A. PREPARATION FOR THE ONSITE VISIT

Team members are expected to review the following materials prior to arrival of the onsite visit:

- Institutional Report (IR)
- Offsite BOE Report
- IR Addendum (institution's response to the Offsite BOE Report)
- Updated exhibits
- Results of national program review reviewed by Specialized Professional Associations (SPA) and relevant state reports since the offsite meeting
- AACTE/NCATE Annual Reports submitted since offsite meeting
- Third-party testimony
- New information in NCATE's Accreditation Information Management System (AIMS)

B. CONDUCT OF ONSITE VISIT

The Onsite BOE Team has responsibility for the following three activities during the onsite visit:

1. **Validating that standards continue to be met**. This validation will be completed through:
   - *Observations*: Tour facilities and visit two to four schools, including at least one professional development school if the unit has one or more
   - *Interviews*: Limited in number and predetermined by Onsite BOE Team chair in consultation with state co-chair, state consultant, and institutional representatives; flexible to context of institution. Also based on evidence to be validated by Offsite Team
   - *Sampling of evidence:* Review assessments to ensure use, access database to see how data are collected and manipulated/disaggregated; and review selected documentation such as candidate records, data from assessment system, faculty evaluations, diversity, faculty service/collaborative activities, and scholarly work. An initial list of evidence to be validated by the Onsite BOE Team will be included in the Offsite BOE Report
2. **Resolving any areas of concern noted in the Offsite BOE Report and new areas of concern that arise during interviews**
3. **Providing feedback on the unit's progress toward implementing the Transformation Initiative**

The Onsite BOE Team should not review the evidence that the Offsite BOE Team has already reviewed, except for validation purposes. It can only validate the IR, note any contradictions as AFIs, and indicate whether the unit has implemented the TI and made progress toward reaching its goals.. The Onsite BOE Team will make a recommendation regarding whether standards continue to be met.

C. BOE REPORT TEMPLATE FOR EACH STANDARD

The Onsite BOE Team will write the following information for each of the standards:

1. ***Findings***. What did your findings reveal about the unit continuing to meet each standard?
   - Focus on the offsite BOE Report with a discussion of evidence validated onsite
   - Results of checking *areas of concern* cited in the Offsite BOE Report using the institutional response in the IR Addendum and any new exhibits as well as interview data

2. ***Progress and Implementation of the Transformation Initiative.*** What steps has the unit taken to implement the TI? What plans does the unit have to sustain its progress? What recommendations does the BOE team have that will support the unit's efforts in the TI?
3. ***Areas for Improvement.***
   - What AFIs have been removed?
   - What AFIs remain and why?
   - What new AFIs does the unit need to address for continued improvement? (These new AFIs may be an *area of concern* cited in the Offsite BOE Team Feedback Report if evidence in the IR Addendum, new exhibits, observations, or interviews indicates that an area of concern has not been adequately addressed.)

D. AFTER THE ONSITE VISIT

After the visit	After the visit is completed, the BOE team chair(s) edits the BOE report in AIMS and team members (including state team members and the state consultant) are notified that the report is ready for review in AIMS. Recommendations from team members and NCATE staff are incorporated into the final draft report as appropriate. After the draft report is finalized, the chair sends one copy of the final draft via AIMS to the unit head, who should review it for factual errors only and communicate any recommended changes, in AIMS, to the BOE chair within five days of receipt of the report. At the chair's discretion, corrections thus identified will be incorporated into the final BOE report.
Within 52 calendar days	A copy of the final report is submitted to NCATE by the BOE team chair. NCATE notifies the unit head and the state agency (in partner states) that the report is ready for view in the Institutional Workspace in AIMS.

E. AFTER INSTITUTION RECEIVES THE BOE REPORT

30 calendar days	The unit head must acknowledge receipt of the report. The institution will have the opportunity to write a **rejoinder** to the BOE Report and upload it to AIMS. The rejoinder must be received by NCATE 30 calendar days after the receipt of the BOE report. This rejoinder is a very important part of the documentation available to the Unit Accreditation Board as it considers the initial or continuing accreditation of an institution's professional education unit. The BOE chair has an opportunity to respond to the rejoinder within 10 days of its receipt.
April/October	The UAB determines the accreditation status of the unit based on information in the BOE report, institutional rejoinder, team chair's response to the rejoinder, and the institutional report.
1-3 weeks after UAB meeting	NCATE sends a letter detailing the UAB's accreditation action to the president/chancellor, and unit head. The accreditation documents are available in AIMS to the state consultant in partner states.