CHECKLIST OF ONSITE EVIDENCE FOR A SITE VISIT

**2022 ACEND Accreditation Standards-All Program Types**

# Standard 1: Program Characteristics and Resources

**All Programs:**

[ ]  RE 1.1: Copies of any reports from the accrediting agency related to accreditation status, if institution is not fully accredited by its accrediting agency

[ ] RE 1.3: Tour of facilities

[ ] RE 1.3: Meeting minutes in which budget and resources are discussed, if applicable

[ ] RE 1.3: Examples of learning resources available to students/interns

[ ]  RE 1.5: Student/intern and graduate files showing adherence to outlined procedures for recording keeping

[ ]  RE 1.5: Examples of written communications with program faculty, preceptors and others involved with the program

[ ]  RE 1.5: Meeting minutes discussing accreditation

# Standard 2: Program Mission, Goals, Objectives, and Program Evaluation and Improvement

**All Programs:**

[ ] RE 2.1: Minutes from planning meetings or other documentation discussing development of mission, goals, objectives and review of the program evaluation plan.

[ ] RE 2.1: Historical data used to determine target measures

[ ] RE 2.2: Minutes from planning meetings or other documentation discussing review of program evaluation results *[Not applicable to program applying for candidacy]*

[ ]  RE 2.2: Completed evaluation surveys and/or other documentation supporting the data in the PEP (e.g., computer match results, completion records, focus groups, interview, Pearson VUE reports, etc.) *[Not applicable to programs applying for candidacy]*

[ ]  RE 2.2: Institutional documents demonstrating integration of outcomes evaluation with institution assessment, if applicable

[ ] RE 2.3: Minutes from planning meetings or other documentation discussing identification of program strengths and areas of improvement and development of short- and long-term strategies

# Standard 3: Curriculum and Learning Activities

**All programs:**

[ ] RE 3.1: Examples of completed student or intern projects as evidence of breadth and depth in the curriculum and educational approaches used *[Not applicable to programs applying for candidacy]*

[ ] RE 3.2: Textbooks, either digital or hard copy, noted in course syllabi

[ ]  RE 3.2: Minutes from planning meetings or other documentation that show discussions of curricular planning

[ ] RE 3.3: Examples of completed assignments that show the learning activities described in the template

# Standard 4: Student Learning Outcomes Assessment and Curriculum Improvement

**All Programs:**

[ ] RE 4.1: All assessment methods documented in 4.1-4.2 Assessment Table (Assessment methods may be detailed in course syllabi or provided separately)

[ ] RE 4.1: Example of evidence of the process that is done to track student/intern achievement of the core knowledge and/or competencies for those assessments noted in column C of the Assessment Table.

[ ] RE 4.3: Minutes from meetings or other documentation of the program’s curriculum review process [Not applicable to programs applying for candidacy]

[ ] RE 4.3: Examples of input collected from students/interns about the curriculum *[Not applicable to programs applying for candidacy]*

# Standard 5: Faculty and Preceptors

**CP, DI, DT, FDE:**

[ ] RE 5.1: *(Candidacy programs only)* Show evidence of plans for adequate preceptors such as progress of written agreements with facilities including fully or partially executed agreements, communications to potential preceptors detailing expectations, preceptors expressing interest or confirming intent to accept students/interns.

**All Programs:**

[ ] RE 5.2: Evidence that orientation and training has been completed (agenda, outline, and/or materials covered in orientation)

[ ]  RE 5.2: Evidence, such as a curriculum vitae/resume, of the program faculty demonstrating credentials and continued competence appropriate to teaching responsibilities

[ ] RE 5.4: Samples of completed faculty and/or preceptor evaluations completed by students/interns as applicable according to program type *[Not applicable to programs applying for candidacy]*

**CP, DI, DT, FDE:**

[ ]  RE 5.3 Evidence that preceptor orientation and training has been completed [agenda, outline, and/or materials covered in orientation}

[ ] RE 5.3 Evidence of preceptor credentials and continued competence appropriate to precepting responsibilities (use individual curriculum vitae/resume or optional template titled “Preceptor Qualifications”)

**Standard 6: Supervised Practice Sites**

**CP, DI, DT, FDE:**

[ ] RE 6.1: Written agreements for all facilities where current students/interns will be placed for supervised practice throughout the academic year, signed by the appropriate individuals from each organization. *[Not applicable to programs applying for candidacy].*

[ ] RE 6.1: Examples of completed facility evaluations *[Not applicable to programs applying for candidacy]*

#

# Standard 7: Information to Prospective Students and the Public

**All Programs:** No onsite evidence required

# Standard 8: Policies and Procedures for Enrolled Students

**All Programs:**

[ ] RE 8.1: Student/intern files with evidence of how the policies and procedures are being implemented *[Not applicable to programs applying for candidacy]*

[ ] REs 8.1 & 8.2: Examples of how retention and remediation procedures have been applied, if applicable *[Not applicable to programs applying for candidacy]*

 *Note: RE 8.1b – The policy is being followed to assist the student/intern as soon as their challenge or the concern is identified; timely support*

 *Note: RE 8.2K—The policy is provided to students/intern and the policy includes remedial instruction and/or tutoring*

[ ] RE 8.2h: Documents showing adherence to outlined procedures if complaints have been received *[Not applicable to programs applying for candidacy]*

[ ] RE 8.2h: Chronological record of students’ complaints, including the resolution, for past seven years *[Not applicable to programs applying for candidacy]*

[ ] RE 8.2j: Examples of how prior learning is assessed for course or supervised practice credit, if applicable

[ ] RE 8.2l: Examples of how disciplinary/termination procedures have been applied, if applicable *[Not applicable to programs applying for candidacy]*

**CP, DI, DT, FDE:**

[ ] RE 8.1: Completed forms tracking supervised practice hours for individual students/intern *[Not applicable to programs applying for candidacy]*