

## Dos and Don'ts of Accreditation Visits

- Include nametags and paper name plates for interview rooms.
- Include sign-in sheets for guest visitors.
- Make sure printer works ahead of time. Puts team members in foul mood if not working!
- Include instructions on how to use the printer.
- Have flash drive for each team member.
- Have an IT person onsite or available for help 24/7.
- Include very detailed directions on where team meeting room is located and include building name and copy of campus map for each team member.
- Provide onsite representatives (hint: candidates love to do this and can often provide great feedback about the program while escorting visitors) who can escort team members to interview rooms, answer general questions about campus, etc. Never leave a team member alone to find a room or location without help. Does not go over well. Always have an escort available at all times during the day.
- Campus team meeting room and location of interviews need to be very close to one another and, when possible, in the same building. Be sure there is plenty of time allotted between interviews, especially if distance between interview locations is great.
- If team members need to walk long distances on campus, please be sure to ask the team lead if there are any transportation needs, especially for any member with a disability or recent illness. Do not assume all are able to walk long distances.
- Schedule interviews to last no longer than one (1) hour.
- Do not feel pressured to provide gifts, unnecessary or expensive items, etc. If a request seems odd, unreasonable, or not CAEP-related, then please contact the onsite state representative before fulfilling such a request.
- Team members greatly appreciate all evidence documents that are labeled according to standard and easily identifiable.
  - Simple listing (ok, but frustrating for team members since they do not know which standard the document is addressing and need to open all of them; time consuming and puts some in a bad mood!):
    - Document 1
    - Document 2
    - Document 3
  - Better (Standard number first; followed by the number of document and/or name of document; helps team member assigned to a specific standard identify evidence specific to the standard)
    - 3:1 Document name
    - 3:2 Document name
    - 4:1 Document name
    - 4:2 Document name