

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. For all audits, the documents listed below must be submitted to the Audit Collection Tool. This will be emailed to your college's NAPTA Endorsement primary point of contact. Some audits are fully online. If an on-campus audit date is scheduled, the photos of teaching equipment, student contact info, and industry contact can be done in person and therefore will not need to be submitted.</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 144 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 2 from each year). Must submit 1-year worth of minutes if this is your school's initial audit (minimum of 2 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 schools accreditation organization
<input type="checkbox"/>	Know information about your schools 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 there is scheduled an on-campus audit date) 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"/>	(Skip if there is scheduled an on-campus audit date. If if there is scheduled an on-campus audit date, schedule it on a day of the week and time to meet with second year students.) A list of second year student contact information needs to be uploaded.

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<input type="checkbox"/>	Syllabus (most recent) for Introduction to Process Technology (Word or .pdf format)
<input type="checkbox"/>	Examples of GRADED classwork, homework, hands-on labs, and/or tests given in the Introduction to Process Technology course that provides proof that the NAPTA Learning Outcomes are being assessed. (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 GRADED classwork, homework, hands-on labs, and/or tests given in the PTEC Instrumentation I course that provides proof that the NAPTA Learning Outcomes are being assessed. (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 GRADED classwork, homework, hands-on labs, and/or tests given in the PTEC Equipment course that provides proof that the NAPTA Learning Outcomes are being assessed. (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 GRADED classwork, homework, hands-on labs, and/or tests given in the PTEC Systems course that provides proof that the NAPTA Learning Outcomes are being assessed. (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 GRADED classwork, homework, hands-on labs, and/or tests given in the PTEC Safety Health and Environment course that provides proof that the NAPTA Learning Outcomes are being assessed. (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 GRADED classwork, homework, hands-on labs, and/or tests given in the PTEC Operations course that provides proof that the NAPTA Learning Outcomes are being assessed. (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 GRADED classwork, homework, hands-on labs, and/or tests given in the PTEC Process Quality course that provides proof that the NAPTA Learning Outcomes are being assessed. (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 GRADED classwork, homework, hands-on labs, and/or tests given in the PTEC Process Troubleshooting course that provides proof that the NAPTA Learning Outcomes are being assessed. (Word or .pdf format) (max 10 files)
<input type="checkbox"/>	List (names/phone numbers) of employers in the PTEC industries who have hired your schools PTEC graduates. Someone who would have direct knowledge of your schools PTEC Graduates, who would be willing to answer a few questions about your PTEC program. If there is an on campus audit time scheduled, 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.

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Once you have all your documentation ready, email administrator@naptaonline.org or jefflaube@gmail.com (Endorsement Committee Co-Chair) and request the online endorsement audit form. A good amount of the audit will always be done online. However facilities, student interviews, and employer interviews may be done on your campus in person. Be sure to state if your audit will have a portion done in person at your campus or if the entire audit will be online.