

ACCET [TYPE OF VISIT] EVALUATION TEAM REPORT

FOR

NAME OF SCHOOL

IN

CITY, STATE

DATES

Main Campus _____
Branch Campus _____

ACCET Document 9.3
Date Developed: September 1989
Date Revised: April 2011/April 2012
Pertinent to: All Institutions

EVALUATION TEAM REPORT

Name of Institution:

ACCET ID:

Address:

Telephone:

Contact Person:

Email:

Day 1

Day 2

Date(s) of visit:

Time(s) of visit:

Type of Visit:

___ Initial Accreditation

___ Programs

___ Reaccreditation

___ Change of Ownership

___ Follow-up/Deferral

___ Interim

___ Show Cause

___ Other (specify)

Present to the Financial Review Committee? YES NO

Present to Completion/Placement Review Committee? YES NO

Present to the Program Review Committee? YES NO

Commission Representative:

R O S T E R

SUMMARY RATINGS OF ON-SITE EVALUATION TEAM VISIT

NAME OF INSTITUTION: _____

CITY/STATE: _____

Standards for Accreditation (rate each subsection)

I. MISSION		V. INSTRUCTIONAL DELIVERY	
A. Mission Statement		A. Instructional Methods	
B. Goals		B. Externships/Internships	
C. Planning		C. Equipment/Supplies/Learning Resources	
II. MANAGEMENT		D. Facilities	
A. Governance		VI. INSTRUCTIONAL PERSONNEL	
B. Operational Management		A. Qualifications of Instructional Personnel	
C. Personnel Management		B. Supervision of Instruction	
D. Records		C. Instructor Orientation and Training	
E. Communications		VII. ADMISSIONS	
F. Professional Relationships		A. Recruitment	
III. FINANCES		B. Enrollment	
A. Stability		C. Transfer of Credit	
B. Financial Procedures		D. Student Services	
C. Financial Assistance/Scholarships		VIII. EVALUATION	
IV. CURRICULA		A. Student Progress	
A. Educational Goals/Objectives		B. Attendance	
B. Program/Instructional Materials		C. Participant Satisfaction	
C. Performance Measurements		D. Employer/Sponsor Satisfaction	
D. Curriculum Review/Revision		E. Completion and Placement	
E. Certification and Licensing			

RATING SCALE

4 Exceeds the standard

3 Meets the standard

2 Does not fully meet standard: Some change needed to meet the standard

1 Does not meet standard: Significant change needed to meet the standard

List each program/course/seminar offered, denoting the clock (Clk.) hours, quarter (Qtr.) hour credits or semester (Sem.) hour credits. Indicate the number of students currently enrolled on the date(s) of visit or the mo/year of last graduating class end date, if not offered at the time of the visit.

Name (Not Acronym)		Quantitative Measure			Enrollment	Schedule (Days of Week/Hours)*	
Programs/Courses/Seminars		Clk. Hours	Qtr. Credits	Sem. Credits	# Enrolled or Last Grad. Date	Day	Evening/Weekend
Full-Time				Part-Time			
	Day	Evening/Weekend		Day	Evening/Weekend		Total
Current number of students enrolled in institution.							
Current Number of Faculty.							
Current number of Administrative/ Support Staff.							

Verified By: (Team Member) _____

Date: _____

*Schedule Examples: (1) M/W and/or T/TH 8:30 am to 1:30 pm; (2) M/W/TH 6:00 pm to 10:00 pm and Sat 9:00 am to 12:00 pm

Other pertinent information:

Note: The Header for the entire document is embedded on this page. Therefore, if there is no pertinent information to be included, please delete this page as follows:

- 1. Place the cursor at the "O" in Other*
- 2. Delete the three words.*
- 3. Continue to depress delete key until the next page (Profile of Ratings) moves up.*

Profile of Ratings

R A T I N G S	4								
	3								
	2								
	1								
S T A N D A R D S									
		I	II	III	IV	V	VI	VII	VIII

Standard(s) Not Applicable:

Standard(s) Rated “3” Strength(s) Noted:

(These strengths were cited under standards that received an overall rating of less than “4”.)

Standard(s) Rated “3” With Weakness(es) Noted:

(These weaknesses were cited under standards that received an overall rating of “3”. Despite the “3” rating, the institution must address these weaknesses in its response to the team report.)

IF ANY STANDARDS RATED “1” OR “2” HAVE A STRENGTH, ADD THE PHRASE “Or Less” AFTER THE “3” IN THE SECOND LINE ABOVE – AND DON’T FORGET TO DELETE THIS REMINDER!!

RATING SCALE

- 4 Exceeds the standard**
- 3 Meets the standard**
- 2 Does not fully meet standard: Some change needed to meet the standard**
- 1 Does not meet standard: Significant change needed to meet the standard**

STANDARD I: MISSION

The institution has a mission that is compatible with the ACCET mission, scope, and standards.

A. **Mission Statement:** **Rating: ____**

The institution clearly states its mission and makes it public. The mission is consistent with the Principles of Ethics for ACCET institutions; thereby providing a definitive basis upon which to deliver and assess the education and training programs. The education and training provided are consistent with the institution's mission and are documented by either a needs assessment or market experience.

Pertinent Facts and Information:

Strengths:

Weaknesses:

B. **Goals:** **Rating ____**

Broad institutional goals are clearly stated, support the mission, and are understood at all levels of the organization.

Pertinent Facts and Information:

Strengths:

Weaknesses:

C. **Planning:** **Rating ____**

The institution has sound, written one-year and longer-range plans that encompass both the educational and business objectives of the institution. The plans support the mission, facilitate the accomplishment of the broad institutional goals, and are updated at least annually. The plans include specific and measurable objectives, with corresponding operational strategies, projected time frames, required resources, and method(s) for subsequent evaluation of each objective.

Pertinent Facts and Information:

Strengths:

Weaknesses:

STANDARD II: MANAGEMENT

The institution is capably and responsibly managed.

A. **Governance:** **Rating: ____**

The institution has a governing board and/or senior management team that is responsible for developing and maintaining an effective framework of written strategies and policies. This management structure ensures the integrity and effectiveness of the institution and its compliance with statutory, regulatory, and accreditation requirements.

Pertinent Facts and Information:

Strengths:

Weaknesses:

B. **Operational Management:** **Rating: ____**

Operational management is responsible for systematically and effectively implementing the strategies and policies of senior management within an organizational framework that is clearly defined, understood, and effective. Written policies and procedures guide the day-to-day operations of the institution.

Pertinent Facts and Information:

Strengths:

Weaknesses:

C. **Personnel Management:** **Rating: ____**

Management develops, implements, and maintains written policies and procedures for the systematic and effective recruitment, selection, hiring, and retention of all personnel. Management provides orientation, supervision, evaluation, and training and development of its employees to ensure that qualified and capable personnel, at appropriate staffing levels, are effectively utilized.

Pertinent Facts and Information:

Strengths:

Weaknesses:

D. Records:

Rating ____

The institution has an organized record-keeping system that ensures all records are maintained in an accurate, orderly, and up-to-date manner. The record-keeping system facilitates ready access and review of those records by appropriate parties. All records are protected from unauthorized access and undue risk of loss. Employees and students have appropriate access to information contained in their files. Records are maintained for a period of time consistent with applicable statutes, regulations, and sound business and educational practices.

Pertinent Facts and Information:

Strengths:

Weaknesses:

E. Communications:

Rating ____

Management ensures regular and effective communication among appropriate members of the institution on pertinent aspects of its operations, including the delivery of quality education and training services. To maintain operational effectiveness, periodic meetings with employees are conducted and appropriate documentation is maintained on significant issues, consistent with the size and purpose of the institution.

Pertinent Facts and Information:

Strengths:

Weaknesses:

F. Professional Relationships:

Rating ____

The institution establishes relationships with other organizations within the education/training and employer/industry network. These relationships are maintained, utilized, and documented for the purpose of enhancing the quality of the education, training, and student services.

Pertinent Facts and Information:

Strengths:

Weaknesses:

STANDARD III: FINANCES

The institution is fiscally sound and demonstrates ethical financial practices.

A. **Stability:** Rating* ____

The institution demonstrates a record of responsible financial management with resources sufficient both to maintain quality training and educational services and to complete the instruction of all enrolled participants. Financial reports provide clear evidence of financial stability and sound fiscal practices.

* The overall financial stability of the institution will be determined by the Accrediting Commission following a review and assessment of the institution's financial statements by the Commission's Financial Review Committee in accordance with ACCET Document 27 – Guidelines for Filing Financial Reports. The on-site evaluation team will address and rate this standard in the context of ACCET Document 50FR – On-Site Evaluation Team Financial Review Checklist to provide the Commission an on-site verification of related operational practices including the accuracy and availability of this information.

B. **Financial Procedures:** Rating ____

The institution assesses its finances at adequate intervals, not less than quarterly. Written policies and procedures exist for proper financial controls and supervision of financial management staff. Tuition charges are applied fairly and consistently; receipt of tuition payments and other monies is properly recorded and tracked. Cancellation and refund policies are written, fair and equitable; are consistently administered; and comply with statutory, regulatory, and accreditation requirements. Qualified and capable individuals manage and evaluate the effectiveness of the financial operations and practices.

Pertinent Facts and Information:

Strengths:

Weaknesses:

C. **Financial Assistance/Scholarships:** Rating ____

Institutions administering any student assistance programs, including federal and state financial aid programs as well as scholarships, ensure that these programs are responsibly managed, governed by written policies and procedures, and in full compliance with relevant statutes and regulations. All student financial assistance is awarded in a fair and equitable manner

Pertinent Facts and Information:

Strengths:

Weaknesses:

STANDARD IV: CURRICULA

The institution provides up-to-date, quality programs and courses.

A. Educational Goals and Objectives: Rating ____

The institution's programs and courses have appropriate educational goals and objectives. The curricular content and learning experiences are preplanned and present a sound, systematic, and sequential educational methodology. Sufficient and appropriate knowledge and skill elements are included to ensure adequate preparation for the expected performance outcomes in the specific program or course for which the students enroll.

Pertinent Facts and Information:

Strengths:

Weaknesses:

B. Program/Instructional Materials: Rating ____

Program materials, including syllabi, lesson plans, instructional guides, and texts demonstrate the appropriate scope, sequence, and depth of each program or course in relation to the stated goals and objectives. Instructional materials, including supplementary textbooks, software, learning activities, visual aids, electronic links, and other teaching tools support the goals and objectives. All materials are up-to-date, readily available, and facilitate positive learning outcomes.

Pertinent Facts and Information:

Strengths:

Weaknesses:

C. Performance Measurements: Rating ____

Performance measurements are written and are periodically evaluated and updated to ensure instructional effectiveness. The institution has a sound, written assessment system that contains a set of defined elements, such as grading scale, weighting factors, tests, quizzes, reports, projects, attendance, and participation, that are appropriately related to the performance objectives of the program or course.

Pertinent Facts and Information:

Strengths:

Weaknesses:

D. Curriculum Review/Revision:

Rating ____

The institution uses systematic and effective procedures to continuously monitor and improve the curriculum. The written procedures include soliciting feedback from relevant constituencies, such as faculty, students, graduates, employers, and advisory/certification boards, as well as analysis of completion, and, if applicable, placement results. The procedures focus on a comprehensive review of the curriculum as it relates to the expected learning outcomes.

Pertinent Facts and Information:

Strengths:

Weaknesses:

E. Certification and Licensing:

Rating ____

When the purpose of instruction is to prepare students to meet the standards for licensing, certification, registration, or examination requirements, the curriculum includes appropriate preparation and materials to meet the requirements for such credentials. The institution records and tracks the pass rates of graduates and uses the results to measure and improve the quality of the educational programs offered.

Pertinent Facts and Information:

Strengths:

Weaknesses:

STANDARD V: INSTRUCTIONAL DELIVERY

The institution utilizes appropriate and effective instructional methods and other resources to ensure sound instructional delivery.

A. Instructional Methods: Ratings ____

Instructional methods encourage active and motivated responses from participants. Written policies and procedures are in place to ensure that the curricula are followed and that there is consistency of application by all instructional staff. The instructional methodology is consistent with current training industry standards and appropriate to the educational goals and curricular objectives, facilitates learning, and serves the individual learning needs and objectives of participants. Instructional methods provide encouragement, motivation, challenges, and learning opportunities for all participants, taking into account different backgrounds, learning abilities and styles, and prior levels of achievement.

Pertinent Facts and Information:

Strengths:

Weaknesses:

B. Externships/Internships: Ratings ____

When required as a part of a program, an externship/internship or other training-related work experience is based on a preplanned outline of the specific knowledge, skills, and experience to be acquired. Written policies and procedures for the supervision and evaluation of externships/internships are established and followed by the institution to ensure consistency and effectiveness. The institution provides a sufficient number of sites to ensure appropriate and timely learning experiences in its externship/internship program.

Pertinent Facts and Information:

Strengths:

Weaknesses:

C. Equipment/Supplies: Ratings ____

Adequate, appropriate, and functional equipment, supplies, furnishings, and learning resources required to effectively provide the education and training services are readily available for instructor and participant use.

Pertinent Facts and Information:

Strengths:

Weaknesses:

D. Facilities: Ratings ____

The facility is appropriate for the education, training, and student services offered. Instruction is conducted in a safe, accessible, sanitary, and comfortable environment, which is free from distraction. The facility meets all applicable local, state, and federal requirements.

Pertinent Facts and Information:

Strengths:

Weaknesses:

STANDARD VI: INSTRUCTIONAL PERSONNEL

The institution ensures that qualified instructors, under professional and capable direction, effectively deliver educational and training services.

A. Qualifications of Instructional Personnel: Ratings ____

Instructional personnel possess the appropriate combination of educational credential(s), specialized training and/or certification, work experience, and demonstrated teaching and classroom management skills, which qualifies them for their training assignments. Instructional personnel meet all relevant accreditation, federal, state, local, and/or industry-specific requirements.

Pertinent Facts and Information:

Strengths:

Weaknesses:

B. Supervision of Instruction: Ratings ____

Individuals with relevant education and experience in instructional delivery and management supervise instructional personnel. Supervisors of instructional personnel demonstrate good practice in the evaluation and direction of instructors. Regular classroom observations, along with student, peer, and supervisory feedback are documented and effectively utilized to enhance the quality of instruction.

Pertinent Facts and Information:

Strengths:

Weaknesses:

C. Instructor Orientation and Training: Ratings ____

The institution develops and implements a written policy for the effective orientation and training of instructional personnel to ensure a consistent, high level of instruction. The institution also develops and implements an effective written policy for the ongoing professional development of instructional personnel that is systematically implemented, monitored, and documented.

Pertinent Facts and Information:

Strengths:

Weaknesses:

STANDARD VII: ADMISSIONS AND STUDENT SERVICES

The institution recruits and enrolls only qualified participants who can reasonably be expected to benefit from the education and training services and provides student services appropriate to their needs.

A. Recruitment: Rating ____

Informational and promotional materials, advertising, and representations made by or on behalf of the institution for recruiting purposes make only justifiable and provable claims regarding the courses, programs, costs, location, instructional personnel, student services, outcomes, and other benefits. All communication with prospective students is ethical and honest. The institution does not state or imply that employment, occupational advancement, and/or certification and licensing are guaranteed.

Pertinent Facts and Information:

Strengths:

Weaknesses:

B. Enrollment: Rating ____

The institution's written policy for enrollment is clearly stated, defined, and in compliance with statutory, regulatory, and accreditation requirements. Reliable and regular means are utilized to ensure that, prior to acceptance, all applicants are able and qualified to benefit from the education and training services. The enrollment process is preplanned, effective, and regularly monitored by the institution to ensure its integrity.

The institution provides in its written enrollment agreement or contract full disclosure of the rights, obligations, and responsibilities of all parties, including (1) all costs stated in clear and explicit language, and (2) cancellation and refund policies that comply with statutory, regulatory, and accreditation requirements. The enrollment agreement or contract is furnished to appropriate parties before any payment or obligation is made.

Pertinent Facts and Information:

Strengths:

Weaknesses:

C. Transfer of Credit: Rating ____

A vocational institution has written policies and procedures that ensure the fair and equitable treatment of students relative to the transfer of credit to and from the institution. The institution provides clear, complete, factual and timely information regarding its transfer policies and

practices. All institutions making statements relative to the acceptance of their coursework for credit by another institution have documented evidence to support such statements.

Pertinent Facts and Information:

Strengths:

Weaknesses:

D. Student Services:

Rating ____

Student services, consistent with the mission and learning objectives of the institution, are provided, such as academic advising, tutoring, placement assistance, extracurricular activities, and housing, as applicable.

Pertinent Facts and Information:

Strengths:

Weaknesses:

STANDARD VIII: EVALUATION AND DOCUMENTATION

The institution utilizes appropriate methods of evaluation to ensure that outcomes are consistent with the mission and goals. The institution maintains all required documentation.

A. Student Progress: Rating ___

The institution effectively monitors, assesses, and records the progress of participants utilizing a sound assessment system with a set of defined elements that are appropriately related to the performance objectives of the programs or courses. Semester credits, quarter credits, clock hours, and/or continuing education units are used to denote the successful completion of the education and training services. Student progress is documented consistently in accordance with institutionally established performance outcomes and is communicated to all participants. Participants are informed of their progress on a regular and timely basis. Institutions publish clear descriptions of their requirements for satisfactory student progress and utilize sound written policies and procedures to determine student compliance with these requirements and to document the results.

Pertinent Facts and Information:

Strengths:

Weaknesses:

B. Attendance: Rating ___

The institution establishes and implements written policies and procedures for monitoring and documenting attendance. The attendance policy is effective in ensuring that student participation and preparation are consistent with the expected performance outcomes of the course or program.

Pertinent Facts and Information:

Strengths:

Weaknesses:

C. Participant Satisfaction: Rating ___

Open lines of communication with participants exist and demonstrate responsiveness to student issues. Written policies and procedures are followed that provide an effective means to regularly assess, document, and validate student satisfaction relative to the quality of education and training offered, as well as the student services provided. Interim evaluations and a final evaluation upon completion of the term of enrollment are specified components of determining participant satisfaction.

Pertinent Facts and Information:

Strengths:

Weaknesses:

D. Employer/Sponsor Satisfaction: Rating ____

Employer/Sponsor Satisfaction: Written policies and procedures are followed that provide an effective means to regularly assess, document, and validate employer/sponsor satisfaction relative to the quality of the education and training services provided.

Pertinent Facts and Information:

Strengths:

Weaknesses:

E. Completion and Placement: Rating ____

Written policies and procedures are followed that provide an effective means to regularly assess, document, and validate the quality of the education and training services provided relative to completion and placement rates, as applicable.

- **Completion: The number of participants who complete the programs and courses in which they enroll is consistent with the benchmarks established by the Accrediting Commission.**
- **Placement: Institutions offering vocational programs provide job placement assistance to graduates and document the results to enhance the effectiveness of the training services provided. The quality of such programs is validated by positive training-related outcomes consistent with the benchmarks established by the Accrediting Commission.**

Pertinent Facts and Information:

Strengths:

Weaknesses:

