

Date of On-site Review	
Facility Name	Facility Code
Facility Address	

Facility/Institutional Representatives:

NAME	POSITION
[Last name, First name].	Enter position/title.
[Last name, First name].	Enter position/title.
[Last name, First name].	Enter position/title.
[Last name, First name].	Enter position/title.
[Last name, First name].	Enter position/title.
[Last name, First name].	Enter position/title.
[Last name, First name].	Enter position/title.

i Prior to the on-site visit, request to observe (either on-site or virtually if necessary) specific classes/courses you have identified. The questions under the subsections titled “faculty” and “class content” should be answered based on individual class/course observations. For the facility instructor information table directly below this, select from the drop down boxes (or type in your answer if the choice is not available in the drop down) the type of facility and program level, followed by entering the name of the class/course being observed with the contact information for the instructor.

FACILITY INSTRUCTOR INFORMATION	
Type of Facility	
Program Level	
Class/Course Observed	
Instructor Information	
Name	
Title	
Email	
# of years in the field	
Other courses taught/Positions	

ON-SITE

Class/Course Observed	
Instructor Information	
Name	
Title	
Email	
# of years in the field	
Other courses taught/Positions	
Class/Course Observed	
Instructor Information	
Name	
Title	
Email	
# of years in the field	
Other courses taught/Positions	
Class/Course Observed	
Instructor Information	
Name	
Title	
Email	
# of years in the field	
Other courses taught/Positions	

INSTRUCTOR & COURSE REVIEW

FACULTY: <i>Click here to enter class/course name.</i>	YES	NO	N/A
Based on discussion with the class instructor and/or Program Chair, do they appear knowledgeable in the field?			
Is there evidence that staff and faculty are generally knowledgeable about institutional resources? (i.e., Are they aware of what the facility has to offer students?)			
Does the instructor demonstrate a mastery of the content they are teaching?			
COMMENTS			

CLASS CONTENT: <i>Click here to enter class/course name.</i>	YES	NO	N/A
Is the class structured so that students have the ability to actively engage and ask questions when they do not understand the material?			
Is the technology that is being used to provide lessons sufficient for the purpose of the training being offered? (i.e. Can all students access the class and actively participate without many technology interruptions?)			
Are students engaged with the learning process and actively participating?			
Is the program delivered as described in the school's catalog and syllabi?			
Do the instructors have the necessary tools and equipment to successfully deliver each course as described in the catalog and syllabi?			
COMMENTS			

ON-SITE

FACILITIES

Tour the entire facility; and focus on the sections of the facilities that is related to the risk factor identified like (admissions, financial aid, student services, etc.). Additionally, tour classrooms and laboratories (as it relates to the risk factor) to review the equipment and instructional materials, visit classes and labs to observe students in training; and interview students and instructors as needed.

FACILITY/IN PERSON	YES	NO	N/A
Is the facility efficient enough to create an effective and suitable learning environment?			
Are the classrooms and laboratories sufficient in size and considered adequate space for the purpose of the training being offered?			
Does the facility have proper safety measures (accessible and safe entrances and exits for students, faculty and staff; keyed entries and/or a process for greeting guests and distinguishing a guest from students, faculty and staff; security if needed for unwanted guests)?			
Is the facility using a program/software that allows students to access information effectively and efficiently?			
Is the financial aid office staffed and equipped to meet students' and veterans' needs?			
Is there evidence that the school provides students with general information/guidance that can be helpful to them? (i.e., Do students know where the financial aid office is, where to get help, where to report an incident., as well as how to use those supports etc.?)			
FACILITY/VIRTUAL (These questions can also be used in cases where there is hybrid instruction taking place.)	YES	NO	N/A
Is the facility using a program/software that allows students to access information effectively and efficiently?			
Is the technology that is being used for student services easily accessible? (i.e., Can all students access their schedules, add/drop classes, access their financial information?)			
Is there evidence that the school provides students with general information/guidance that can be helpful to them? (i.e., Do students know where the financial aid office is, where to get help, where to report an incident., as well as how to use those supports etc.?)			
Does the facility have sufficient and competent technical assistance staff?			
Can students easily access technical assistance/support staff?			
Is financial aid support provided and equipped to meet students' and veterans' needs?			
If there is a component of the course that requires more hands-on instruction (e.g. labs, field work, practice on subjects/patients), is there a clear and effective mechanism for how that occurs?			

COMMENTS

ON-SITE

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EQUIPMENT	YES	NO	N/A
Do the equipment, lab, and classroom materials, all appear satisfactory and appropriate for a learning environment?			
Is the environment conducive to learning including satisfactory basic health and safety standards?			
Are there any clear differences in environments that are being offered to various types of students?			
If applicable, does the school have current equipment that is similar to what you would see in the field?			
Are there enough learning stations for the student population?			
Is there any additional equipment or materials that you would recommend?			

COMMENTS

Ask the facility representative to show you where students can find additional learning resources for their programs. Learning resources would be in addition to materials required for students' programs and are intended to enhance students' training and educational experience. Resources may be housed in a traditional library setting, throughout the classrooms, online, or elsewhere at the facility/institution.

LEARNING RESOURCES	YES	NO	N/A
Are the resources current and relevant?			
Are there enough resources available to students?			
Are the resources at the appropriate skill level to enhance students' understanding of key concepts?			
Does it appear that learning resources are accessible, affordable, and that students use them?			
Does the school need any additional resources to support students in obtaining necessary skills?			

ON-SITE**COMMENTS**

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TEACHING DEVICES**YES****NO****N/A**

Does the school have relevant textbooks?

Do students have access to affordable textbooks and materials?

If applicable, does the school have resources, models, tools, technology, etc. needed for instructors to conduct demonstrations?

COMMENTS

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ADDITIONAL QUESTIONS FOR OTHER DEPARTMENTS

If there is a clinical component, do students face challenges in securing appropriate local clinical rotations?

YES**NO****N/A***For Admissions Office:*

Are there quotas or suggested enrollment targets that form a basis for evaluation?

YES**NO****N/A**

If the answer to the question above was "Yes", what are those quotas or suggested enrollment targets?

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ON-SITE

Check where student records are stored and who has access to those records. Are they secure to protect student's personal information?

What is the process for assessing student outcomes?

What is the procedure for approving transfer credit, course substitutions, etc.?

What is the process for notifying students of their Satisfactory Academic Progress (SAP) (warning, probation, termination)?

What is the process for addressing student conduct violations?

ON-SITE VISIT RESPONSES

Initial Risk Screen Data:

Specific Questions: Areas for Further Inquiry	Rationale/Justification (Enter response from the facility)

Comments:

SAA Reported Risk Screen Metrics:

Specific Questions: Areas for Further Inquiry	Rationale/Justification (Enter response from Facility)

ON-SITE

Comments:

ON-SITE

B1. Student File Review

Specific Questions: Areas for Further Inquiry	Rationale/Justification (Enter response from facility)
Enrollment Agreement/Admissions:	
Prior Credit:	
Attendance Records:	
SAP/Conduct:	
Financial Ledger:	

Comments:

B2. Advertising and Marketing Review

Specific Questions: Areas for Further Inquiry	Rationale/Justification (Enter response from facility)
Comprehensive Set of Materials:	
Advertising, Marketing, and Recruiting Materials: <i>Advertising</i>	
Advertising, Marketing, and Recruiting Materials: <i>Enrollment Scripts</i>	
Misrepresentation:	

Comments:

B3. Financial Soundness Review

Specific Questions: Areas for Further Inquiry	Rationale/Justification (Enter response from facility)

Comments:

B4. Student Complaints Review

Specific Questions: Areas for Further Inquiry	Rationale/Justification (Enter response from the facility)
Sources of Complaints:	
Types of Complaints:	
Challenges Identified:	

Comments based on facility responses.

Student Survey/Student Interview

Specific Questions: Areas for Further Inquiry	Rationale/Justification (Enter response from the facility)

Comments:

ADDITIONAL NARRATIVE

A. Were additional documents or materials, if any, you requested provided during the on-site review?

B. Responses to specific questions not addressed somewhere else:

C. Other comments: