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PURPOSE

The purpose of this presentation is to provide critical information concerning a timetable of best-practices for accreditation compliance.

This seminar pertains to all member institutions and will present a month-to-month guide on compliance and associated documentation needed to fulfill COE requirements for accreditation.

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COMPLIANCE BEST-PRACTICES CALENDAR

To support the following institutions:

Public
Non-Public
Job Corps
Registered Apprenticeship
Federal

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Let's break it down

Compliance at a Glance...

- There are 10 standards representing institutional aspects to be evaluated by the COE accreditation process.
- Institutions are required to provide documentation to demonstrate compliance with each criterion of the standards.
- The following timetable and associated **Best-Practices** were created as a guide to help all institutions meet annual COE accreditation requirements.

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Some criteria identified in this presentation is not applicable to every institution. However, each institution should be aware of the criteria and consider how the timetable, and examples of evidence, can support their accreditation process as applicable to their institution.



Documentation of compliance of COE criteria often prepares institutions for reviews by other states and federal agencies, such as the Department of Education requirements.

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Let's start by look at this month (July) and some best-practices that will facilitate your accreditation.

As we review each month and best-practices, we will also identify potential exhibits.

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July

Attend the COE Summer Conference

- Attend the Self-Study Workshops (Part 1 and 2)
- How to Host a Visiting Team Workshop
- The Annual Report
- Reporting Student Data
- Team Member/Leader Training

Go on at least one COE Team Visit each year

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July (cont.)

- Annual Review of Follow-Up Plan by Faculty and Administration and revisions noted
- Document how follow-up information is used to improve program outcomes
- Distribute Follow-Up information to faculty and administration
- Distribute Health and Safety plan to employees
- Document that the Health and Safety Plan is in use
- Make Health and Safety plan available to students
- Spot check student records for accuracy and completeness
- Spot check personnel records for accuracy and completeness

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August

- Document progress toward achieving strategic plan objectives
- Document use of written, comprehensive student loan repayment program, if applicable
- Document requests for reasonable accommodations and services provided
- Plan recruitment activities
 - Open House
 - Billboards
 - School Tours
 - Social Media
 - Attendance at Community Events
 - High School Events

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September

- Evaluate the plan for addressing retention of students, and revise as necessary
- Document faculty and student input regarding student retention
- Document how the results of the evaluation of the retention plan are shared with faculty and staff

Remember: the Commission meets this month & don't forget to review your list of approved programs

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October

- Hold Occupational Advisory Committee Meetings (Main and Branch campuses)
- Update Advisory Committee Membership if changes have occurred since last meeting
- Utilize a standardized agenda/minutes format (Items may be added but not deleted.)
- Meeting Minutes and Employer Verification Forms should be checked for completeness and filed electronically by the Accreditation Liaison
- Complete Employer Verification Forms
- Evaluate written plan for placement services
- Share evaluation results of written plan for placement services with faculty and staff
- If not already started, review accreditation standards and verify evidence/exhibits to meet Annual Report compliance.

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November

Planning for the New Year and Wrapping Up the Old

- Update inventory of media equipment
- Update inventory of media resources
- Update instructional equipment inventories
- Complete annual evaluation of health and safety plan using input from employees and students
- Revise health and safety plan, if indicated
- Maintain documentation on completed professional growth opportunities for faculty
- *Document each faculty member's visitations and contacts with employers (e.g., Industry Visitation Record)*
- Finalize data for Annual Report

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Industry Visitation Record	
Instructor: _____	Date of Visit: _____
Business Visited: _____	
Approved by Supervisor (Required): _____	
Purpose of visit and relation to your program.	
1. What is the number one soft skill employees are lacking?	
2. How can you ensure we are preparing students appropriately?	
3. What position(s) will the company fill in the next two years?	
4. What personnel changes is the company anticipating with the filling of these positions?	
5. How can you improve your program to meet their personnel needs?	

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November (cont.)

- **Have faculty submit requests for new books, equipment, uniforms, other materials for new school year**
- **Review and update syllabi, instructional materials, lesson plans, program objectives, competency tests, etc.**
- **Conduct a self-audit of refunds and financial aid records**
- **Begin work on master course schedule for upcoming year**
- **Identify potential team members that can participate on visits next year**

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Attend the COE Annual Meeting

- Learn about and discuss any changes to COE policies/procedures
- Read the updates to the Policies and Rules of the Commission Manual
- Read the updates to the Handbook of Accreditation

Changes are highlighted in blue if voted on by the membership

Changes are highlighted in yellow if a mandate from US DOE

- Attend the Self-Study Workshops (Part 1 and 2), How to Host a Visiting Team Workshop, The Annual Report, Reporting Student Data, and even the Team Member Training

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December

- Audited Financials Due to COE for year ending June 30
- COE Annual Report (*Moving to March*)
- Review and update Employee Handbook
- Review and update Catalog/Publications
- Review and update website
- Update all recruitment and advertising materials
- Collect all public relations materials for year
- Verify all employee credentials and update personnel files (high school diploma, licensures, industry certifications, years of experience, etc.)

Remember: the Commission meets this month & don't forget to review your list of approved programs

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December (cont.)

- Review and Update Organizational Chart (Positions match with job descriptions)
- Verify admission policies and procedures are current
- Review and Update COE approved program list
- Ensure program names are correct on the website, catalog, and all materials used for public relations
- Review the items COE requires to be included in the catalog and/or on-line publications using the worksheet titled “Criteria for Publications”
- Verify correct use of COE Seal

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December (cont.)

- Review and revise student orientation form, if indicated
- Prepare Annual Budget
- Conduct annual evaluations of both full-time and part-time employees
- Deep clean facility and address safety requirements (disposal of sharps containers, removal of HazMat waste/oil, fire extinguishers checked, etc.)

Note: Ensure facilities and safety codes meet Local, State, and Federal mandates. Most Local and State safety codes are aligned to Federal OSHA criteria

(E.g., According to OSHA [29 CFR 1910.157(e)(2), employers must perform a visual inspection on portable fire extinguishers at least once per month. Monthly fire extinguisher self-inspections can be completed in-house by one of your own employees. Monthly inspections must be documented.

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January

- Update COE Permanent Accreditation File
- Hold Annual Inservice/Meeting and cover Policies and Procedures Manual
- Have employees sign that they have read the updated Policies and Procedures Manual
- Update job descriptions, if indicated
- Schedule orientation for all new employees and document participation
- Document training has been provided for faculty who use technology in distance education instruction
- Update community/school event calendar
- Restock First Aid Kits
- Negotiate custodial service contracts

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February

- Update Occupational Advisory Committee Membership Lists
- Verify that advisory committee members meet all requirements to serve
- Renew written agreements with work-based activity partners
- *Review and revise as needed ALL the institution's plans*
- *Provide and support professional growth opportunities for faculty*

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Professional Development Plan																				
Name:		Position:		Date From:		To:														
<table border="1"> <thead> <tr> <th>Training, Learning, Development Needs</th> <th>Priority</th> <th>How will this be Met?</th> <th>Target Date</th> <th>Cost</th> <th>Evaluation- What was learned?</th> <th>Documentation of Participation</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>							Training, Learning, Development Needs	Priority	How will this be Met?	Target Date	Cost	Evaluation- What was learned?	Documentation of Participation							
Training, Learning, Development Needs	Priority	How will this be Met?	Target Date	Cost	Evaluation- What was learned?	Documentation of Participation														

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February (cont.)	
<ul style="list-style-type: none"> ➤ Review the adequacy and improvement of all facilities plan to identify additional needs and improvements made ➤ Conduct safety inspection of all physical facilities ➤ Complete annual evaluation of the operation and maintenance of all physical facilities plan and revise as needed ➤ Make operation and maintenance plan available to employees and students ➤ <i>Update Occupational Advisory Committee Membership</i> 	

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2020-21 Occupational Advisory Committee Membership
Practical Nursing Program

Name	Job Title	Business Address	Telephone	Email Address	Work Experience

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March

- **Hold Occupational Advisory Committee Meetings (Main and Branch campuses)**
- ***Utilize a standardized agenda/minutes format (Items may be added but not deleted.)***
- **Meeting Minutes and Employer Verification Forms should be checked for completeness and filed electronically by the Accreditation Liaison**
- **Complete Employer Verification Forms**
- **Document progress toward achieving strategic plan objectives**
- **Conduct safety inspections of instructional equipment and supplies**

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Practical Nursing Occupational Advisory Committee Meeting
Agenda/Minutes
 Tuesday, June 8, 2021, 9:30 a.m., Practical Nursing Classroom

Members Present: Name, Title, Organization

Members Absent: Name, Title, Organization

Agenda Item	Discussion	Action/Recommendation
Welcome/Called to Order		
Introductions		
Purpose		
Selection of Chairperson		
Review and Approval of Minutes of last Meeting		
Review and Approval of Program Mission		
Program Objectives		
Admission Requirements		
Program Content		
Competency Testing		
Learning Activities		
Instructional Materials		
Equipment		
Program Evaluation Methods		
Instructional Delivery Methods		
Skills Required for Completion		
Clinical Sites for Program		
Employer Verification Forms		
Enrollment Numbers		
CPL Data		
Next Meeting Date		
Adjournment		

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March (cont.)

- **Evaluate the effectiveness of media service and use results to modify and improve media services**
- **Select learning resources (media services, technology, facilities, and materials) with input from faculty**

Remember: the Commission meets this month & don't forget to review your list of approved programs

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April

- **Update Institutional Advisory Committee Membership**
- Document the Plan to Ensure the Privacy, Safety, and Security of Data is in use
- Revise Technical Infrastructure Plan, if needed
- Make basic information on the Technical Infrastructure Plan available to administration, faculty, and students
- Evaluate the written plan for determining the effectiveness of student services
- Share results of the evaluation of the written plan for determining the effectiveness of student services with faculty and staff

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2021 – 2022 Institutional Advisory Committee Membership (School Name)

Name	Job Title	Business Address	Telephone	Email Address	Work Experience

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May

- ***Hold Institutional Advisory Committee Meeting***
- **Review of Strategic Plan by IAC**
- **Review and approval of Mission Statement**
- **Document community involvement by IAC**
- **Review and approve recruitment materials and media for truthfulness and accuracy**
- **Review of Strategic Plan by faculty and administration**
- **Revise strategic plan, if indicated**

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Institutional Advisory Committee Meeting (Date, Time, Location)

Members Present:

Members Absent:

Agenda Item	Discussion	Action/Recommendation
Welcome		
Introductions		
Purpose		
Selection of Chairperson		
Approval of Minutes from last Meeting		
Review of Mission Statement		
Review of Strategic Plan and Update on Progress		
Completion/Placement/Licensure Data		
Review of Marketing Materials		
Review of Plan for Improvement of Physical Facilities and Technical Infrastructure		
Review of Operations and Maintenance of Physical Facilities Plan		
Review of Health and Safety Plan		
Recommendations on How to Retain Students in all Programs		
Additional Agenda Items		
Adjournment		

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June

- Audited Financials Due to COE for year ending December 31
- Confirm programs using Course Prep hours meets requirements
- Assess the effectiveness of distance education infrastructure to determine if it is meeting the needs of students and staff
- Update file on all student and employee grievances
- Verify that students have received an orientation to technology
- Look out for COEs call for nominations

Remember: The Commission meets this month & don't forget to review your list of approved programs

Note: For Federal schools, work with financial personal to identify funding requirements associated with next fiscal year travel to COE meetings, annual dues, volunteer team member/leader visits, etc.

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2022

JANUARY							APRIL							JULY							OCTOBER							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
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2	3	4	5	6	7	8	3	4	5	6	7	8	9	3	4	5	6	7	8	9	2	3	4	5	6	7	8	
9	10	11	12	13	14	15	10	11	12	13	14	15	16	10	11	12	13	14	15	16	9	10	11	12	13	14	15	
16	17	18	19	20	21	22	17	18	19	20	21	22	23	17	18	19	20	21	22	23	16	17	18	19	20	21	22	
23	24	25	26	27	28	29	24	25	26	27	28	29	30	24	25	26	27	28	29	30	23	24	25	26	27	28	29	
30	31													31							30	31						

FEBRUARY							MAY							AUGUST							NOVEMBER						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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20	21	22	23	24	25	26	22	23	24	25	26	27	28	21	22	23	24	25	26	27	20	21	22	23	24	25	26
27	28						29	30	31					28	29	30	31				27	28	29	30			

MARCH							JUNE							SEPTEMBER							DECEMBER						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
6	7	8	9	10	11	12	5	6	7	8	9	10	11	4	5	6	7	8	9	10	4	5	6	7	8	9	10
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20	21	22	23	24	25	26	19	20	21	22	23	24	25	18	19	20	21	22	23	24	18	19	20	21	22	23	24
27	28	29	30	31			26	27	28	29	30			25	26	27	28	29	30		25	26	27	28	29	30	31

Red Letter Months: Indicates Commission Meetings

Note: If a school visit goes well, then it is very likely that:

- Schools that had visits in **Nov**, **Dec**, or **Jan** can expect a **March** review by the Commission.
- Schools that had visits in **Feb**, **Mar**, or **Apr** can expect a **June** review by the Commission.
- Schools that had visits in **May**, **Jun**, or **Jul** can expect a **September** review by the Commission.
- Schools that had visits in **Aug**, **Sept**, or **Oct** can expect a **December** review by the Commission.

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Always keep COE Requirements in Mind

Other Best-Practices for accreditation compliance:

- Involve the entire staff—accreditation is not a one person show.
- Use the names of programs and job titles consistently in all documents.
- Use the most current version of forms.
- Date any revisions made to plans, policies, procedures, catalogs, etc.
- Schedule staff meetings as needed and maintain minutes with dates, times, and attendance.

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Other Best-Practices for accreditation compliance (cont.)

- Encourage staff to attend state and federal conferences.
- Photos used in marketing materials must represent programs, services, equipment, etc. that is specific to your institution.
- Schedule staff responsible for accreditation compliance to attend COE Summer Conference and/or Annual Meeting.
- Before a student exits the institution, obtain contact information for a friend or family member who will always know how to contact the student.
- When questions arise about compliance, contact the COE staff for assistance.

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Other Best-Practices for accreditation compliance (cont.)

- **Use the same terminology that appears in the check sheets and manuals**
- **Pay attention to detail—accuracy of information, required signatures, etc.**
- **Utilize the resources found on COE's website-Manuals, Forms, Check Sheets, etc.**

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Questions ???

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