

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 submittal, 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.

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. (See www.accet.org/Documents and Forms/Fillable Documents.)
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 Evaluation Team Financial Review Checklist.
16. ACCET Document 50I – On-Site Immigration Compliance Checklist/Guidelines 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 year-to-date ACCET Document 28.1 - Completion and Placement Statistics for each program. **(Vocational)**

25. **Names and email addresses of current students, graduates in the last 12 months, and 10 employers.**
26. ACCET Document 12 – Annual Report and Enrollment Statistics completed for your institution's most recent fiscal year ending. **(Initial applicants)**

Title IV Eligible Institutions:

27. Document 50FA – On-Site Financial Aid Review Checklist/Guidelines to be completed by the team.
28. Copy of the current Eligibility and Certification Approval Report (ECAR) from USDE.
29. 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.
30. 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.