

8 TIPS TO HELP YOU PREPARE FOR A VIRTUAL ACCREDITATION VISIT

The impact of COVID-19 has led the U.S. Department of Education to provide temporary approval for accreditation agencies to conduct virtual visits. If one is in your future, follow these steps to prepare:

1 VISIT YOUR ACCREDITATION WEBSITE ASAP.

Review the recommendations so you know what to expect.

2 PLAN FOR A SYNCHRONOUS (REAL-TIME) ONLINE MEETING FORMAT

Anticipate meetings that are collaborative and interactive. Don't expect to simply exchange emails or that evaluators will review documents offline.

3 ANTICIPATE A HEAVY RELIANCE ON TECHNOLOGY.

Take care that the review process is not compromised, communication is seamless, virtual tours are supported, and evidence can be reviewed easily.

4 CONTACT YOUR IT DEPARTMENT.

Ask about:

- The best choice for a virtual-meeting platform
- How to ensure optimal audio and video capabilities
- Other group-conferencing requirements.

5 GET SOME HANDS-ON PREPARATION.

- Practice, practice, practice with the technology you'll be using.
- Organize mock group meetings.
- Rehearse how to share screens.
- Ask an external person to participate in previsit preparation to verify all technology works correctly.

6 PREPARE AN ONLINE DOCUMENT "ROOM."

- Follow your agency's preferred naming conventions.
- Ensure all files can be easily accessed.
- Verify all documents are secure, so sensitive data can't be breached.

7 ENSURE CLINICAL SITES CAN BE "TOURED" AND CLASSROOMS "OBSERVED" VIRTUALLY.

Students should be in clinicals during the visit, though classroom observation can take place using taped sessions for review.

8 EXPLAIN HOW YOU MAINTAINED BEST PRACTICES.

Be able to show that you've continued to link all activities and assignments to your student learning outcomes.