

EAB SCHOOL VISITS

Process Overview

Visit Types

- *Comprehensive:* non-accredited schools will be visited every three years and accredited schools at the mid-point in accreditation cycle based on the last accreditation visit.
- *Annual:* an optional progress check of the school's institutional plan and goals, or specific issues, may be conducted.
- *New School:* schools that are not visited prior to approval will be visited within the first six months of operation, during the second year of operation, and then placed in a regular cycle.
- *Other:* a school visit may be triggered by a complaint or other concern, and would likely be unannounced.

Pre-Visit

- Initial letter and background information sent approximately two months prior to visit.
- EAB staff contacts the school to arrange site visit date, time and interview schedule.
- Student outcomes and satisfaction data for last three years are reviewed.
- The school catalog on file and the enrollment agreement, if used, are reviewed.
- The most recent renewal information and financial statements are reviewed.

Visit

- One-half to one-full day depending on size and complexity of the school.
- Tour facilities: verify school meets local occupancy, health and safety codes.
- Review student records system (*school will be required to make available files for new students, refunds, and graduates*).
- Verify student outcome and satisfaction data.
- Obtain current catalog, enrollment agreement, and advertising.
- Conduct interviews: owner/director/administrator, students, instructors, advisory committee members, employers, and graduates.
- Conduct an exit review with owner/administrator regarding findings and recommendations.

Post-Visit

- The EAB will send a letter of findings and assessment results within two weeks of visit.
- For minor problems, conduct a follow-up telephone interview.
- Request the school submit a written school improvement plan, by a date certain, with actions, timelines and outcomes to address all problems found/identified.
- For serious problems, conduct a six-month follow-up visit to verify school improvement plan implementation.