Checklist for Program Officials
Planning an On-Site Evaluation

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

**Pre-Arrival Logistics 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).
- 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 will cell phone number and email of designated program representative(s) who will serve as emergency contact(s) (potentially during off hours).

**On-Site Evaluation Fee**
- Pay evaluation fee to CCNE based on number of individuals assigned to team. CCNE sends the invoice 2-3 months prior to the evaluation.

**Six Weeks Prior to the On-Site Evaluation**

**Upload Documents**
- Self-study document (including any appendices)
- Program Information Form
- Agenda
- Verification that the program afforded its communities of interest the opportunity to submit third-party comments to CCNE

**If Applicable**
- Inform CCNE and the team if other regulatory agencies will be present during the on-site evaluation.
- Ask the team leader if any team members require a hard copy of the self-study document and appendices, and send any hard copies requested.

**Prior to the Team’s Arrival**

**Ask the team leader preparatory questions**
- Are there any changes requested to the agenda?
  - Does the team have sufficient time to review documentation in the virtual resource room and meet in executive session?
  - If the program under review is offered at multiple locations, discuss if and how to provide access to those locations and associated representatives.
- 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?

**Provide the team with necessary technology information**
- Grant team members access to the virtual resource room 7 days before the evaluation
- For any meetings occurring in a virtual format, provide the team with information about the platform being used for these meetings.
On-Site Evaluation Arrangements

**Team Room**
- Reserve a private, secure room for the team to conduct its work. Provide team with key or passcode.
- Ensure access to internet, printer, outlets and extension cords (if needed), and IT support.
- 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 during the evaluation (including after hours).

**Suggested Amenities**
- Hotel with a restaurant on site or dining options within walking distance (if possible). Provide a list of restaurants near the hotel.
- Refreshments (e.g., fruit, granola bars, hot/cold caffeinated and caffeine-free beverages)

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