AIAA ACCREDITATION

Provisional Accreditation

Visit Guide for Schools

American International Accreditation Association of Schools and Colleges

PROVISIONAL ACCREDITATION VISIT

Provisional accreditation is the beginning of the formal AIAA accreditation process. Upon successfully completing the provisional accreditation visit, a school will be accredited for one year as it prepares for the full accreditation visit. Steps for provisional accreditation include:

STEP 1   COMPLETE APPLICATION AND SCHEDULE VISIT

Complete the application for AIAA membership (refer to the *AIAA website for the Application for Membership*) and submit it accompanied by:

- Application fee of $350.
  (If the school completed a candidacy accreditation visit this fee does not need to be paid again.)

- Annual membership fee of $2,500.

- School licensure or approval from the government of the country where the school is located.

Schedule the provisional accreditation visit with the AIAA Executive Director and ensure that all dues and fees have been paid.

STEP 2   FACILITY PREPARATION

The school should use the facility checklists located in the Appendix to demonstrate that the facilities are adequate to meet the educational objectives of the program (see Standard 3.11). Where facilities do not currently meet the checklist requirements, the school should have a plan to ensure that the facilities will be adequate at the time of the full accreditation visit. The accreditation team will use these same checklists as they evaluate the school's facilities during the visit.

STEP 3   GATHER ITEMS OF EVIDENCE

An evidence is a document or item that will be used by the visiting team to ensure that the school is generally meeting the five AIAA Standards for Accreditation.

The school should gather items of evidence for each standard and organize them in folders. Gathering items of evidence is an activity the school will work on throughout the accreditation process.

Listed below are items of evidence the school should gather in preparing for the provisional accreditation visit. Where the school does not have an item of evidence, the school should have a plan to develop and implement the missing item.

REQUIRED ITEMS OF EVIDENCE

The school must show evidence of the following requirements (these may be in the host country's language):

- [ ] 1. School licensure or approval from the government of the country where the school is located.
- [ ] 2. Incorporation documents.
- [ ] 3. Civil compliance certificates.
- [ ] 4. Letter of legal representation.
- [ ] 5. Record book for ministry visitors for countries where this is required.
- [ ] 6. Ministry decree for American program, if required, for school to operate in the country.
- [ ] 7. Curricula for subjects taught in the host country language, where it is required.

ITEMS FOR STANDARD 1:   SCHOOL VISION, MISSION AND STRATEGIC GOALS

- [ ] Current vision statement.
- [ ] Current mission statement.
- [ ] Advertisement and promotional materials.

ITEMS FOR STANDARD 2:   THE EDUCATIONAL PROGRAM

- [ ] Master course schedule.
- [ ] Examples from each curricular area showing the scope of what each student should know about the subject matter upon the completion of the program (or graduation).
- [ ] Examples showing grade specific goals and sequence for each grade level.
- [ ] Course descriptions.
- [ ] Example standard lesson and unit plans.
- [ ] Examples of the variety of current instructional materials teachers use to enhance the school's curriculum.
- [ ] A complete list of the school's teachers and their professional qualifications.
- [ ] Personnel records.
- [ ] Teacher evaluation tool.

☐ Professional development plan and schedule.

☐ School technology plan.

☐ Examples of how classroom assessments are matched to the curricular goals.

☐ Examples of formative and summative assessments from different grade levels.

☐ Description of the external assessment(s).

☐ Copies of progress reports, quarterly reports, semester report cards, etc.

ITEMS FOR STANDARD 3: ADMINISTRATIVE AND FACILITY SUPPORT

☐ Organizational chart that outlines the administrative structure of the school including names of persons in each position.

☐ Job descriptions for all positions.

☐ Agenda and attendance records from a sampling of staff meetings.

☐ Staff meeting schedule.

☐ Policy and procedure manual.

☐ Staff handbook.

☐ Student handbook.

☐ Policy and procedure for appeals or complaints.

☐ School budget. (Note: The accreditation team leader, and possibly one other team member, will review the school's budget with the school owner(s) or administration. This information will be confidential and not part of any file).

☐ Salary scale information.

☐ Safety plan *(ongoing procedures that assure that all physical facilities and grounds are safe for students).*

☐ Emergency response plan *(procedures to follow in case of an emergency, including fire)*.

☐ School facilities plan.

☐ Map of escape routes.

ITEMS FOR STANDARD 4: THE STUDENT SUPPORT SERVICES

☐ List of all support staff and their professional qualifications.

☐ Blank transcript or report card form

☐ Complete transcripts of five randomly selected students of various grade levels.

☐ Complete attendance records of five randomly selected students of various grade levels.

☐ Description of the school's method for storing student transcripts or report cards.

☐ Policy for grading.

☐ Policy for granting grade completion or credit.

☐ School health plan.

ITEMS FOR STANDARD 5:   QUALITY MANAGEMENT AND SCHOOL IMPROVEMENT

☐ School profile.

☐ School improvement plan.

☐ Survey information.

STEP 4   THE PROVISIONAL ACCREDITATION VISIT

Once the school has completed the first three steps it will be ready to host a provisional accreditation visit to demonstrate that the school is generally meeting the five AIAA Standards for Accreditation.

One or two AIAA team members will conduct the visit. The school should plan on the visit taking half of a day. The team members will meet with administration, take a tour of the school, review items of evidence, and meet with other stakeholders as needed. During the provisional accreditation visit the AIAA team members will provide training on how to prepare for the full accreditation visit.

STEP 5   PREPARE FOR THE FULL ACCREDITATION VISIT

Following the provisional accreditation visit the school will have one year to prepare for a full accreditation visit. Before hosting a full accreditation visit the school must have been in operation for a minimum of one year. Refer to the *AIAA website for the Full Accreditation Visit Guide for Schools*.

APPENDIX

FACILITY CHECKLISTS

BUILDING AND SAFETY

YES	NO	
☐	☐	1. The exterior of the school is well maintained, neat, and attractive.
☐	☐	2. Outdoor areas for student use (playgrounds, sports fields, etc.) are well maintained and safe.
☐	☐	3. Stairways are clean, uncluttered and provide adequate passage for students.
☐	☐	4. Maps of escape routes and emergency procedures are posted in all classrooms, laboratories, and offices.
☐	☐	5. Areas where food is served are safe, clean, and hygienic.

RESTROOMS

YES	NO	
☐	☐	1. Restrooms are more than adequate in size, are clean, hygienic, and provide privacy for students.
☐	☐	2. A sufficient number of restrooms are on each floor.
☐	☐	3. There are separate restrooms for girls and for boys.
☐	☐	4. Separate restrooms for staff are available.
☐	☐	5. The restrooms have sufficient lighting and ventilation.
☐	☐	6. The availability of sinks, soap and towels for hand washing is adequate.
☐	☐	7. Toilet tissue is regularly restocked when needed.
☐	☐	8. There is an adequate number of wastebaskets in each restroom.
☐	☐	9. The restrooms are cleaned regularly with a schedule posted as to times they are cleaned.
☐	☐	10. Each restroom has a sufficient sewage system.
☐	☐	11. The floor is dry and not slippery.
☐	☐	12. Signs are posted for proper hygiene practices for students and for staff.

CLASSROOMS

YES	NO	
☐	☐	1. Classrooms are clean and well organized.
☐	☐	2. Classrooms are suitable in size for the number of students.
☐	☐	3. Furniture in the classrooms is adequate and in good condition.
☐	☐	4. Chairs and desks in the classroom are adequate for the number of students served and appropriate for the age of the students in each classroom.
☐	☐	5. Lighting in the classrooms is adequate for the instructional activities.
☐	☐	6. Ventilation in the classrooms is adequate for the instructional activities.
☐	☐	7. Bulletin boards and white boards are adequate for the instructional activities.
☐	☐	8. Classrooms provide conducive learning environments.
☐	☐	9. Classrooms are safe for students and teachers.
☐	☐	10. Adequate resources are available for student learning.
☐	☐	11. Student work is displayed in classrooms.
☐	☐	12. The classroom is accessible for administration to monitor.
☐	☐	13. Coordinators and service workers are readily available on each floor.
☐	☐	14. A classroom time schedule is posted in each classroom.
☐	☐	15. The school mission is displayed prominently in each classroom.
☐	☐	16. First aid kits are available in all classrooms.
☐	☐	17. Fire extinguishers are near each classroom.
☐	☐	18. Emergency exit routes and procedures are clearly posted in all classrooms.

LIBRARY

YES	NO	
☐	☐	1. The size of the library is suitable for the number of students at the school.
☐	☐	2. Furniture is appropriate for library activities.
☐	☐	3. There are a sufficient number of seats for students.
☐	☐	4. There is sufficient shelving and cupboards for books.
☐	☐	5. The library is well stocked with materials that reflect the range of reading levels represented in the school.
☐	☐	6. The library contains a variety of materials and formats: books, magazines, catalogs, diaries, eBooks, audio books, etc.
☐	☐	7. There is easy-to-read and highly visible signage to aid the students in finding materials.
☐	☐	8. A list of available library materials is readily available to students.
☐	☐	9. The library has a database of all the materials and a management system for checking out materials and monitoring their return.
☐	☐	10. The library provides a conducive learning environment.
☐	☐	11. The library has adequate lighting and ventilation.
☐	☐	12. The staffing includes the presence of a qualified librarian.
☐	☐	13. The library schedule is posted.
☐	☐	14. The library rules and regulations are posted.
☐	☐	15. Emergency exit routes and procedures are clearly posted.

SCIENCE LABORATORIES

YES	NO	
☐	☐	1. Laboratories are clean and well organized.
☐	☐	2. Laboratories are suitable in size for the number of students.
☐	☐	3. Furniture in the laboratories is appropriate, adequate, and in good condition.
☐	☐	4. A sufficient number of sinks are available in each laboratory.
☐	☐	5. A sufficient number of electrical outlets are available in each laboratory.
☐	☐	6. Laboratories have sufficient equipment and supplies to perform the experiments and activities in the curricula.
☐	☐	7. Laboratories are connected to a preparation room.
☐	☐	8. Chemicals are properly stored in the preparation/equipment storeroom and are under staff control. An approved flammables cabinet is available for volatile chemicals.
☐	☐	9. Lists of materials with their expiration dates are prominently displayed in the preparation room.
☐	☐	10. Lighting in the laboratories is adequate for the experiments and activities.
☐	☐	11. Laboratories are vented to the outside away from air intake vents. Vented laboratory air is not recirculated back into the building's general system.
☐	☐	12. Each chemistry laboratory has a fume hood. Fume hood ventilation is vented to the outside away from air intake vents.
☐	☐	13. Each laboratory has available a chemical waste container and broken glass container.
☐	☐	14. Where possible there are two exits in each laboratory.
☐	☐	15. Each laboratory has clearly labeled emergency and master shut-off controls for electricity, gas, and water. The controls are easily accessible to the teacher (located near the teacher's station), but not too easily accessible to students, if possible.
☐	☐	16. Each chemistry laboratory has an emergency chemical shower and fire blankets.
☐	☐	17. Each chemistry laboratory has an emergency eye and face wash station.
☐	☐	18. Each chemistry laboratory has sanitized eye goggles, coats, and gloves for all students.
☐	☐	19. Safety procedures are prominently posted in each laboratory. Safety symbols are posted throughout the laboratories to ensure students use chemicals, equipment, and materials safely.
☐	☐	20. First aid kits are available in all laboratories.
☐	☐	21. Fire extinguishers are mounted in each laboratory.
☐	☐	22. Emergency exit routes and procedures are clearly posted in all laboratories.

TECHNOLOGY

YES	NO	
☐	☐	1. The school maintains a reliable, fast, secure internet connection which is readily available throughout the school.
☐	☐	2. A technology professional oversees the technology infrastructure, network, technology security systems, hardware, and software.
☐	☐	3. Computers and technology are accessible for all staff and students, and support learning and instruction in the classroom.
☐	☐	4. Interactive boards or projectors are in each classroom.
☐	☐	5. Staff members have access to printers and scanners.
☐	☐	6. Internal and external means of communication (phone, fax, etc.) are available throughout the school.
☐	☐	7. Internet filters and firewall applications are used to ensure safe access to information for all students.
☐	☐	8. Software is maintained and kept up-to-date to ensure smooth operation of computers and technology applications.

HEALTH ROOM

YES	NO	
☐	☐	1. The health room is clean and well organized.
☐	☐	2. The size of the health room is sufficient to serve the number of students in the school.
☐	☐	3. The health room has appropriate furniture that is in good condition, including a bed that can be screened for privacy.
☐	☐	4. There is an appropriate waiting area for students who enter the health room.
☐	☐	5. The health room is in a convenient location on the school campus.
☐	☐	6. There is sufficient lighting and ventilation in the health room.
☐	☐	7. The health room is cleaned regularly and bed linens are changed after each use.
☐	☐	8. A log of daily visitors is kept.
☐	☐	9. A complete file for each student in the school is kept in a secure, locked location.
☐	☐	10. Information on each student's medical insurance is maintained.
☐	☐	11. There is a list of available medicines with their expiration dates.
☐	☐	12. Medicines are stored in a locked location and are under staff control.
☐	☐	13. A qualified nurse is available during the entire school day.
☐	☐	14. A medical doctor is available or on call.
☐	☐	15. The health professional on staff shows understanding of the procedures to handle confidential issues related to student health and chronic diseases.
☐	☐	16. There are procedures to refer cases that the school health professional cannot treat.
☐	☐	17. A first aid kit is available.
☐	☐	18. The health room has a fire extinguisher.
☐	☐	19. Emergency exit routes and procedures are clearly posted.