CHECKLIST OF ONSITE EVIDENCE FOR A SITE VISIT

**ACEND Accreditation Standards**-**Advanced Practice Doctorate (APD)**

# Standard 1: Program Characteristics and Resources

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

RE 1.5: Student and graduate files showing adherence to outlined procedures for recording keeping *[Not applicable to program applying for candidacy]*

RE 1.5: Examples of written communications with program faculty, research advisors, residency mentors, and others involved with the program

RE 1.5: Meeting minutes discussing accreditation

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

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 *[Not applicable to program applying for candidacy]*

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., completion records, focus groups, interviews, 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

RE 3.1: Examples of completed student work 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

# Standard 4: Competency Assessment and Curriculum Improvement

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

RE 4.2: Example of evidence of the process that is done to track student achievement of the 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 about the curriculum *[Not applicable to programs applying for candidacy]*

# Standard 5: Faculty, Research Advisors, and Residency Mentors

RE 5.1: *(Candidacy programs only)* Show evidence of plans for adequate residency mentors such as communications to potential residency mentors detailing expectations, mentors expressing interest, or confirming intent to accept students.

RE 5.2: Evidence that faculty orientation and training has been planned or 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 5.3: Evidence that residency mentor orientation and training has been planned or completed [agenda, outline, and/or materials covered in orientation]

RE 5.3 Evidence of residency mentor credentials and continued competence appropriate to serve as advanced level coaches, advocates, and role models. (use individual curriculum vitae/resume or optional template titled “Residency Mentor Qualifications”)

RE 5.4: Samples of completed faculty, research advisor, and residency mentor evaluations completed by students as applicable according to program type *[Not applicable to programs applying for candidacy]*

**Standard 6: Advanced Practice Residency Sites**

RE 6.1: Written agreements for all advanced practice residency sites where current students are placed for residency, signed by the appropriate individuals from each organization.

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

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# Standard 7: Information to Prospective Students and the Public

No onsite evidence required

# Standard 8: Policies and Procedures for Enrolled Students

RE 8.1: Student 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]*

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