ACCET Document 8.1.PRG – Preparation Checklist for ACCET Program Visit

Each item listed below must be uploaded to Dropbox and available to the team **14 days before the visit** unless a later date is specified. The only exceptions are sample files/documentation selected by the team. The team will request sample student files and selected placement verification documentation to be uploaded **seven days before the scheduled visit**. Failure to upload all documents as required may lead to delays during the evaluation visit and may result in weaknesses identified in the team report.

Each item must be complete and (1) referenced by item number, (2) clearly labeled, (3) legible and properly oriented, and (4) successfully uploaded. Some items listed below may have been included in the ASER/BASER previously submitted to ACCET. However, it is important that the institution describe and document any changes that 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 visit.

Copies of documents, including those listed on the Preparation Checklist, may be taken by the ACCET Commission Representative (CR) for preparation of the team report and may be included as exhibits to the team report.

INSTRUCTIONS FOR UPLOADING DOCUMENTS AND NAMING ELECTRONIC FILES

Uploading Documents – Acceptable File Formats
Whenever possible, please upload files in PDF format. Acceptable formats for uploading files include the following: PDF, MS Word (.doc; .docx), MS Excel (.xls; .xlsx), Images (.jpg; .jpeg).

Electronic File Naming – Best Practices
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, i.e., use "001, 002 ... 010, 011 ... 100, 101 ..."
- For files specific to individual students or staff, include the **last name** and **first initial** in the file name

Examples of Acceptable File Names

Organizational_Chart	OrganizationalChart
MillerJ_Academic_Director	Miller-J_AcademicDirector
Doc28.1_2019_DentalAssistant	Doc_50FR
SmithP_EnrollmentAgr_20190423	StaffMeeting_20191104
001_RefundCalc_Sample	002_RefundCalc_Sample

Items 1–22 must be uploaded 14 days before the program visit.

☐ **1. Program Verification Chart** ALL

Complete the Program Verification Chart (provided by the CR), 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** ALL

If changes occurred since the submission of the ASER, upload a current/updated Organizational Chart with names and job titles.

☐ **3. Training Schedule** ALL

Upload a Training Schedule that lists all courses/training for the new program or program(s) with new instructional delivery method (e.g., IDL). Please detail break times for face-to-face and synchronous (IDL) classes for each course/training:

1. course name and, if applicable, the course number,
2. the corresponding program,
3. instructor,
4. time course/training begins and ends,
5. mode of instructional delivery (in-person, temporary distance education, hybrid, approved IDL),
6. access link(s) for (IDL) classroom observation(s).

☐ **4. Faculty and 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 (4) ISBN.

☐ **6. Active Students** ALL

Upload complete roster of all active students for the new program or program(s) with new instructional delivery method (e.g., IDL), including start dates, and a listing of students on LOA.

☐ **7. Graduates, Cancellations, Withdrawals, Terminations** ALL

Upload a listing of all students who graduated, cancelled, withdrew, or were terminated within the past 12 months, including start dates and end dates. Please ensure each category is clearly separated.

☐ **8. Administrative Operations and Procedures Manual** ALL

Upload the administrative operations/procedures manual.

☐ **9. IDL Policies and Procedures** IDL Programs Only

Upload the policies and procedures that address IDL: (a) admissions, (b) attendance, (c) satisfactory academic progress (SAP), (d) faculty supervision, and (e) financial procedures.

☐ **10. Correspondence with ACCET, State, Federal Agencies** ALL

Upload correspondence files of all communications with ACCET, state, and federal agencies in the past 12 months. This includes, but is not limited to, notices of approval, denial, withdrawal, probation, restrictions, complaints, program reviews, audits, investigations, and other actions.

☐ **11. Personnel Policies, Employee Handbook** ALL

Upload the personnel policies/employee handbook.

☐ **12. ACCET Document 21** ALL

Upload the completed ACCET Document 21 – ACCET On-Site Visit – Personnel File/Qualifications Checklist with information for all staff and faculty for the new program or program(s) with new instructional delivery method (e.g., IDL), based on documentation contained in the employees' personnel files.

☐ **13. Personnel Files** ALL

For each personnel file, upload the documents identified below. Include the personnel files of **all instructional personnel** for the new program or program(s) with new instructional delivery method (e.g., IDL) 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. Evidence of required bachelor's degrees, certifications, or licenses, if applicable,
5. In-service or professional development documentation.

☐ **14. Meeting Minutes** ALL

Upload minutes of all staff and faculty meetings since the submission of the Program Report.

☐ **15. Curricular Materials** ALL

Upload a set of curricular materials for each new program or program(s) with new instructional delivery method (e.g., IDL), 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. All syllabi and lesson plans for courses for the new program or programs(s) with new instructional delivery method (e.g., IDL).

☐ **16. Current School Catalog and ACCET Document 29** VOC

Vocational institutions upload the current school catalog and ACCET Document 29 – Catalog Guidelines and Checklist completed by the institution that identifies the page reference for each catalog item.

☐ **17. Current Enrollment Agreement** VOC/AVOC

Vocational institutions upload:

1. Current enrollment agreement
2. ACCET Document 29.1 – Enrollment Agreement Checklist (completed by the institution)

Avocational institutions upload current enrollment agreement/enrollment documents.

☐ **18. Student Surveys** ALL

Upload documentation of student surveys for the new program or program(s) with new instructional delivery method (e.g., IDL) completed **in the past 12 months**, including:

1. A blank copy of each student survey utilized in the past 12 months,
2. An analysis of the results of student surveys completed in the past 12 months,
3. Student surveys completed in the past 12 months.

If there are more than 100 completed student surveys, upload a representative sample of completed student surveys for the previous calendar year to include one class/cohort for each program offered by the institution.

☐ **19. Employer Surveys** if applicable

Upload documentation of employer surveys for the new program or program(s) with new instructional delivery method (e.g., IDL) completed in the past 12 months, including:

1. A blank copy of each employer survey utilized in the past 12 months,
2. An analysis of the results of employer surveys completed in the past 12 months,
3. Employer surveys completed in the past 12 months.

☐ **20. Certification and Licensure (by program)** if applicable

If applicable, upload a table that identifies the following by program for the new program or program(s) with new instructional delivery method (e.g., IDL):

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 program graduates for the previous calendar year from the certification/licensing agency, if applicable.

☐ **21. Completion Statistics** AVOC/ESOL

For each program, upload the following:

1. Completion statistics for the prior calendar year
2. Supporting documentation to verify the completion rates reported, e.g., roster of graduates by program by year

☐ **22. Completion and Placement Statistics** VOC

Upload the following for each new program or program(s) with new instructional delivery method (e.g., IDL):

1. Completed ACCET Document 28.1 – Completion & Placement Statistics for each new program including all graduates.
2. If no students have graduated from the new program, please provide the expected graduation date of the first cohort.

Items 23–26 must be uploaded seven days before the program visit.

☐ **23. Sample Placement Verification** VOC

If the new program has graduates, the following applies:

Upon review of ACCET Document 28.1s, the team will select sample cohorts for placement verification in advance of the visit. For each student cohort selected, upload the following documentation **seven days before the visit**:

1. Completed ACCET Document 28.2s – 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:
        1) Employment start date
        2) Job title and/or description of placement
        3) Name of employer, mailing address, telephone number, and email address
        4) Employer contact
        5) Method of verification (e.g., employer signature, telephone verification with employer, telephone verification with student, email with student or employer).
3. Documentation/attestation of self-employment, temporary employment, part-time employment, continuing employment, and waivers.

☐ **24. Sample Student Academic Files** ALL

For each student academic file selected by the team in advance of the visit (at a minimum, **five** active current students, **five** students on leave of absence, **five** graduates, and **five** withdrawn students), upload the following documents seven days before the visit:

1. Enrollment agreement, including all attestations, (enrollment agreement or registration form for avocational programs),
2. HS diploma/transcript/HS attestation,
3. All academic progress reports,
4. Any academic transcript or cumulative academic reports,
5. Any notices of academic counseling, warning, probation, and/or termination,
6. If applicable, documentation of leaves of absence,
7. Record of daily attendance identifying days/hours present, absent, and, if applicable, last date of attendance,
8. If applicable, all externship documentation, including but not limited to, student attestations upon enrollment, performance checklists completed by site supervisor, record of externship attendance, and the institution's site visit.

Please ensure that each student's program is listed in the individual file name.

Note: For institutions with multiple programs being evaluated, two current students and two graduates per program may be requested. Sample files of students on externships may also be requested.

☐ **25. Sample Student Financial Files** IDL and SAL Programs Only

For each former student file selected by the team in advance of the visit (a minimum of five former students, including cancellations, withdrawals, and terminations), upload the following documents **seven days before the visit**:

1. Enrollment agreement (enrollment agreement or registration form for avocational programs) identifying program start date and scheduled 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.

☐ **26. Satisfactory Academic Progress Checklist** VOC/ESOL

Vocational institutions: Upload a completed ACCET Document 18.1 – Satisfactory Academic Policy Checklist.

ESOL institutions: Upload a completed ACCET Document 18.1 ESOL – Satisfactory Progress Policy Checklist.