

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

**CERTIFICATE OF REGISTRATION RENEWAL  
AND DEGREE PROGRAM AUTHORIZATION( NEW/RENEWAL)  
SITE VISIT PREPARATION**

The following list identifies documents, data, and school functions that will be reviewed during your school's upcoming renewal 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 key administrators (School Director, Admissions Officer, Financial Aid Director, etc.) are available for questions.

**Please have the following materials, information, and documentation available for examination during the renewal 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. Current master schedule showing who is teaching what to whom, what hour and in what classroom, together with student enrollment in each class.
4. Ten (10) randomly selected student files (academic and financial) including:
  - a. current students
  - b. graduates
  - c. students who have withdrawn
5. Completed and compiled student surveys.
6. All course outlines and syllabi.
7. Samples of student schedules.
8. Minutes of meetings with faculty and staff.

9. Placement data for graduating classes over the last two years, by program.
10. Current enrollment, graduation, and attrition data by program.
11. Copies of all recruiting materials, including promotional materials such as brochures, flyers, newspaper advertisements, direct mail, yellow pages, etc.
12. Copies of agent licenses and agent personnel files (if school employs agents).
13. Listing of Advisory Committee members for each degree program (if any) and minutes of meetings.
14. Description of academic advisement plan and the names of academic advisors.
15. Sample of technical text books and other instructional materials used in both degree and non-degree programs.
16. Names of person(s) responsible for providing academic leadership for programs.
17. Accrediting organization, date and length of accreditation.

(Revised 10/11)