

TRACS SCHOOL – ACCREDITATION READINESS SELF-ASSESSMENT

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We hope this form will help you self-assess your institution's readiness. Proper documentation for each item listed below is KEY to ensuring your school obtains and maintains accreditation. This is a suggested general list to get you started. Additional items may apply depending on your institution's specifics.

		Check the box that applies		
		In compliance	Taking Steps Towards Compliance	Institution Needs Training
1	Compliance Exhibits: The institution has prepared an exhibit for each accreditation evaluation area to demonstrate compliance with TRACS standards. We advise reviewing TRACS Demonstrating Compliance: Evaluative Criteria and Typical Documentation for an explanation of each criterion and recommended exhibit documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The Policies and Procedures Manual is aligned with state and TRACS Standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	The Operations Manual is aligned with state and TRACS Standards (forms and guidelines used by each department).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	The Institution Catalog complies with state, boards, and TRACS requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Website, Advertising, and Recruitment comply with state and TRACS requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	President and/or Compliance-Accreditation Officer annually attend TRACS Conference and Workshops . Persons attending share information with institution staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Training to Staff and Faculty: personnel has been trained on TRACS standards , how to prepare the Self-Study, Strategic Plan, Assessment Plan, and Compliance Exhibits .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Designated Accreditation Committee Members. Meeting weekly for follow-up on progress towards completing the Self-Study, Compliance Exhibits, and Applications .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Designated Institutional Planning Committee Members. Meeting regularly. Issued first annual Strategic Plan, and Assessment Plan .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Budget: projected budget is issued annually and includes line items to comply with TRACS standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Annual Operations Calendar: issued annually and shared with staff and faculty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Planning Days: the institution has designated two planning days a year when it is closed to the public. During these two days, the school provides personnel training and conducts the required annual meetings. <i>Note: Planning days are a recommendation, not an accreditation requirement.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Board Meetings: conducted at least annually and in compliance with TRACS standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Financial Meeting: conducted quarterly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	All-Staff Meeting: conducted annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Faculty Meeting: conducted at least twice a year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Program Reviews by Faculty: conducted annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Strategic Plan: annually issued and followed by quarterly review meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

20	Assessment Plan: annually issued and followed by quarterly review meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Surveys: Student, Graduate, Employer, Employees, Externship Sites, and Policies surveys conducted annually. Survey reports presented at institution meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Student Orientation: proper orientation is provided prior to enrollment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Student Files: the files follow a checklist and best practices (admissions, graduate, withdraw, academic files). Refund Calculations are completed and documented within the expected timeframe. Student files are audited at least once a year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Employee Orientation: provided at the time of hiring employees, contractors, and adjunct faculty according to responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Employee Files: the files follow a checklist and best practices. Employee files are audited at least once a year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Employee Performance Reviews: conducted annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	Faculty and Class Observations: conducted within the first month of employment and at least annually thereafter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Syllabi, Lesson Plans, Rubrics, Theory, and Practical Evaluations: are revised annually. Students receive syllabi by the first day of class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Clinical Externship Agreements: there are sufficient clinical externship agreements for students to complete the practical experience as expected. Agreements are executed and current.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	Distance Education: proper LMS, SIS, electronic library, experienced instructors, admissions, student services, and record keeping are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	Professional Development: All personnel (faculty members and administrative staff) complete 8 hours of continuing education annually related to their employment responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Zoning: the institution maintains current city, county, and state permits (occupational permits, fire inspection reports, any other as appropriate).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	Insurance Policies: current liability insurance, employee dishonesty, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	Grievances, Accidents, and Incidents: properly documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36	Evacuation Plans: posted in each room. Fire Drills: conducted at least twice a year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	Inventories: the institution maintains an inventory of equipment and supplies (learning resources, library, administration, and operations). Inventories are revised at least annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38	School State License: renewed and data reported as required. The institution meets minimum passing rates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39	Additional Board and State Permits: renewed and data reported as appropriate. The institution meets minimum passing rates. Examples: Board of Nursing, Electrology, Massage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40	Financial Audits: annual reports in compliance with state, TRACS, and any additional regulatory entity overseeing the institution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41	Data Reporting: school data is reported annually. The institution complies with expected outcome benchmarks (graduation, employment, licensure).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Need assistance with your institution's TRACS initial accreditation? We are glad to help. Visit our [TRACS Accreditation Page](#) for the application process information and additional reference guides. Visit [TRACS Accreditation Consulting](#) for a list of the services we provide. Request a complimentary consultation. [Bayside Projects Consulting.](#)