

Key Steps for Program Officials in Planning the On-Site Evaluation



Please contact the CCNE staff at 202-887-6791 if you have any questions.

1. Pre-Arrival Arrangements for the Team

Hotel / Business Center

- Select a hotel that provides evaluators with a functional separate work space (e.g., conference room), Internet access, and printer access (if possible). Provide hotel contact for technical assistance.
- Reserve individual rooms for each evaluator, guaranteed with a credit card.
- Provide each evaluator with hotel information, including confirmation number.

Transportation

- Provide team with guidance on transportation to and from airport/hotel/institution.

Emergency Contact

- Provide team with cell phone number(s) and email of designated program representative.

On-Site Evaluation Fee

- Pay flat fee to CCNE based on the number of individuals assigned to the team. CCNE sends the invoice 2-3 months prior to on-site evaluation.

2. Six Weeks Prior to On-Site Evaluation

Upload Documents

- Self-study document (including appendices), Program Information Form, and agenda
- Verification that the program afforded its communities of interest the opportunity to submit third-party comments to CCNE, per CCNE policy

If Applicable

- Inform CCNE and the team if other regulatory agencies will be present during the on-site evaluation.
- Provide access to materials that are electronic, including necessary codes, passwords, and instructions.

3. Pre-Arrival Questions to Ask of the Team Leader

- Are there any changes you would like to make to the agenda?
 - Does the team have sufficient time in the resource room?
 - If the program under review is offered at multiple locations, discuss if and how to include.
- Do any team members require a hard copy of the self-study document and appendices?
- Will team members bring their own computers, or will the program need to provide equipment on site?
- Do any team members have dietary restrictions or require other accommodations?

4. On-Site Evaluation Arrangements

Resource Room

- Reserve a private, secure room for the team to conduct its work. Provide team with key or passcode.
- Access to Internet, printer, outlets and extension cords (if needed), on-site resource materials provided and organized by program, and available IT support.
- Provide nametags for each team member.
- Provide an index of available materials organized by standard and key element.
- Provide a list of names, titles, and affiliations of participants meeting with the team.
- Assign an administrator/faculty member to be available to the team while working in resource room.

Suggested Amenities

- Hotel with a restaurant on site or dining options within walking distance (if possible).
- Refreshments in resource room (e.g., fruit, granola bars, hot/cold caffeinated and caffeine-free/low-calorie drinks are greatly appreciated).
- List of restaurants near the hotel with names, addresses, and phone numbers.