

The Accreditation
Visit

What to expect when you
host the
COE Accreditation Visit

November 21, 2014

Planning the Dates

- COE staff (Sue Schooler or Renee Pellom) will contact the school to request three possible visit dates after the Commission approves candidacy for the school
- Most visits are generally Monday afternoon through Thursday morning
- Visit cannot be 18 months beyond the date of Candidate Academy attendance
- Visit cannot be sooner than 6 months from the date the Commission approves candidacy for the institution

At least 60 days prior to the accreditation visit, COE must receive:

- A second audited financial report covering time in which the school was in candidate status (the first report was submitted with the candidate application)
- The Completion/Placement/Licensure report from the COE Self Study showing that a *majority* of the school's programs meet the Council's 60/70/70 benchmarks

The Preliminary Visit



- ☞ Scheduled 30 days prior to the accreditation visit
- ☞ Team Leader will tour the campus, review sample exhibit files, and outline an agenda with the school director
- ☞ Accommodations and social activities for the visiting team will be approved by the Team Leader
- ☞ Team Leader will also approve the SSR (final draft should be sent to the TL at least a week before the Preliminary Visit)
- ☞ Preliminary Visit agenda is outlined on pp. 23-24 of the *Guidelines for Accreditation Visiting Team Members*

Special Note about the Self-Study Report



- ☞ The school's first SSR is to be prepared in the way described in the *Self-Study Report for Beginners* workshop in the COE Candidate Academy
- ☞ If your accreditation Team Leader advises you to prepare the SSR in a different way from that presented in the Candidate Academy, tell the TL that you want to discuss this request with Council staff and contact Alex Wittig at COE immediately

DAY 1: Monday



- ☞ Team members arrive at the host city in the afternoon
- ☞ School should arrange to take team members from the airport to the chosen hotel
- ☞ Team Leader and team members have an orientation at the hotel
- ☞ Evening social function introduces the accreditation team to school personnel

DAY 2: Tuesday



- ☞ School director provides a welcome message to the team and summarizes the school's self-study process
- ☞ Campus tour
- ☞ Review of Standard 2 Program files
- ☞ Working lunch
- ☞ Faculty and student interviews
- ☞ Clinical, externship site visits
- ☞ Option: dinner with school leadership team

DAY 3: Wednesday



- ☞ Review of Standards exhibit files
- ☞ Administrative staff interviews
- ☞ Visits to satellite campuses
- ☞ Accreditation team prepares the draft report
- ☞ Check sheet criteria will be marked YES, NO or N/A
- ☞ Recommendations, suggestions and commendations are finalized
- ☞ Typically the team has dinner on its own

DAY 4: Thursday



- ☞ Team does any last-minute interviews and completes all the check sheets
- ☞ Team report is finalized
- ☞ Exit Meeting discloses team's findings and recommendations to the school leadership team
- ☞ Team immediately leaves the school

Special Considerations



- ☞ Number of team members depends upon the number of campuses and programs
- ☞ School should designate and provision a Team Workroom
- ☞ Team will give the institution every opportunity to demonstrate compliance to the check sheet criteria
- ☞ Team Report represents a consensus of opinions by all members of the team

After the Visit



- ☞ Team Leader has 30 days to submit the official team report to COE
- ☞ COE will send a copy to the institution
- ☞ The institution will have 30 days to prepare and submit a response to any recommendations or suggestions, or simply to request accreditation by the Commission
- ☞ Response report should follow specific format (*Guidelines*, p. 55)

Commission Action



- ☞ COE Commission will review the Self-Study Report, Team Report and Institutional Response
- ☞ Vote of accreditation will also include the number of years in the reaffirmation cycle
- ☞ Vote of deferral will ask for supplementary documentation
- ☞ Vote of denial of accreditation may be appealed (refer to *Policies and Rules of the Commission*, pp. 6-9)

Questions about the
Accreditation Visit?



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