



NACEP Pre-Accreditation Coaching Program

PURPOSE

NACEP's volunteer Pre-Accreditation Coaches answer questions and provide advice to concurrent enrollment program (CEP) administrators as they implement and document NACEP standards-based practices. Coaches have extensive knowledge of NACEP's standards and accreditation process, but will not be involved in the decision-making process or final accreditation review of CEP's that they mentor. Pre-Accreditation Coaches work with CEP administrators intending to apply for NACEP accreditation during the Self-Study phase to ensure they understand the following:

- Principles behind standards-based concurrent enrollment
- Integration of best practices throughout the CEP
- Importance of quality controls instituted by the postsecondary institution
- Importance of support from college/university administrators, and secondary administrators at high schools and school districts
- Expectation that all practices and documentation are in place prior to submission of accreditation application

POSSIBLE ACTIVITIES

- Answering questions about NACEP terminology and expectations
- Providing feedback to CEP administrators on program processes, documentation, and draft accreditation application materials
- Explaining aspects of the NACEP accreditation process, including current standards and required accreditation documentation
- Offering advice on how to survey students for program evaluation
- Helping CEP administrators assess whether they are ready to apply for accreditation

COACHING EXPECTATIONS

- A time commitment of no more than 10 hours per month for the lesser timeframe of either one year or until the submission of accreditation materials by the CEP
- Handoff of the CEP to the NACEP Executive Secretary if the program's needs cannot be met by the coach
- Respect and support for the needs of member programs not eligible for NACEP accreditation, e.g., those using CE models that don't completely fit the NACEP definition of concurrent enrollment
- Coaches may also serve as accreditation peer reviewers, but are ineligible for service on accreditation review teams for the CEP's they coached

- Participation in the Pre-Accreditation Coaching Program does not guarantee that a CEP will receive accreditation
- Confidentiality of nonpublic information provided by a CEP
- Cessation of coaching once accreditation materials are submitted

KNOWLEDGE & EXPERIENCE OF COACHES

- Thorough understanding of and ability to explain the 2011 NACEP program quality standards
- Understanding of the documentation required for NACEP accreditation
- Experience working in a NACEP-accredited CEP
- Experience conducting a NACEP accreditation self-study, reviewing another institution for NACEP accreditation, or equivalent demonstrable knowledge
- Understanding of the benefits of standards-based concurrent enrollment for all programs

ORGANIZATIONAL SUPPORT FOR COACHES

- An orientation webinar on the 2011 standards
- Ongoing support by the Program Development action team—as a resource to answer coaches' questions and to consult as needed with the Accreditation Committee Chair.
- A listserv for the coaches and the action team to post and discuss questions
- Other resource materials (handbooks, examples of best practices, issue briefs, etc.) created or provided by the action team