

# COE SCHOOL GUIDE – PREPARING THE EXHIBITS

## Bayside Projects Consulting Free Download Reference Guide

Digital Exhibits will demonstrate your institution’s compliance with COE standards. The accreditation visiting team will review each criterion narrative response in the Self-Study and its corresponding Exhibit to determine compliance.

### RECOMMENDATIONS FOR PREPARING THE EXHIBITS

1. Attend COE Creating Digital Files Workshop.
2. Download Creating Digital Files Workshop presentation.
3. Provide training to Self-Study committee members.
4. Create sample exhibits and share them with your team.
5. Each committee team prepares exhibits with the assistance of additional school personnel.
6. Exhibits to contain at least one document. For non-applicable exhibits, include a page stating so.
7. Make each exhibit readable and consistent. Follow the instructions provided in the workshop handout.
8. All administrative personnel and faculty must participate in the Self-Study and Exhibits creation, review, editing, and data collection.
9. Have draft Exhibits ready three (3) months before the scheduled accreditation visit.
10. Issue final Exhibits two (2) months before the scheduled accreditation visit.
11. The Team Leader reviews Exhibits and provides feedback during Preliminary Visit.
12. Make corrections to Exhibits as per the Team Leader's recommendations.

### REFERENCES

Self-Study Manual available on [COE’s Manual Page](#).

Latest COE Workshop Handouts are available on [COE’s Handouts Page](#).

### 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](#)