



RECOMMENDATIONS FOR A SUCCESSFUL ON-SITE EVALUATION

Helpful Hints and Suggestions

My program has been approved for an on-site evaluation. What happens next?

The ASE Education Foundation has begun the process of assigning an Evaluation Team Leader (ETL) to your program. We make every effort to assign an ETL to your program within 30 days. Once an ETL confirms their availability, we will send you an e-mail containing contact information. The following are some hints and suggestions to help make the on-site evaluation process a positive experience.

The entire evaluation process should be viewed with the goal of overall program improvement. However, since the evaluation requires the program to be reviewed by their peers, a certain amount of anxiety can be expected. Some say that anxiety results from the pride instructors and administrators have in their school, their program, and their desire for continuous improvement.

The following hints and suggestions were developed as a result of the ASE Education Foundation's extensive experience working with programs and ETLs. Given that not all training programs are the same, no two on-site evaluations are exactly the same. In the final analysis, direct communication between the on-site coordinator and their assigned ETL will be the key for a positive experience.

1. Keep in mind that the on-site visit serves two purposes:

First - It allows the evaluators a chance to review the information that you and/or your Advisory Committee used to rate your program for the self-evaluation. In other words, they validate that you are doing what you say you are doing.

Second - The feedback provided by the team can be used to make improvements to your program.

2. Initiate contact with your ETL once he or she is assigned. Identify a date that will work for both of you for the on-site. Please keep in mind that for an Initial Accreditation, two consecutive days are required, while the Renewal of Accreditation usually requires only one day. Make sure the day(s) selected is a normal school day when students are in class. Also, verify your team members will be available on the day(s) agreed upon.

3. Have your Course of Study information ready to send to the ETL. Please refer to item 4 in the *Procedures for Accreditation/Renewal of Accreditation* section of the **Program Standards** for a list of all items required to be sent to the ETL prior to the on-site visit. If you have any questions about the materials you must include, you can discuss this with the ETL when you plan for the on-site. Remember: the ETL **must** receive this information at least two weeks prior to the on-site.
4. Inform the Administrator, school counselor, instructors involved with the program, and team members of the on-site date. The Administrator and school counselor must be present and available for at least part of the visit. It is helpful if they are present during the introductions. It's important the Administrator and instructors attend the debriefing by the team at the conclusion of the evaluation. The schedule for the on-site evaluation should span a routine eight-hour day with the start and finish times established by mutual agreement between the ETL and the on-site coordinator (8:00 AM – 4:00 PM is typical, but other schedules are acceptable).
5. Prepare your students and your facility for the evaluation. Students should be aware the program is being evaluated and that the team will be observing classroom and lab/shop activities. The team will make every effort not to disrupt normal activities. This is an opportunity for your program to demonstrate how well it meets industry standards.
6. Make provisions for a space for the on-site team to work where they won't be disturbed and where they have access to your materials. **Verify that all materials are assembled according to Standard and number. Highlight pertinent information for easy identification and review by the team. References to Possible Documents are provided as possible documents that could be used.** Please do not become alarmed if the team asks for additional information or clarification. They are just doing their job.
7. It is appropriate and helpful if you provide lunch (at school) for the team during the on-site evaluation.
8. At the close of the evaluation, the team will debrief the program on their observations. Comments may include observations of commendation as well as suggestions for possible improvements. The team does not indicate whether a program will be granted accreditation. The ASE Education Foundation office will provide notification of your program's accreditation status, usually within 30 days following the review of the evaluation team's final report. If improvements must be made, the ASE Education Foundation will let you know what must be improved and verified by the ETL prior to accreditation approval.

Best wishes for a successful evaluation process!