

**STATE OF OHIO
BOARD OF CAREER COLLEGES AND SCHOOLS
30 EAST BROAD STREET, SUITE 2481, COLUMBUS, OH 43215
(614) 466-2752**

**NEW SCHOOL CERTIFICATE OF REGISTRATION
SITE VISIT PREPARATION**

The following list identifies documents, data, and school functions that will be reviewed during your school's upcoming site visit with your consultant/evaluator. This listing is not exhaustive and other documents/data may be requested for review. Please set aside a study room where the consultant can go over the material. In addition, make sure that if you have other key administrators (Admissions Officers, Financial Aid Director, etc.) that they are available for questions.

Please have the following materials, information, and documentation available for examination during the site visit:

1. Current school catalog and student enrollment agreement.
2. Faculty personnel files containing educational background, work experience, college transcripts, instructional assignments, in-service training history, Form PSR 0007 (Instructor Qualification Form), evaluations, etc.
3. All course outlines/syllabi and samples of technical text books and other instructional materials used in academic programs.
4. Sample student surveys for you school (Generic samples are available on the Board's web site).
5. Copies of any recruiting materials, including promotional materials such as brochures, flyers, newspaper advertisements, web site information, etc.
6. Names of person(s) responsible for providing academic leadership for programs and listing of advisory committee members for each degree program (if any) and minutes of meetings.
7. Samples of academic transcripts and diplomas that will be given to students upon graduation.