

**12 NCAC 09B .0605 INSTITUTIONAL VISITATION**

- (a) After copies of the completed self-evaluation report have been received by the Program Evaluation Committee, the institution will make arrangements for a team to visit the institution, if a team visit is called for.
- (b) Duties and composition of the Visiting Team are outlined in the "Certification Guidelines Manual".
- (c) Visits will normally be one day in duration, but for planning purposes, each application and self-evaluation report will be examined to estimate the length of the visit.
- (d) Team activities during the visit will include the following:
  - (1) review of the goals and objectives of the program;
  - (2) preliminary, interim, and closing conferences with the program administrator;
  - (3) conferences with faculty groups, individual faculty members, and support personnel;
  - (4) conferences with administrative officers of the institution;
  - (5) discussions with criminal justice officials served by the program;
  - (6) conferences with students and graduates, if possible;
  - (7) visits to appropriate school facilities and resources;
  - (8) review of appropriate records; and
  - (9) upon completion of the visit, the team will conduct an exit interview with appropriate institutional representatives.
- (e) On-site arrangements will be conducted in the following manner:
  - (1) The institution will provide those documents, reports, and other material requested by the Program Evaluation Committee prior to the site visitation.
  - (2) The institution will provide lodging, meals, and transportation for the Program Evaluation Committee.
  - (3) The institution will make arrangements for a convenient office or conference room, as well as secretarial and other support services.

*History Note: Authority G.S. 17C-6(b)(10);  
Eff. January 1, 1985;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. May 25, 2019.*