

COE 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	The Policies and Procedures Manual is aligned with COE Standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	The Operations Manual is aligned with COE Standards (forms and guidelines used by each department).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	The Institution Catalog complies with state, boards, and COE requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Website, Advertising, and Recruitment comply with COE requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Attended COE Candidate Workshop . President and/or Compliance-Accreditation Officer annually attend COE Conferences and Workshops . Persons attending share information with institution staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Training to Staff and Faculty: personnel trained on COE standards , how to prepare the Self-Study and Exhibits .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Designated Self-Study Committee Members. Meeting weekly for follow-up on progress towards completing the Self-Study and Exhibits .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Budget: projected budget is issued annually and includes line items to comply with COE policies and plans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Annual Operations Calendar: issued annually and shared it with staff and faculty.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	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"/>
11	Institutional Advisory Committee Meeting: conducted annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Occupational Advisory Committee Meetings: conducted annually (one per program).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Financial Meeting: conducted quarterly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	All-Staff Meeting: conducted annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Faculty Meeting: conducted at least twice a year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Program Reviews by Faculty: conducted annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Strategic Plan: annually issued and followed by quarterly review meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Surveys: Student, Graduate, Employer, Employees, and Policies surveys conducted annually. Survey reports presented at institution meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Student Orientation: proper orientation is provided prior to enrollment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	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"/>

21	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"/>
22	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"/>
23	Employee Performance Reviews: conducted annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Faculty and Class Observations: conducted at least annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	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"/>
26	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"/>
27	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"/>
28	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"/>
29	Faculty Contact with Community Professionals: all faculty members annually visit professionals employed in their field of instruction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	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"/>
31	Insurance Policies: current liability insurance, employee dishonesty, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	Grievances, Accidents, and Incidents: properly documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Evacuation Plans: posted in each room. Fire Drills: conducted at least twice a year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	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"/>
35	School State License: renewed and data reported as required. The institution meets minimum passing rates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36	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"/>
37	Financial Audits: annual reports in compliance with state, COE, and any additional regulatory entity overseeing the institution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38	Data Reporting: data is reported annually on COE's portal. The institution complies with COE Program Outcome Benchmarks (completion, placement, licensure).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39	COE File: the institution maintains a file with a copy of all communications with COE and current COE Manuals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REGARDING THE USE OF CONSULTANTS AND OUTSIDE PERSONNEL FOR PREPARING THE SELF-STUDY AND EXHIBITS

COE standards require that the institutions' personnel *be the only ones* to prepare, revise, and edit any documents required in the accreditation process. COE allows consultants to *provide training* regarding the standards, the accreditation process, and the school operation best practices. We recommend familiarizing yourself with *COE's Handbook of Accreditation – Use of Consultants* before engaging a consultant or outside personnel.

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