

## INSTRUCTIONS FOR COMPLETION OF ACCREDITATION SELF-EVALUATION

1. Prior to the scheduled on-site visit, the accreditation self-evaluation packet will be mailed to the program Dean/Director.
2. The school is to contact the Board office when the on-site packet is received.
3. It is recommended that the accreditation self-evaluation have input from administration, faculty, students, and others deemed appropriate.
4. Each standard should be individually reviewed and checked if met or not met in the left side "program" columns. **If a standard relates to a document within the school, please assemble it as part of the materials to be submitted to the Board.** It is important that comments be made when faculty feel that the standard has been exceeded. It is essential that justification be provided when a required standard is not met.
5. Information is to be included for both inpatient clinical facilities and community agencies.
6. **Submit four (4) original bound hard copies and four (4) USB drive electronic copies of the completed self-evaluation document along with support documents inclusive of the current University or College catalog, program Student Handbook, and a minimum of 5 years of nursing program meeting minutes to the West Virginia Board of Examiners for Registered Professional Nurse's office on or before close of business on a date that is no less than four weeks in advance of the scheduled site visit.** A tentative agenda for the visit should be sent as soon as available for site visitor review and approval. The final two (2) to three (3) day agenda is to be sent with this document for on-site visitor review and preparation.
7. Documents will be reviewed by on-site visitors prior to arriving at the school.
8. The on-site team will be comprised of at least two or more of the following individuals: Board Member, Executive Director of the Board, Associate Director of the Board, and faculty from another school in the state.
9. During the visit, standards will be reviewed and validated by the on-site team. Recommendations will be made with regard to standards not met.
10. A copy of the accreditation self-evaluation document will be returned to the school Dean/Director with comments of both the program and on-site team.
11. School faculty may send comments, questions or supplementary materials that address findings of the on-site team to the Board office. Comments, questions or materials received at least fourteen (14) days prior to the date of the Board meeting when the report is to be reviewed, will be included in materials for consideration during Board review.
12. Contact the Board office if you have questions concerning the completion of this form.