



What to Expect During the Site Visit

1. Once you are notified by the IACET Authorized Provider Commission that a site visit has been approved for your organization, a site visitor will be selected. The site visitor will be carefully chosen to ensure that their background and expertise will allow them to fully understand the nature of your organization. Careful attention is given to not selecting any visitor that is from a competing or related organization that might gain some benefit from visiting your organization.

Your organization has the right to reject any **one** site visitor assigned to visit your organization.
2. When you are notified by letter that your organization has been approved, the site visitor will contact you to set a specific date, time, and suggestions about travel arrangements.
3. The visit can usually be conducted in one day by one visitor. The visit is designed to be as non-intrusive as possible and should not involve more than a very few people within your organization.
4. Prior to the visit, you should make sure all on-site materials, as requested in the Authorized Provider Application, are readily available for the site visitor.
5. When the site visitor arrives, you and the visitor should get acquainted. You should provide the visitor with an overview of your organization, its purpose, and your role in continuing education/training. A brief tour of your facility might be appropriate.
6. The site visitor should discuss the two-fold purpose of the visit: (1) to validate the accuracy of information provided on your application, and (2) to share with you the role and responsibilities of an Authorized Provider.
7. The site visitor will review with you each question on your application and ask you to verify with evidence your response to each question. The visitor may ask you to provide additional examples of materials that show how you are meeting the standard. These examples may already be included in the on-site materials you have gathered for the site visitor. Keep in mind the site visitor is attempting to ascertain whether your organization is following the accreditation standard.
8. The site visitor has been trained to gather data and to offer advice only in terms of clarifying the standard, do not expect the site visitor to act as a consultant for your company.
9. The site visitor is prohibited from receiving any free gifts or services, or from any further consulting with your organization. Meals and refreshments, however, are appropriate.
10. It is quite appropriate for the site visitor to meet and talk with others in your organization. Such contacts and meeting should be brief and informal in order to allow the site visitor to complete their assignments.
11. Upon the conclusion of the visit, the site visitor usually meets one-on-one with the organization's contact person –the same person the visitor started out with at the beginning of the visit. The site visitor may offer general impressions and comments about



factual matters, but cannot offer interpretations and opinions about possible actions the Authorized Provider Commission might take.

12. The site visitor must complete a report of his/her findings and forward it to the Commission. The report is forwarded to a Commission member for review and recommendation. The IACET staff can usually provide you with the date your application will be reviewed and acted upon by the Commission.

If you have questions about what to expect during the site visit that are not answered here, please call **IACET Headquarters at 703-506-3275**.



Materials to be Made Available for the Site Visitor

1. Documentation confirming the organization's status as being incorporated, chartered by a state, sole proprietorship, or a governmental unit.
2. Documentation or evidence showing the number of years the organization has been conducting continuing education and training **ONLY** if the organization has been offering continuing education and training less than two (2) years. Examples of documentation/evidence might include a copy of learner records with continuing education dates from when the organization first started, copies of brochures from the first continuing education and training, minutes from Board meetings showing discussion or approval of continuing education and training, or copies of annual reports when continuing education was started.
3. Demonstration of correct calculation of CEUs for each type of learning event.
4. Copy of strategic or business plan, budget, annual report, planning checklist, minutes of agenda of planning group meeting showing that the applicant has adequate resources to maintain the human, financial, physical, and technological resources required to support quality programs.
5. Schedule of continuing education and training events for the past 12 months.
6. Examples of course materials for three learning events. Course materials to include for each:
 - a. Outline
 - b. Instructor credentials
 - c. Instructional methods used in each learning program
 - d. Evidence of instructional methods supporting learning outcomes
 - e. Evidence of accommodation of varying learning styles
 - f. Method(s) of assessment and evaluation
 - g. Summary of assessment and evaluation results
 - h. Promotional materials for each learning event
 - i. Evidence of how satisfactory completion by learners is confirmed
7. Needs assessment documentation, including methods used, for three (3) learning events.
8. Sample instructor guide containing target audience, prerequisites, learning outcomes, instructional strategies, and appropriate instructor guidance on the content.
9. Evidence of record keeping system and how privacy and security are ensured.

The applicant's designated representative who is responsible for ensuring adherence to the standard must be prepared to verbally discuss or explain the applicant's review process with the site visitor.