CHECKLIST OF ONSITE EVIDENCE FOR A SITE VISIT

**Future Education Model Accreditation Standards (GP)**

# 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

RE 1.5: Student 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, and Objectives

**All Programs:**

RE 2.1: Minutes from planning meetings or other documentation discussing development of mission, goals, objectives and 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., completion records, focus groups, interviews, Pearson VUE reports, etc.) *[Not applicable to programs applying for candidacy]*

RE 2.2: Institutional documents demonstrating integration 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: Textbooks, either digital or hard copy, noted in course syllabi

RE 3.1: Minutes from planning meetings or other documentation that show discussions of curricular planning

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

# Standard 4: Competency 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: Examples of projects completed by students demonstrating achievement of competencies *[Not applicable to programs applying for candidacy]*

RE 4.1: 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.*[Not applicable to programs applying for candidacy].*

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 and Preceptors

**All Programs:**

RE 5.1: *(Candidacy programs only)* 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.

RE 5.2: Evidence that faculty 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 5.3 Evidence that orientation has been completed and training on the strategies to recognize and monitor bias in self and others and how to reduce instances of microaggressions and discrimination has been offered (agenda, outline, and/or materials covered in orientation). [Not required of programs applying for candidacy].

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”)

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

**Standard 6: Supervised Experiential Learning Sites**

**All Programs:**

RE 6.1: Written agreements for all facilities where current students will be placed for supervised experiential learning 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]*

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# 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 files with evidence of how the policies and procedures are being implemented *[Not applicable to programs applying for candidacy]*

RE 8.1: 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 as soon as their challenge or the concern is identified; timely support*

RE 8.1c: Completed forms tracking supervised experiential learning hours for individual students *[Not applicable to program applying for candidacy]*

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

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

RE 8.2i: Examples of how prior learning is assessed for course or supervised experiential learning hours/credit, if applicable

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

*Note: RE 8.2k – The policy is provided to students and the policy includes remedial instruction and/or tutoring*

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