Checklist for Program Officials
Planning an On-Site Evaluation

Please contact the CCNE staff at 202-887-6791 if you have any questions.

Pre-Arrival Logistics for the Team

Hotel/Business Center
- ☐ Select a hotel that provides evaluators with a functional, separate work space (e.g., conference room), Internet access, and printer access (if possible).
- ☐ Reserve individual rooms for each evaluator, guaranteed with a credit card.
- ☐ Provide each evaluator with hotel information, including confirmation number.

Transportation
- ☐ Provide team with guidance on transportation to and from airport/hotel/institution.

Emergency Contact
- ☐ Provide team will cell phone number and email of designated program representative(s) who will serve as emergency contact(s) (potentially during off hours).

On-Site Evaluation Fee
- ☐ Pay evaluation fee to CCNE based on number of individuals assigned to team. CCNE sends the invoice 2-3 months prior to the evaluation.

Six Weeks Prior to the On-Site Evaluation

Upload Documents
- ☐ Self-study document (including any appendices)
- ☐ Program Information Form
- ☐ Agenda
- ☐ Verification that the program afforded its communities of interest the opportunity to submit third-party comments to CCNE

If Applicable
- ☐ Inform CCNE and the team if other regulatory agencies will be present during the on-site evaluation.
- ☐ Ask the team leader if any team members require a hard copy of the self-study document and appendices, and send any hard copies requested.

Prior to the Team's Arrival

Ask the team leader preparatory questions
- ☐ Are there any changes requested to the agenda?
    - o Does the team have sufficient time to review documentation in the virtual resource room and meet in executive session?
    - o If the program under review is offered at multiple locations, discuss if and how to provide access to those locations and associated representatives.
- ☐ Will team members bring their own computers, or will the program need to provide equipment on site?
- ☐ Do any team members have dietary restrictions or require other accommodations?

Provide the team with necessary technology information
- ☐ Grant team members access to the virtual resource room 7 days before the evaluation
- ☐ For any meetings occurring in a virtual format, provide the team with information about the platform being used for these meetings.

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On-Site Evaluation Arrangements

Team Room
- ☐ Reserve a private, secure room for the team to conduct its work. Provide team with key or passcode.
- ☐ Ensure access to internet, printer, outlets and extension cords (if needed), and IT support.
- ☐ Provide a list of names, titles, and affiliations of participants meeting with the team.
- ☐ Assign an administrator/faculty member to be available to the team during the evaluation (including after hours).

Suggested Amenities
- ☐ Hotel with a restaurant on site or dining options within walking distance (if possible). Provide a list of restaurants near the hotel.
- ☐ Refreshments (e.g., fruit, granola bars, hot/cold caffeinated and caffeine-free beverages)

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