th></th>
<th><strong>Sample Entrance Examinations &amp; Criteria, Test Scores</strong></th>
<th>VOC</th>
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<tr>
<td>☐</td>
<td>Upload sample entrance examinations/criteria/test scores used to accept students (a) with a high school diploma/GED and/or (b) who are admitted on a designated ability-to-benefit admissions basis.</td>
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<th><strong>Student Surveys</strong></th>
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|☐| Upload documentation of student surveys completed in 2020 (YTD), including:  
1. An analysis of the results of student surveys completed in 2020 (YTD);  
2. Student surveys completed in 2020 (YTD). |   |
☐ 27. **Employer Surveys** *(if applicable)*

Upload documentation of employer surveys completed in 2019, including:

1. An analysis of the results of employer surveys completed in 2019;
2. Employer surveys completed in 2019.

☐ 28. **Certification & Licensure (by program)** *(if applicable)*

If applicable, upload a table that identifies by program:

1. The number of total program graduates,
2. The number who attempted certification/licensure, and
3. The number who attained certification/licensure within the past 12 months.

Additionally, provide any reports of certification/licensure pass rates of programs graduates for 2019 and 2020 (YTD) from the licensing/certification agency, if applicable.

☐ 29. **Completion Statistics** *(AVOC / ESOL)*

For each program, upload the following:

1. Completion statistics for 2019 and 2020 YTD;
2. Supporting documentation to verify the completions rates reported for 2019 and 2020 YTD (e.g. roster of graduates by program by year).

☐ 30. **Completion & Placement Statistics** *(VOC)*

Upload the following:

1. Completed Document 28.1 – Completion and Placement Statistics for each program in 2019 (January 1- December 31) and 2020 (January 1 – April 30);
2. Completed Document 28.5 – Placement Summary for 2019 (January 1- December 31) and 2020 (January 1 – April 30).

*Items 31. – 34. must be uploaded 5-7 days before the virtual visit.*

☐ 31. **Sample Placement Verification** *(VOC)*

Upon review of the Document 28.1s, the team will select student cohorts (for each program) for 2019 (January 1 – September 30) for placement verification in advance of the visit. For each student cohort selected, upload the following documentation 5-7 days before the virtual visit:

1. Completed Sampling Verification Forms (SVF);
2. The following supporting documentation to verify each reported placement:
   a. Name of student
   b. Completion date
   c. Program name
   d. Employer information:
      i. Employment start date
      ii. Job title and/or description of placement
      iii. Name of employer, mailing address, telephone number and email address
      iv. Employer contact
      v. Method of verification (e.g. employer signature, telephone verification with employer, telephone verification with student, email with student or employer).
☐ 32. **Sample Student Academic Files**  
For each student academic file selected by the team in advance of the visit (at a minimum, 5 current students, 2 graduates, and 3 withdrawn students), upload the following documents **5-7 days before the virtual visit:**  
1. Enrollment agreement (enrollment agreement or registration form for avocational programs);  
2. All academic progress reports;  
3. Any academic transcript or cumulative academic reports;  
4. Any notices of academic counseling, warning, probation, and/or termination;  
5. Record of daily attendance identifying days/hours present, absent, and, if applicable, last date of attendance.

☐ 33. **Sample Student Financial Files**  
For each former student file selected by the team in advance of the visit (a minimum of 10 former students), upload the following documents **5-7 days before the virtual visit:**  
1. Enrollment agreement (enrollment agreement or registration form for avocational programs) identifying program start date and schedule end date;  
2. Daily attendance report identifying days/hours present, absent, and last date of attendance (LDA);  
3. Leave of absence form (LOA), if applicable;  
4. Ledger or account card identifying the dates and amounts of all charges, payments, and credits to the student’s account;  
5. Refund calculation worksheet;  
6. Return of Title IV (R2T4) worksheet, if applicable; and  
7. Documented evidence of refund and/or R2T4, if applicable.

☐ 34. **Document 12 – Annual Report and Enrollment Statistics**  
Initial Applicants: upload ACCET Document 12 – Annual Report and Enrollment Statistics completed for your institution’s most recent fiscal year ending, **5-7 days before the virtual visit.**
## INSTRUCTIONS FOR UPLOADING DOCUMENTS AND NAMING ELECTRONIC FILES

### Uploading Documents - Acceptable File Formats
Whenever possible, institutions should upload files in **PDF** format. Acceptable formats for uploading files include the following:

<table>
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<tr>
<th>Format</th>
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<tbody>
<tr>
<td><strong>PDF</strong></td>
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<tr>
<td><strong>MS Word</strong> (.doc; .docx)</td>
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<tr>
<td><strong>MS Excel</strong> (.xls; .xlsx)</td>
</tr>
<tr>
<td><strong>Images</strong>  (.jpg; .jpeg)</td>
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### Electronic File Naming - Best Practices
Descriptive file names are an important part of organizing, sharing, and keeping track of data files. Institutions are asked to apply the following best practices when naming electronic files:

- Files should be **named consistently**
- File names should be **short but descriptive** (<30 characters)
- Avoid **spaces** or **special characters**, such as `@#$%^&*()’;<>?[,]{}""
- Use **capitals**, **underscores**, or **dashes** instead of **periods**, **slashes**, or **spaces**
- Use the following **date format**: **YYYYMMDD**
- When using a sequential numbering system, use leading zeros for clarity and to make sure files sort in sequential order. *For example, use "001, 002, ...010, 011 ... 100, 101, etc." instead of "1, 2, ...10, 11 ... 100, 101, etc."*
- For files specific to individual students or staff, include the **last name** and **first initial** in the file name

**Examples:**

1. Organizational_Chart
2. OrganizationalChart
3. MillerJanice_Academic_Director
4. Miller-Janice_AcademicDirector
5. Doc28-1_2019_DentalAssistant
6. SmithP_EnrollmentAgr_20190423
7. StaffMeeting_20191104
8. 001_RefundCalc_Sample
9. 002_RefundCalc_Sample