

## NAPTA School Endorsement Preparation Checklist Final

Revision Date: Revision 3-09-18

Check green boxes (adjacent and below) when task is completed.

### Membership

NAPTA membership is current

### Endorsement Audit Orientation

Reviewed the following pages within the [www.naptaonline.org](http://www.naptaonline.org) web site.

Selected "Educators" tab and reviewed "Educators" paragraph.

Selected "College Endorsement Requirements" button and reviewed "Endorsement Committee" page.

### Audit Readiness

Compiled Pre-Visit Documentation

Downloaded copy of Audit Tool from NAPTA website [www.naptaonline.org/educators](http://www.naptaonline.org/educators)

Filled in shaded information on downloaded copy of the Audit Tool.

Sorted or copied required documentation of shaded information in appropriately labeled manila or electronic folders for prompt auditor access

Submitted the following to [Endorsement@naptaonline.org](mailto:Endorsement@naptaonline.org) 3 months prior to the institutions audit date.

Completed audit tool, completed pre-audit checklist, roster of Advisory Committee contact information for all members.

Documentation of School/Program academic accreditation

Documentation of PTEC Program Coordinators and Instructors (shaded portions of Audit Tool Section 3)

Documentation of Program Assessments (shaded portions of Audit Tool Section 4)

Documentation of NAPTA PTEC Curriculum & Requirements (shaded portions of Audit Tool Section 5)

Documentation of Teaching Aids/Resources (shaded portions of Audit Tool Section 6) AND same accessible to be viewed by auditors

Documentation of PTEC Curriculum (shaded portions of Audit Tool 8a and 8b for each Class listed)

Compile three graded exams from each test for each course for auditor to review from the current audit period. (Pull a high score, average score and low score exam.)

Calculate the grade distribution for each course

Compile documentation of lab activities and projects for PTEC courses; provide rubrics or methods of grade determination

### Audit Deadline Schedule (audit cycle is 3 years)

Agreed in email correspondence to semester for Audit to be held with S & Q committee

Completed the listed Audit Milestone guidelines (deadline schedule) below.

Submitted audit tool documentation 3 to 6 months prior to onsite audit date.

Negotiated tentative onsite audit date with Q&S Committee by email. (minimum onsite audit duration 6 hrs anticipated; 8 hrs maximum)

Provide list of PTEC classes (& times) that meet on date of site audit. These should be classes that fulfill desired student interviewee pool criteria.

### Prior to Site Audit Date

Arranged quiet, comfortable room with table, chair(s), computer access for auditor document review and room for interviews.

Arranged for knowledgeable school staff member to be available to assist auditors in acquiring needed materials for duration of onsite audit if needed.

### Developed schedule of interviews:

Set a time for industry interviews (in person or via conference call) on audit date. Notify auditor of when those are.

Industry interviews should be company that has interned students or hired graduates from this schools PTEC program

Provide a class schedule of final courses and a roster of students in the course who meet criteria of at least 75% of classes taken at school and are a student in final semester (Audit Tool Section 7a).

Provided vehicle parking instructions for auditors.

**Onsite Audit**

- Knowledgeable school staff member available to assist auditors in acquiring needed materials for duration of onsite audit when needed.
- Documents requested are present.
- Interviewees are readily available at appointed times.
- School retrieves documents requested for onsite viewing by auditors.
- Auditors will conduct a closing meeting with school representative
- Additional correspondence or records illuminating any audit-pertinent issues with Advisory Committee

**Post Audit**

- School receives final audit report with endorsement decision from NAPTA
- Advisory committee will be copied on final audit report with endorsement decision from NAPTA
- School and Advisory Committee review audit findings at next Advisory Committee meeting, develop a path forward with action plans and due dates to resolve each need for
- School and/or Advisory committee is responsible for monitoring resolution of finding.
- School is responsible for maintaining documentation of audit, audit findings, and resolution of needs for improvement for next audit cycle.