

PREPARATION CHECKLIST TO FILL OUT YOUR NAPTA SCHOOL ENDORSEMENT AUDIT

	<p>If you can check <u>all</u> the boxes, you are ready to begin filling out your electronic audit tool. Initial audits must be done at the college. If renewing, and your college's last audit was on campus you will be doing a "virtual audit" completely on-line.</p>
<input type="checkbox"/>	The person who fills out the form should have a working knowledge of your school's PTEC program.
<input type="checkbox"/>	Take a look at the NAPTA Endorsement Scoring sheet found on the NAPTA website. http://www.naptaonline.org/college-endorsement-requirements All three point items (78 points) are mandatory. A school must get to 147 total points to be endorsed.
<input type="checkbox"/>	Is your NAPTA membership current with dues paid? (if not, get your dues paid before requesting the audit)
<input type="checkbox"/>	All documents, files, photos, will be submitted electronically. Convert all paper documents to scanned files.
<input type="checkbox"/>	Approved Advisory Committee meeting minutes for 3-years if renewing (10 max files, minimum of 3 from each year). Must submit 1-year worth of minutes if this is your school's initial audit (minimum of 3 files)
<input type="checkbox"/>	Advisory Committee Charter or By Laws (optional)
<input type="checkbox"/>	Last NAPTA endorsement post audit letter if renewing, Skip if this is your school's initial audit
<input type="checkbox"/>	Know the name of your school's accreditation organization
<input type="checkbox"/>	Know information about your school's PTEC instructors (Name, Phone number, email address, Years of Industry Work Experience, Years of Teaching Experience, Education, and which PTEC courses they teach)
<input type="checkbox"/>	A copy of a student assignment reviewing a facility tour (optional)
<input type="checkbox"/>	Documentation of an assessment evaluating a student for PTEC cross-disciplinary skills: Skip those skills that are not documented. (Teamwork, Work Ethic, Communication Skills, Presentation Skills, Data Gathering/Analysis, Problem Solving, Technical Reading/Writing, Computer skills, Equipment/flows sketching, Troubleshooting, Preventative Maintenance Planning, Safe Consciousness, Attendance & Participation a component of class grade)
<input type="checkbox"/>	Documentation of an assessment evaluating a student hands-on lab skills: Skip those skills that are not documented. (PTEC hand tools, Process Line-up, Lock Tag Try, Reading P&IDs, shift change/monitoring process/communication, Starting up a process, Troubleshooting a process issue, Evaluate of a student's hands-on lab performance)
<input type="checkbox"/>	(Skip if this will be an on-campus audit) Photos of your college's supportive equipment (cutaways, demonstration units, etc.) listed below does your college have? Best if many items can be in a single photo as there is a limit to the number of photos that be uploaded. Reboiler/Kettle model, Heat exchanger models, column or tank models, Centrifugal pump model or cutaway, positive displacement pump model, Artificial Lift, 3 phase separator, Desalter, Pumps, Pipeline pigging, Fluidized Bed model, Vacuum Jets (eductors, ejectors, injectors) Distillation equipment, Valves, Hoses, Compressors, Turbine model, Basic PTEC related Hand tools, Piping and fittings, Flanges and blinds, Instrumentation [such as pressure gauges, dial temperature gauges, thermocouples, thermo-wells, orifices, D/P transmitters, etc], Hydrologic and/or pneumatic trainer, Dehydration trainer, Instrumentation trainer, PLC trainer, Well-head/blowout prevention trainer.
<input type="checkbox"/>	If this will be an on-campus audit, what day of the week and time is the best time to meet with second year students? If this is a virtual audit, a list of second year student contact information needs to be uploaded.
<input type="checkbox"/>	Syllabus (most recent) for Introduction to Process Technology (Word or .pdf format)

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<input type="checkbox"/>	Examples of a high scoring test and a low scoring test for each of the tests given in Introduction to Process Technology (Word or .pdf format) (max 10 files)
<input type="checkbox"/>	Syllabus (most recent) for PTEC Instrumentation I (Word or .pdf format)
<input type="checkbox"/>	Examples of a high scoring test and a low scoring test for each of the tests given in PTEC Instrumentation I (Word or .pdf format) (max 10 files)
<input type="checkbox"/>	Syllabus (most recent) for PTEC Equipment (Word or .pdf format)
<input type="checkbox"/>	Examples of a high scoring test and a low scoring test for each of the tests given in PTEC Equipment (Word or .pdf format) (max 10 files)
<input type="checkbox"/>	Syllabus (most recent) for PTEC Systems (Word or .pdf format)
<input type="checkbox"/>	Examples of a high scoring test and a low scoring test for each of the tests given in PTEC Systems (Word or .pdf format) (max 10 files)
<input type="checkbox"/>	Syllabus (most recent) for PTEC Safety Health and Environment (Word or .pdf format)
<input type="checkbox"/>	Examples of a high scoring test and a low scoring test for each of the tests given in PTEC Safety Health and Environment (Word or .pdf format) (max 10 files)
<input type="checkbox"/>	Syllabus (most recent) for PTEC Operations (Word or .pdf format)
<input type="checkbox"/>	Examples of a high scoring test and a low scoring test for each of the tests given in PTEC Operations (Word or .pdf format) (max 10 files)
<input type="checkbox"/>	Syllabus (most recent) for PTEC Process Quality (Word or .pdf format)
<input type="checkbox"/>	Examples of a high scoring test and a low scoring test for each of the tests given in PTEC Process Quality (Word or .pdf format) (max 10 files)
<input type="checkbox"/>	Syllabus (most recent) for PTEC Process Troubleshooting (Word or .pdf format)
<input type="checkbox"/>	Examples of a high scoring test and a low scoring test for each of the tests given in PTEC Process Troubleshooting (Word or .pdf format) (max 10 files)
<input type="checkbox"/>	List (names/phone numbers) of process industry employers (often on your advisory committee) who have hired your schools PTEC graduates. It would be best to have supervisors, who have direct knowledge of your schools PTEC Graduates, who would be willing to answer a few questions about your PTEC program. If this an on campus audit, it would be good to schedule the employers to meet with the audit team on campus. Or a scheduled day/time phone conference with each.
<input type="checkbox"/>	Once you have all your documentation ready, email administrator@naptaonline.org and request the online endorsement audit form. Be sure to state if your audit will be done at your campus or as a "virtual" audit.