

Preparing for a NAPTA Audit

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A college seeking endorsement from the NAPTA must:

- * Be a college member of the NAPTA in good standing (subscription is current)
- * Teach the learning objectives of the Eight Core NAPTA Courses.
- * Have an active industry-based advisory committee that provides input to the school's program
- * Have awarded first PTEC Associates degree

Advisory board requirements:

- * Have an active Advisory Board.
- * Be industry-led and/or meet state or accrediting body requirements for advisory committees.
- * Conduct at least three (3) advisory committee meetings each calendar year.

When your ready to have an audit

- * Obtain a copy of the audit from the NAPTA website – <http://www.naptaonline.org/college-endorsement-requirements>
- * Notify NAPTA via email to administrator@naptaonline.org and request an audit and submit the following:
 - * Audit tool with shaded areas completed
 - * Current roster of Advisory committee with contact info
 - * Audit visit preferences (semester, day, date, etc)
 - * Current semester class schedule for PTEC courses
 - * Contact information for person setting up the audit

Next steps

- * NAPTA staff will forward email to advisory committee
 - * Lead Auditor will be assigned at next scheduled monthly meeting.
- * Lead Auditor will contact college to set up audit date and time.
- * Coordinate with your advisory board to have advisory board members available starting one hour after start of audit to participate in interviews

Preparing for the audit

- * Begin to accumulate the materials needed in notebooks or folders.
- * Collect 3 copies of each test from every NAPTA core course (student exams and answer key)
 - * Highest grade
 - * Lowest grade
 - * Median grade
- * If re-endorsing, provide the last audit that was approved by advisory board and have it available for review.

Reserve a location

- * Materials to have available the day of the audit
 - * Copies of current Textbooks used to teach PTEC core
 - * Copies of completed tests from previous semesters
 - * Lab assignments/materials & internship materials
 - * Copies of the prefilled audit (one for each auditor)
 - * Advisory Board Information
 - * Copies of approved Advisory board meeting minutes since last audit or beginning of program
 - * Schedule of classes for day of audit
- * Will need a computer to access school website
- * Room needs to be available for 6 to 8 hours

Section 1 & 2 – Regional Advisory Committee & Education Institutional Management

- * Answer the questions, Make sure the resources are available for auditors to access
- * Have a copy of Advisory Board roster, meeting minutes, and charter present
- * Review previous audit – note especially any opportunities for improvement – these will be specifically checked for by auditor

Sect. 3 – PTEC Program Coordinator and Instructors

- * Complete the information list for full time and part time instructors
- * Professional Development Participation – should be completed for all instructors – auditors will look for this
- * Instructors should have industry experience in a related field

Sect. 4 –Program Assessments

- * Describe how your school determines whether to accept courses from other institutions
- * Explain what method used to collect feedback from graduates and what information does that feedback provide

Sect. 5 – NAPTA PTEC Curriculum & Requirements

- * List general education courses that are required for your degree
- * On skills – discuss where these skills are developed in the program. Have documentation / examples of activities performed

Sect. 6 – Teaching Aids/Resources

- * Check items that your school has available
- * Auditors should be brought through labs / equipment areas to see what students are using
- * If your school has other job aspects incorporated – mark and have documentation for auditors to see

Section 7 – Student Interviews

- * Schedule of classes for day was sent to auditor when setting the audit date
- * On the day of the audit, provide a roster and be able to pull students from current classes. DO NOT PRE-SELECT students for interviews – auditor will pull from class
- * If have a graduate present, only have one and they must have graduated recently (since last audit)
- * Auditors will need somewhere to talk to students (audit room can be location)

Sect. 8– PTEC Curriculum Review

- * Auditors will need to review books and tests from classes for PTEC courses
- * Auditors will need to review completed tests, can have examples from several semesters (any since after last audit)
- * Auditors should see test questions that relate back to course objectives
- * Not all objectives can be tested, but tests should be relevant to NAPTA objectives and outcomes

Sect. 9 – Company Interviews

- * Do not prefill – to be done by auditors on day of audit
- * Try to get a minimum of three companies that hire graduates to attend audit.
- * Most schools have the Audit scheduled on the same date as their Advisory Committee meeting.

Section 10 – Best Practices

- * Complete is you assess the students on an individual basis for Hands-on proficiency in basic operator skills.
- * Answer questions in detail.
- * Please provide documentation.

Section 11 – General Observations

- * Will be completed at close of audit
- * This should be a summary of the strengths and opportunities for improvement for the audit
- * Invite all faculty to attend audit closing

On Audit Day

- * Auditor runs audit schedule.
- * Break into teams if have more than 2 auditors
- * Write down points of interest
- * Have faculty/staff available for auditors if they have questions

Audit Closing

- * At the completion of the audit, it is customary to sit down and discuss the findings
- * Audit documents are collected and lead auditor gets all written information recorded in one formal document
- * An Audit Letter will be sent to NAPTA, school, and chair & co-chair of advisory board

School

- * Reviews audit
- * Determines an action plan
- * Sets dates for corrective action

Next Advisory Board Meeting

- * Audit Letter is discussed at meeting
- * Discuss action plan of school for any corrections
- * Make notations to follow up on all audit findings with school over time

Review of audit supporting documents

- * NAPTA Audit Protocols
- * Audit Day Agenda
- * Pre-Visit Checklist
- * Please provide feedback of any questions on the forms

<http://www.naptaonline.org/college-endorsement-requirements>

Questions ?

