

TECHNOLOGY CENTER ACCREDITATION PROCESS OVERVIEW

- **Online Training** in ctYOU
- **Set Visit Dates** (September – December)
- School Staff will participate in **virtual meetings** with accreditation staff to prepare (at least two). Not all staff. Just staff responsible for the application and visit (accreditation contacts).
- Financial Aid and Civil Rights/Safety staff from ODCTE will conduct **Pre-Visits** with the schools to assist in preparing for the compliance portion of the visit.
- **Complete application** – Due July 15
 - Follow Accreditation Guidelines
 - Follow Format Specifications
 - Exhibit 6 with links
 - Upload supporting documentation
- **Develop Visit Agenda** with Accreditation Staff
 - June – August
 - Hybrid model – virtual group interviews and onsite program observations, one on one interviews, and exit summary presentation.
 - Assign appropriate staff to group interviews.
 - Provide ODCTE with a list of programs and instructors for onsite program observations and interviews.
 - Provide ODCTE with a list of all staff and their titles for onsite interviews.
 - Provide ODCTE and examiners with campus maps.
 - Approve examiners assigned to your school.
- Examiners participate in a **Prep Day** the day before the visit begins. No school participation.
- **Visit begins with Virtual Interviews** (Number of days depends on the size of the school)
 - One Zoom link for school’s staff and stakeholders.
 - Superintendent, or designee, will start the visit with a district overview Power Point presentation.
 - Virtual group interviews. Accreditation staff move technology center representatives into break out rooms with teams of examiners.
 - No supervisors will be in interviews with staff they supervise.
 - Examiners will use electronic interview forms to document the interview information.
 - Examiners will write strengths and opportunity statements based on the application and interview information.
- **Onsite portion** (numbers of days depends on the size of the school)
 - Examiners travel to locations at the end of the last virtual day.
 - Examiner work room will be provided by the school.
 - Examiners will conduct individual follow-up interviews with staff and students, and program observations. Not all staff may be interviewed, and some staff could be interviewed multiple times.
 - Breakfast, lunch, and snacks are provided to examiners.
 - Technology Center staff can expect to see

examiners throughout the facilities all day during the onsite portion.

- Examiners will use electronic interview forms to document the interview information.
- Examiners will write strength and opportunity statements based on the application and interview information.
- On the afternoon of the final day of the visit, examiners will present a summary of the visit for technology center staff. The superintendent will determine which school staff attends. The summary will include a few overarching strengths and opportunities for improvement for Standards 1-6 that the examiners select.
- After the visit, the accreditation staff will compile examiner statements and scores into a **Feedback Report**.
 - The school will receive the report 30-60 days after the visit. Some exceptions may apply.
 - The school has 30 days to review and provide a **rebuttal** if necessary.
 - The month following the review, the **Feedback Report** goes to the Oklahoma State Board of Career and Technology for **approval**.
 - The superintendent (or designee) is required to **attend the Board meeting**.
 - If there is a **corrective action** required, the plan must be included in the report that goes to the Board.
 - **Completed Correction Action Plans** must be done within **60 days** of Board approval. Accreditation staff will follow up.
 - The school will develop a **Continuous Improvement Plan** within **90 days** of Board approval. The school selects one opportunity for improvement from Standards 1 – 6 to work on the next five years.
 - During the **3 Year Monitoring Visit**, schools will update the accreditation staff on the status of their **Continuous Improvement Plan**.

FOR MORE INFORMATION VISIT:

<https://oklahoma.gov/careertech/technologycenters/accreditation.html>

ACCREDITATION STAFF:

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