

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 for the purpose of determining if a program is meeting and maintaining the requirements of this chapter. 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 during the program's approval period ~~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~~ program's full approval period 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 seeking conditional approval as provided in paragraph ~~(E)~~(D) of rule 4723-5-08 of the Administrative Code.
    - (a) The board may conduct a survey visit for a proposed program prior to granting conditional approval.
    - (b) If a survey visit is not conducted prior to the board granting conditional approval, a survey visit shall be conducted no later than eight months after the date on which formal instruction begins for the first class of students admitted to the program.
    - (c) A survey visit conducted within eight months after the date on which formal instruction begins for the first class of students admitted to a program, may be conducted in conjunction with the survey visit required by paragraph (A)(4) of this rule;
  - (4) An announced survey visit for a program with conditional approval, prior to completion of the program by the first class that entered the program immediately after conditional approval was granted;
  - (5) An announced survey visit in accordance with paragraph (B) of rule 4723-5-23 of the Administrative Code when a program has a pass rate on the licensure examination that is less than ninety-five per cent of the national average for

first-time candidates in a calendar year for three consecutive years; and

- (6) An announced survey visit in accordance with paragraph (B) of rule 4723-5-23 of the Administrative Code when a program has a pass rate on the licensure examination that 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 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, teaching assistants and students at each program location of the anticipated date of the survey, and provide contact information for the board so that faculty, teaching assistants 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, teaching assistant 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 and submitted to the administrator of the program. The report shall indicate ~~the requirements that are being met and maintained by the program;~~ the requirements that are ~~were~~ not ~~being~~ met ~~or~~ and maintained by the program, when applicable, and the date that the survey report will be considered by the board. The report may include recommendations for enhancement of the program.
- (E) If the survey report indicates that a requirement is not being met ~~or~~ and 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, documentation that the program is meeting and maintaining each requirement identified in the report as not being met ~~or~~ and maintained.

- (F) When making a determination about a program's approval status, the board shall consider the survey report and any documentation submitted by the administrator of the program, provided the documentation was submitted by the administrator of the program within the time frame specified in paragraph (E) of this rule.

Effective:

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Certification

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Date

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