

4723-5-06

**Survey visits, reports, and response by the administrator of a program to a survey visit report.**

- (A) A representative of the board shall conduct a survey visit ~~shall be conducted~~ for the purpose of determining if a program is meeting and maintaining the ~~minimum standards~~ requirements of this chapter. ~~Each survey visit of a program shall be made by a representative of the board, as determined by the board. Survey visits may be made to the program and any or all of its locations.~~ Survey visits include the following:
- (1) An announced survey visit for each program at least once every five years as part of the reapproval process. If a representative of the board fails to conduct a survey visit before the five year full approval expires, the board shall issue a notice to the administrator of the program extending the full approval status until a representative of the board conducts a survey visit and the board takes action on the program's approval status;
  - (2) Additional announced or unannounced survey visits as deemed necessary and appropriate by the board or representative of the board;
  - (3) An announced survey visit for a proposed program prior to the board's consideration of a proposed program's approval status;
  - (4) An announced survey visit for a program with conditional approval, prior to completion of the program by the first class ~~who~~ that entered the program immediately after conditional approval was granted; and
  - (5) An announced survey visit in accordance with paragraph ~~(C)~~(B) of rule 4723-5-23 of the Administrative Code when a program has a pass rate on the licensure examination that ~~falls below~~ is less than ninety-five per cent of the national average for first-time candidates in a calendar year for three consecutive years.
  - (6) An announced survey visit in accordance with paragraph ~~(C)~~(B) of rule 4723-5-23 of the Administrative Code when a program has a pass rate on the licensure examination that ~~falls below~~ is less than ninety-five per cent of the national average for first-time candidates in a calendar year for four or more consecutive years.
- (B) Prior to an announced survey visit as set forth in paragraph (A) of this rule, the board shall contact the administrator of the program to arrange the dates for the survey visit. The contact shall be followed by a notice to the administrator of the program ~~which~~ that shall include information pertinent to the survey visit.

- (1) If the program to be surveyed has two or more locations, the program administrator shall notify the faculty and students at each program location of the anticipated date of the survey, and provide contact information for the board so that faculty and students at each location may directly forward any comments to the board concerning the program.
- (2) When finalizing the survey schedule, a representative of the board may consider faculty and student comments when determining if survey visits will be made for program locations.
- (C) Prior to an announced survey visit as set forth in paragraph (A)(1) of this rule, the administrator of the program shall complete a presurvey visit report in a format prescribed by the board and shall submit the presurvey visit report to the board at least three weeks prior to the scheduled date of the survey visit.
- (D) After a survey visit is completed by a representative of the board, a survey report of the visit shall be completed ~~by the representative~~ and submitted to the administrator of the program. The report shall indicate the ~~minimum standards~~ requirements that are being met and maintained by the program; the ~~minimum standards~~ requirements that are not being met or maintained by the program, when applicable; and the date that the survey ~~visit~~ report will be considered by the board. The report may include recommendations for enhancement of the program.
- (E) If the survey ~~visit~~ report indicates that a ~~minimum standard~~ requirement is not being met ~~and or~~ maintained, the administrator of the program may submit to the board, not later than thirty days prior to the date the board is to consider the report, a ~~written response to the report setting forth evidence~~ documentation that the program is meeting and maintaining each ~~minimum standard~~ requirement identified in the report as not being met ~~and or~~ maintained.
- (F) When making a determination about a program's approval status, the board shall consider the survey ~~visit~~ report and ~~the written evidence~~ any documentation submitted by the administrator of the program, provided the ~~response~~ documentation was submitted by the administrator of the program within the time frame specified in paragraph (E) of this rule.
- ~~(G) The board shall make all determinations about a program's approval status in accordance with rule 4723-5-04 of the Administrative Code.~~

Effective:

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Certification

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Date

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