

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 the official Institutional Eligibility Requirements for Institutions Seeking Applicant Status 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.](#)