



Preparing for a Site Visit

2020 PRO BOARD CONFERENCE

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Introduction to Presentation Topics

- What will we cover in this session?
 - Before your Site Visit
 - During your Site Visit
 - After your Site Visit
- Questions, comments and concerns...

Site Visit Ahead

VIACOM





Before the Site Visit





Initial contact

- Accreditation
- You contact the Accreditation Manager

- Re-Accreditation
- Accreditation Manager or COA Chair contacts you

Start completing on-line system information?



Start completing on-line system information?



Process, Process and Process

- What are your processes?
- What are the steps in each of your processes?
 - Policies, procedures, and/or practices
- Do the above meet the criteria?

Self Assessment Process

- Gather information about your agency
- Review forms & documentation on the website
 - www.theproboard.org
- Assess your program using the following:
 - Criteria
 - Self Assessment document
 - Ask yourself, “Does our agency meet this?”
 - Get direction if you have questions – reach out!

Where are the Forms?

- Application
- Self Assessment
- Matrices
- Documents
- www.theproboard.org

On-line Application

- Application
 - What do I want to do?
 - Profile information of agency
 - Standards, editions, and levels being requested
 - Participation plan for certification registry
 - Note “Other Documents” to submit, if applicable



On-line Self Assessment.

- Three Sections
 - Program Administration (PA)
 - Test Development (TD)
 - Test Administration (TA)
- Complete all sub-criteria
- Note documents to be available at site visit



Top 5 Trouble Areas in the Self Assessment

- PA2 #1
- PA5 #1-4
- TD2 #2
- TD3 General
- TD4 Test Security in general

On-line Assessment Methodology Matrices

- Local validation of the test banks
- Complete the matrices
- Review instruction sheets

“Click submit”

- Accreditation Manager receives initially
- Technical Reviewer (Julie)
 - Review for required pieces are in the package
 - Review responses to make sure they provide a picture
 - Match matrices to levels, check for missing items
 - Make judgment on meeting the criteria but not final decision
- Return to Accreditation Manager
- Accreditation Manager assigns to a COA Review Team
- Accreditation Manager assigns to a Site Team

Site Team Assigned

- Site Team Leader contacts agency
- Site Team Leader collects COA team comments
- Leader and agency determine site visit dates
 - Work through site visit logistics
 - Discuss any concerns that might need to be addressed prior to scheduling a site visit

Site Visit Agenda

- Introduction of process by Site Team Leader
- Overview of the agency by agency representative
- Interviews of stake holders or current students
 - Facility tours
 - Review of Self Assessment (and COA Comments)
 - Review of Matrices
 - Observe test (optional)
 - Exit Interview



During the Site Visit

First Day – Getting Started

- Introductions
- Review agenda
 - Make adjustments as needed
- Agency gives presentation



Review of Documents

- Review Self Assessment and COA comments
 - Program Administration (PA)
 - Test Development (TD)
 - Test Administration (TA)



Review of Assessment Methodology Matrices

- Review
 - Assessment Methodology Matrices
 - Test Banks and Score sheets
 - Any supporting documentation



Other Agenda items

- Facility tour
- Interviews of constituents



Other considerations & logistics

- Hotels
- Meals
- After hours

Exit Interview

- Personnel and/or management available
- Verbal report
 - Noteworthy Elements
 - Suggestions
 - Requirements
- Recommendation to the COA



After the Site Visit

Site Visit Report

- Written Report
 - Draft to Accreditation Manager and COA Chair
 - Final to COA and agency



Committee on Accreditation - Site Visit Report

Agency Information

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Name of Agency	
Address	

Site Visit Information

Dates of Site Visit:		to	
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	Initial Accreditation		Re-Accreditation
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COA Decision (next meeting)

- Site team reports to COA
 - Site team reports the findings of the site visit
 - COA discusses
 - COA votes on status of accreditation

What about outstanding requirements?

- Agency works with Site Team to resolve these
- Agency submits required documentation
- When requirements are met
 - Site team amends the report to the COA
 - Site team recommends accreditation/re-accreditation

Accreditation/Re-Accreditation

- COA votes
- Agency is notified
- Agency receives a certificate
(at the next conference)





Questions or Comments?