



## **PREPARATION CHECKLIST AND QUESTIONNAIRE FOR THE QUALITY ASSURANCE VISIT (QAV)**

Institution: \_\_\_\_\_ City/State: \_\_\_\_\_ Date: \_\_\_\_\_

Your institution will be undergoing a Quality Assurance Visit (QAV), which is typically scheduled at approximately the mid-point of your grant of accreditation to assure the quality of your institution and its programs. In preparation for the visit, the documents and/or supplemental information identified below must be prepared and provided at the time of the QAV:

### **PREPARATION CHECKLIST FOR THE QUALITY ASSURANCE VISIT**

- Organizational chart and/or staff listing.
- Catalog and completed ACCET Document 29 – Catalog Guidelines and Checklist.
- Enrollment agreement and completed ACCET Document 29.1 – Enrollment Agreement Checklist.
- List of current students, which identifies each student's program, training start date, and scheduled end date.
- List of former students who graduated, withdrew, or dropped in the past six months, which identifies each student's program, training outcome (e.g. graduated, dropped, etc.), training start date, scheduled training end date, and last date of attendance.
- All recruitment/advertising materials utilized by the institution in the past six months.
- Document 28.1 – Completion and Placement Statistics completed for each program for the prior calendar year. Additionally, provide Document 28.1 for each program for the current calendar year (year-to-date), except for visits conducted in the first quarter of the year.
- If applicable, a copy of the current state license/approval institution and any State review conducted since the last accreditation visit.
- If applicable, a copy of any Program Review completed by the U.S. Department of Education (USDE) and the institution's most recent Student Financial Aid (SFA) audit, along with all related correspondence to/from USDE.

Additionally, various supplemental documentation will need to be accessed during the course of this on-site review. The institution will be asked to provide:

- All completion and placement supporting documentation for the selected sample to be reviewed and verified by the Commission Representative.
- All supporting refund documentation (billing/payment records, daily attendance, check/electronic transmittals, etc.) for the selected sample to be reviewed and verified by the Commission Representative.

**QUESTIONNAIRE FOR QUALITY ASSURANCE VISIT**

Additionally, the institution must provide the following information for review by the Commission Representative at the time of the visit:

A. List five improvements that have been made to the institution and/or its programs since the last ACCET accreditation on-site visit.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

B. **CORRECTIVE ACTIONS:** Demonstrate that corrective actions identified in the institution's response to the previous team report from the last accreditation visit were effectively implemented and that the areas of non-compliance were resolved.

For each Standard with a 1 or 2 rating in the previous team report, provide below a brief narrative update and supporting documentation to demonstrate that the institution has sustained efforts to correct the deficiencies identified in the team report and to maintain compliant with ACCET standards, policies, and practices.

1. Standard\_\_\_\_\_

- Narrative update and supporting documentation to demonstrate that the issue was resolved and the weakness eliminated:\_\_\_\_\_

\_\_\_\_\_

2. Standard\_\_\_\_\_

- Narrative update and supporting documentation to demonstrate that the issue was resolved and the weakness eliminated:\_\_\_\_\_

\_\_\_\_\_

3. Standard\_\_\_\_\_

- Narrative update and supporting documentation to demonstrate that the issue was resolved and the weakness eliminated:\_\_\_\_\_

\_\_\_\_\_

4. Standard\_\_\_\_\_

- Narrative update and supporting documentation to demonstrate that the issue was resolved and the weakness eliminated:\_\_\_\_\_

\_\_\_\_\_

5. Standard\_\_\_\_\_

- Narrative update and supporting documentation to demonstrate that the issue was resolved and the weakness eliminated:\_\_\_\_\_