



Prior to Visit

- **Visit Dates:** Set visit dates between September and December. Accreditation staff will contact you 18 months prior to confirm training dates.
- **Online Training:** Complete training in ctYOU.
- **Virtual Preparatory Meetings:**
 - At least two meetings with accreditation staff to prepare.
 - Only for staff responsible for the application and visit (accreditation contacts).
- **Pre-Visits**
 - Financial Aid and Civil Rights/Safety staff from ODCTE conduct pre-visits to assist with compliance preparation (spring prior to visit).
- **Application Submission**
 - Deadline: July 15 (upload to ctYOU)
 - Requirements:
 - Follow Accreditation Guidelines.
 - Meet Format Specifications.
 - Include Exhibit 6 with links.
 - Upload supporting documentation to ctYOU.
- **Develop Visit Agenda** (April - August)
 - Agenda Coordination: Work with accreditation staff to finalize a hybrid agenda, including:
 - Virtual Group Interviews and Onsite Observations/Interviews.
 - Approve examiners assigned to your school
 - Assign staff to virtual group interviews.
 - Provide lists of:
 - Programs and instructors for observations.
 - All staff and their titles for interviews.
 - Share campus maps.
- Examiners participate in a Prep Day the day before the visit begins—no school participation is required.

Virtual & Onsite Visit

- **Virtual Portion:**
 - Conduct virtual interviews with staff and stakeholders via Zoom.
 - The superintendent (or designee) starts the visit with a district overview presentation.
 - Group interviews with no supervisors present during their staff's interviews.
 - Examiners document information using electronic forms and write strengths/opportunity statements.
- **Onsite Portion:**
 - Examiners arrive at the school after the virtual portion concludes.
 - Activities include:
 - Individual follow-up interviews with staff and students.
 - Program observations.
 - Examiners document findings and write strengths/opportunities statements.

- **School provides:**
 - Examiner workroom (requirements will be emailed to Technology Center)
 - Breakfast, lunch, and snacks.
- **Exit Presentation:**
 - On the final day, examiners present a summary to designated staff, highlighting overarching strengths and opportunities for improvement.

Post-Visit

- **Feedback Report:**
 - 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.

Accreditation Staff

Joey Vanek, Accreditation Manager
Andra Beyer, Accreditation Coordinator
Sandra McKnight, Financial Aid Specialist
Alan Nahs, Civil Rights Coordinator
Desi Beyer, Administrative Assistant

For More Information Visit
[Accreditation Website](#)