# SITE VISIT REPORT—PART I: INITIAL REPORT OF THE SITE TEAM

PROGRAM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATES OF VISIT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PROGRAM EDUCATOR(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NATIONAL SITE TEAM CHAIR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TEAM MEMBERS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 1. | Describe the site team’s pre-visit orientation to its role and responsibilities and actions taken to familiarize the team with ACPE standards and accreditation procedures. |
|  | *Site Team Comments*:  |
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| 2. | Briefly summarize the history and current description of the center, including the pastoral care program/department. |
|  | *Site Team Comments:*  |
|  |  |
| 3. | Briefly summarize the center’s prior accreditation history. What deficiencies and/or areas of non-compliance were identified since the last site visit? How were concerns, deficiencies, and areas of non-compliance addressed? |
|  | *Site Team Comments*:  |
|  |  |
| 4. | Assess the center’s self-study/feasibility study process and the resulting document. Your comments should address the following: 1. Reflect on the program’s expressed mission, rationale, and objectives for CPE and their successes
2. Review the program’s expressed challenges/limitations and whether they were successful in addressing them or how they plan to address them
3. Reflect on the program’s expressed strengths.
4. Reflect on the data trends the program identified: comment on their plans to address them.
5. Acknowledge the content of Part Two of the self-study by summarizing the key elements.
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|  | *Site Team Comments*:  |
|  |  |
| 5. | Reflect on the Part I Checklist and the Part II In-Depth Review of Materials Document:1. Comment here on any deficient areas that were updated to demonstrate compliance after the forms were given to the program
2. Document any outstanding issues of compliance in the program’s materials with specific reference to what the program needs to do to demonstrate compliance in their response to this report.
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|  | *Site Team Comments*: |
|  |  |
| 6.  | Describe each aspect of the site visit. |
|  | *Site Team Comments*:  |
|  |  |
| 7.  | Provide an assessment of the following items:1. The program’s financial viability to offer programs of CPE
2. The program’s measurement of student achievement for Level I/Level II CPE and if the program is meeting the minimum requirements
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|  | *Site Team Comments*: |
|  |  |

**Indicate the timeline for the program response and Part II Report,**

**including the specific dates by which each is due.**

**Part I Report due to Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*The Part I Report is due to the program no later than 30 days after the conclusion of the site visit. Be sure to identify any outstanding portfolio items that must be addressed.*

**Program response to the Part I Report (if required) due to the National Site Team Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*The program’s response is due no later than 60 days after the conclusion of the site visit (30 days after the 30-day period for receipt of the Part I Report ends).*

**The Part II Report is due to the Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*The Part II Report is due no later than 14 days after the 30-day period for the Center's Response ends.*

**Please note that if the program is in full compliance, the Part I and Part II reports may be combined. If this is the case, be sure to include the site team’s vote and recommendations to the Accreditation Commission.**

\_\_\_\_\_ Check here if this is a combined Part I/Part II Site Visit Report as the program is in full compliance

**For provisionally accredited programs seeking initial accreditation the site team recommends:**

\_\_\_\_\_ Grant accreditation to offer CPE Level I/Level II CPE

\_\_\_\_\_ Grant Accreditation to offer CPE Level I/Level II CPE and Certified Educator CPE

**For currently accredited programs seeking renewal of Accreditation the site team recommends:**

\_\_\_\_\_ Grant continued accreditation to offer Level I/Level II CPE

\_\_\_\_\_ Grant continued accreditation to offer Level I/Level II CPE and Certified Educator CPE

**Record the site team’s vote on its recommendation:**

Upload all Site Visit documents to program’s portfolio in SharePoint and inform the ACPE Certified Educator, the assigned Accreditation Commissioner, and Accreditation Commission Chair that all materials have been uploaded.