Audit Request and Scheduling

1. College to ensure NAPTA membership is current.

2. College to email NAPTA requesting audit 120 days prior to 3 year anniversary of previous audit site visit.

   Email to NAPTA administrator@naptaonline.org

   This email for the audit **MUST** include:

   - Audit Tool with shaded areas completed

   - Current roster of advisory committee with contact information (email and phone number)

   - Audit visit preferences (semester, dates, day of the week, time, etc.)

   - Contact information for college official responsible for agreeing to audit visit date

   - Current semester class schedule for PTEC courses

3. NAPTA staff will forward email to Endorsement Committee for assignment of Lead Auditor.

4. Lead Auditor will solicit and select qualified NAPTA auditors to conduct audit, and forward previous audit report and renewal (current) audit tool to them.

5. Lead Auditor will contact college to set up audit date and time. A confirmation email containing an audit visit agenda will be sent to the college, audit team members, NAPTA staff and co-chairs of Endorsement Committee.

Preparation for Audit

1. College prepares the following written information organized in a binder / folder for the audit.

   a. Advisory committee meeting minutes from all meetings since the last audit.

   b. Sampling of tests. There should be a minimum of three graded student exams for each test from each of the eight core courses. The key should be included if there are any discussion or fill in the blank questions.

2. Reserve a room for audit team to work without any interruptions. This should have space for interviews to be conducted as well.

3. Once date of audit has been confirmed with lead auditor, the college representative is responsible for schedule of industry representative interviews no earlier than one hour after start of audit.

Conducting the Audit

1. College escorts audit team to workspace reserved for auditors and area for interviews.

2. Audit team has a short meeting without college personnel present.

3. Audit team discusses emphasis items from previous audit report, and audit tool.

4. Lead auditor opens meeting with college.

5. College gives program overview and tour of facilities.

6. College provides a student roster from classes ongoing that day for auditor to select students to interviews.

7. Auditors review program material and interview students, instructors if needed, and advisory committee members.

8. Lead auditor conducts closing meeting including review of findings.

Post Audit Activities

1. Lead auditor and team complete and submit a typed audit report (using template provided) and completed audit tool to Endorsement Committee.

2. Endorsement Committee reviews report and audit tool and approves school's continued endorsement based on the audit results or contacts the lead auditor for clarification.

3. Endorsement Committee co-chairs notify NAPTA office of the status of the school's endorsement.

4. Upon Endorsement Committee notification, NAPTA staff emails endorsement document or concerns to college and a completed copy of the audit tool.

5. College reviews audit tool and report with advisory committee (and college).

6. If warranted, College responds to NAPTA with action plan.