

ON-SITE EVALUATION FOR ACCREDITATION RENEWAL OF A METALWORKING PROGRAM

NOTE: This is a SAMPLE agenda. Evaluators may organize or prioritize events at her or his own discretion.

DAY 1

9am	Evaluator arrives at school
9:30am	Facility tour given by faculty/staff followed by facility inspection
10:15am – 10:45am	Administration staff interviews (conducted in person)
10:15am – 12pm	Documentation review
10:15am – 12pm	Instructor interviews (conducted in person)
10:45am – 11:15am	Advisory Committee interviews (conducted by phone)
11:15am – 12pm	Trainee interviews & observations
12pm – 1pm	Lunch (school is not required to provide meals; evaluator may leave for lunch)
1pm – 3pm	Documentation review
1:30pm – 3pm	Trainee interviews & observations
1:30pm – 3pm	Local employer interviews (conducted by phone or at employer's facility)
3pm	Evaluator reviews findings and completes final report (provided by NIMS)
3:30pm	Evaluator conducts exit interview with program (evaluator may not share the final report, but may inform program staff/faculty of area of improvement)