



ACCET Document 8.1 – Preparation Checklist for ACCET Evaluation Visit

Each item listed below must be uploaded to Dropbox and available to the team **seven days before the visit** unless a later date is specified. 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 will be requested to be uploaded or viewed on-site during the visit. Documents maintained via paper that would prove arduous for the institution to upload must be discussed with the Commission Representative before the on-site 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

1. Program Verification Chart **ALL**

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, IDL, hybrid).

2. Organizational Chart **ALL**

Upload a current/updated Organizational Chart with names and job titles.

3. Training Schedule **ALL**

Upload a Training Schedule that lists all courses/training and breaks **scheduled during the visit** and identifies 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, IDL, 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

5. Active Students **ALL**

Upload a complete roster of all active students, including start dates, and a listing of students on LOA.

6. Graduates, Cancellations, Withdrawals, Terminations **ALL**

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

7. Administrative Operations and Procedures Manual **ALL**

Upload the administrative operations/procedures manual.

8. Correspondence with ACCET, State, and 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.

9. ACCET Document 50I **if applicable**

ACCET Document 50I – Compliance Checklist Relative to Enrolled Non-Immigrant Foreign Students will be completed by the team on-site. For institutions authorized for F, M, and/or J visas, upload the following 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

10. Personnel Policies, Employee Handbook **ALL**

Upload the personnel policies/employee handbook.

11. ACCET Document 21 **ALL**

Upload the completed ACCET Document 21 – ACCET On-Site Visit – Personnel File/Qualifications Checklist with information for all faculty and staff, based on documentation contained in employees’ personnel files.

12. Personnel Files **ALL**

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. (Smaller schools with fewer than 10 staff members should upload all staff personnel files.)

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 professional development
5. Evidence of bachelor’s degrees, certifications, or licenses if required

13. Meeting Minutes **ALL**

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

14. ACCET Document 50FR **ALL**

Upload the completed, signed ACCET Document 50FR – Financial Review Checklist, including 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

The Commission Representative will provide the list of names of withdrawn and terminated students for the financial file review of Document 50FR during the visit.

15. ACCET Document 50FA **TITLE IV**

Upload the completed and signed ACCET Document 50FA – On-Site 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 US ED
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

16. State Licensing Agency’s Cancellation and Refund Policy **if applicable**

If the institution is approved/licensed by a state agency with a required cancellation and refund policy, upload the state licensing agency’s cancellation and refund policy.

17. 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.

18. Curricular Materials **ALL**

Upload all digitally available curricular materials for each course scheduled during the visit, including:

1. Textbooks, workbooks, and instructional materials
2. Instructor guide(s)
3. Testing and evaluation tools
4. Syllabi and lesson plans. Note that the team may request additional courses during the visit.

Any hard-copy resources will be reviewed on-site.

19. Current School Catalog and ACCET Document 29 **VOC**

Upload the current school catalog and ACCET Document 29 – Catalog Guidelines and Checklist, identifying the page reference for each catalog item (to be completed by the institution).

20. Current Enrollment Agreement and ACCET Document 29.1 **ALL**

Vocational institutions upload:

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

Avocational institutions: Upload the current enrollment document or student application.

21. Current Transfer of Credit Policy and ACCET Document 16.1 **VOC**

Upload the current transfer of credit policy and ACCET Document 16.1 – Transfer of Credit Policy Checklist completed by the institution.

22. Current Attendance Policy and ACCET Document 35.1 **ALL**

Upload the current attendance policy and ACCET Document 35.1 – Attendance Policy Checklist completed by the institution.

23. Current Cancellation and Refund Policy and ACCET Document 31 **ALL**

Upload the current cancellation and refund policy and ACCET Document 31.1 – Cancellation Refund Policy Checklist or 31.1.ESOL – Cancellation and Refund Policy Checklist (Avocational ESOL Programs) completed by the institution.

24. Student Surveys **ALL**

Upload documentation of student surveys completed **in the past 12 months**, including:

1. Student surveys completed
2. An analysis of the results of student surveys
3. A blank copy of each student survey used

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

25. Employer Surveys **if applicable**

Upload documentation of employer surveys completed in the past 12 months, including:

1. Employer surveys completed
2. An analysis of the results of employer surveys completed
3. A blank copy of each employer survey utilized

26. Certification and Licensure (by program) **if applicable**

Upload a table that identifies by program:

1. the number of total program graduates
2. the number who attempted certification/licensure
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.

27. 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

28. Completion and Placement Statistics **VOC**

Upload the following:

1. Completed ACCET Documents 28.1 – Completion & Placement Statistics for each program based on the following timeframes:
 - a. April 2026 Cycle (January–February Visit)
2024 calendar year and January–August 2025
 - b. August 2026 Cycle (May–June Visit)
2025 calendar year
 - c. December 2026 Cycle (September–October Visit)
2025 calendar year and January–April 2026
2. Completed ACCET Document 28.5 – Placement Summary – Completion and Placement for the year(s) noted above

29. ACCET Document 18.1/18.1.IEP **VOC/IEP**

Vocational institutions: Upload completed ACCET Document 18.1 – Satisfactory Academic Progress (SAP) Policy Checklist.

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

30. ACCET Document 12.b **INITIAL**

Upload ACCET Document 12.b – Annual Report and Enrollment Statistics completed for your institution’s most recent fiscal year ending.

31. Financial Stability Update **ALL**

Upload a written narrative summary regarding the institution’s current financial stability to include any significant changes to enrollment, financial assistance, external circumstances, and/or operations since the institution’s most recent Annual Financial Report (ACCET Document 12.d).

For Review During the Evaluation Visit

32. Sample Student Academic Files ALL

For each student academic file selected by the team (minimum 20, including active students, students on leave of absence, graduates, and withdrawn students), provide the following documents:

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 to be evaluated, two current students and two graduates per program may be requested. Sample files of students on externships may also be requested.

33. Sample Student Financial Files ALL

For each former student file selected by the team in advance of the visit (a minimum of 10 former students, including cancellations, withdrawals, and terminations), provide the following documents:

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
7. Documented evidence of refund and/or R2T4, if applicable

34. Sample Placement Verification VOC

For each sample cohort selected by the team, provide completed ACCET Document 28.2s – On-site Sampling Verification Forms (OSVF).

Supporting documentation will be verified on-site, including:

1. Name of student
2. Completion date
3. Program name
4. Employer information:
 - a. Employment start date
 - b. Job title and/or description of placement
 - c. Name of employer, mailing address, telephone number, and email address
 - d. Employer contact
 - e. Method of verification (e.g., employer signature, telephone verification with employer, telephone verification with student, email with student or employer)
5. Documentation/attestation of self-employment, temporary employment, part-time employment, continuing employment, and waivers