



1449 Hill Street  
Whitinsville, Massachusetts 01588  
978.338.6300 (v) 978.832.2638 (f)  
Email: [office@coa-ndt.org](mailto:office@coa-ndt.org)  
Website: [www.coa-ndt.org](http://www.coa-ndt.org)

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## PREPARING FOR INITIAL ACCREDITATION

You have been hired as the program director and tasked with preparing for CAAHEP accreditation. Congratulations! Where do you begin? You can use this checklist to make sure every step in the accreditation process is completed.

1. Contact the CoA-NDT Executive Office ([office@coa-ndt.org](mailto:office@coa-ndt.org)) and work with the Executive Director to establish a timeline for the various activities. DONE
  - Self-Study Report due date
  - Anticipated timeframe for the site visit
  - Anticipated CoA-NDT agenda for an accreditation recommendation
  - Anticipated CAAHEP agenda for an accreditation award
2. Download the Initial Accreditation Self-Study template from the CoA-NDT website: [www.coa-ndt.org](http://www.coa-ndt.org)
3. Read the Self-Study template and begin to gather materials that will be needed to complete the document. You may want to have regular meetings with your dean or department chair while preparing the Self-Study.
4. Identify other offices in the institution that will be helpful to engage while writing the Self-Study.
5. Share components of the Self-Study with your Advisory Committee to gain input from the members, especially when developing the curriculum and program goals.
6. Ask another program director or the dean/department chair to read the Initial Self-study when you think it is complete. These individuals likely have experience with programmatic accreditation and they can help you identify areas that may not be clear or missing required documents/information.
7. Submit the Self-Study to CoA-NDT.
8. Begin to think about when you want the site visit scheduled. Make sure to identify college holidays or other times the administration will not be available for the site visit and block those days on your calendar.
9. Expect to have communication with the CoA-NDT Executive Office. Less communication is better than more during a few weeks after submitting the Self-Study since that means the Technical Review of your Self-Study revealed no major issues.
10. Complete the Site Visit Request Form and submit it to the CoA-NDT Executive Office.
11. Identify any conflicts with the CoA-NDT members and site visitors so these individuals will not be assigned to your program.

12. The CoA-NDT Executive Office will notify the institution's CEO/President; your dean (or equivalent administrator), and you when the site visit team has been identified and the site visit date(s) confirmed.
13. The CoA-NDT Executive Office will be communicating with you regarding activities that need to take place before the site visit occurs.
  - Use the Site Visit Schedule Template to develop the actual schedule for the day(s).
  - Make sure to include all required communities of interest, and to share with them the Schedule Template since it identifies the specific topics the site visit team will want to discuss with them.
  - Prepare the required On-Site Materials. You will receive this information in the site visit confirmation letter and supporting documents.
  - If you will be participating in a Virtual Site Visit, begin to think about how to prepare the virtual tour of your program's facilities. You will receive the Virtual Tour Guidelines from the CoA-NDT. You will likely want to discuss this with your dean/department chair and the media department.
  - If you will be participating in a Virtual Site Visit, the CoA-NDT Executive Office will set up an orientation session two-to-four weeks before the site visit.
14. Get a good night's sleep the night before the site visit!
15. The goal of the site visit is to clarify and verify the information you submitted in the Initial Self-Study Report. CoA-NDT wants your site visit to be successful.
16. When you have questions or need additional information, please do not hesitate to contact either the CoA-NDT Executive Office or your Team Leader. The Team Leader will be identified in the Site Visit Confirmation Letter and supporting documents.

