**APA CoA Verification (In-Person) Site Visit**

**Doctoral Template**

All programs undergoing a virtual site visit must be site visited in-person when practicable. The in-person site visit will not replicate the virtual visit, or elements thereof, and will be conducted through a limited visit (1/2 day) performed by a single site visitor (Note: programs may require more time/visitors). The purpose of the visit is to *verify* that records and facilities/resources are consistent with that which was reported during the virtual visit. The in-person site visit only needs to address the verification questions/items identified in this template.

Please note that the verification visit should not add new information to the record, but rather *confirm* the information specific to records/facilities/resources that were reported as part of the virtual site visit. The verification visit must not consist of additional interviews with administration, faculty, or students. Changes occurring since the virtual site visit must be reported to CoA via the substantive change process (IR C-27 D); and should not be incorporated into the verification review.

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**Opening Summary:** *Please identify the name/type of program, dates of the visit, member/s of visit team, timing of the visit (e.g. 3 hours), and who guided you during the visit. Please also identify any other relevant logistics of the visit.*

**Verification Report:** *Please verify each item by checking the appropriate box and provide at least 1 to 2 sentences of narrative for each standard.*

**Standard I.C.3** *(if applicable)*

Partnerships/Consortia

**Verification:**

*If the program is a consortium:*

**The site visitor should visit each (current) participating member of the consortium and**

**confirm resources available as identified in I.C.4, including ADA compliance of *all* member**

**sites.**

**Site Visitor Comment** *(N/A if not a consortium):*

**Standard I.C.4**

*The program has, and appropriately utilizes, the resources it needs to achieve its training aims, including student acquisition and demonstration of competencies. The program works with its academic unit and/or the administration of the sponsor institution to develop a plan for the acquisition of additional resources that may be necessary for program maintenance and development. The resources should include the following:*

1. *financial support for training and educational activities;*
2. *clerical, technical, and electronic support;*
3. *training materials and equipment;*
4. *physical facilities;*
5. *services to support students with academic, financial, health, and personal issues;*
6. *sufficient and appropriate practicum experiences to allow a program to effectively achieve the program's training aims.*

**Verification:**

**Confirm resources are accessible and sufficient, consistent with I.C.4 and the information**

**reported in the virtual site visit report.**

**Verify that all facilities and resources are compliant with the Americans with Disabilities**

**Act.**

**Site Visitor Comment:**

**Standard I.D.4**

***Record Keeping***

*The program is responsible for keeping information and records related to student training and complaints/grievances against the program. Records must be maintained in accord with federal, state, and institution policies regarding record keeping and privacy. The Commission on Accreditation will examine student records and programs' records of student complaints as part of its periodic review of programs.*

* + - 1. *Student Records. The program must document and maintain accurate records of each student's education and training experiences and evaluations for evidence of the student's progression through the program, as well as for future reference and credentialing purposes. The program should inform students of its records retention policies.*
      2. *Complaints/Grievances. The program must keep records of all formal complaints and grievances of which it is aware that have been submitted or filed against the program and/or against individuals associated with the program since its last accreditation site visit. The Commission on Accreditation will examine a program's records of student complaints as part of its periodic review of the program.*

*Review: IR C-6 D: Record of student complaints in CoA periodic review.*

**Verification:**

**If remediations and or program terminations have taken place, confirm there is evidence**

**in student files that the program has followed its own policies.**

**Verify how/where grievances are stored and how privacy and confidentiality maintained.**

**Site Visitor Comment:**

**Standard II.B.3**

***Required Practicum Training Elements***

* + - 1. *Practicum must include supervised experience working with diverse individuals with a variety of presenting problems, diagnoses, and issues. The purpose of practicum is to develop the requisite knowledge and skills for graduates to be able to demonstrate the competencies defined above. The doctoral program needs to demonstrate that it provides a training plan applied and documented at the individual level, appropriate to the student's current skills and ability, that ensures that by the time the student applies for internship the student has attained the requisite level of competency.*
      2. *Programs must place students in settings that are committed to training, that provide experiences that are consistent with health service psychology and the program's aims, and that enable students to attain and demonstrate appropriate competencies.*
      3. *Supervision must be provided by appropriately trained and credentialed individuals.*
      4. *As part of a program's ongoing commitment to ensuring the quality of their graduates, each practicum evaluation must be based in part on direct observation of the practicum student and her/his developing skills (either live or electronically).*

**Verification:**

**Confirm that record of practicum evaluations are found in student files, signed by**

**practicum agency supervisors and faculty in the program.**

**Site Visitor Comment:**

**Standard III.C.3**

***Feedback and Remediation***

*Students receive, at least annually and as the need is observed for it, written feedback on the extent to which they are meeting the program's requirements and performance expectations. Such feedback should include:*

* + - 1. *timely, written notification of any problems that have been noted and the opportunity to discuss them;*
      2. *guidance regarding steps to remediate any problems (if remediable); and*
      3. *substantive, written feedback on the extent to which corrective actions have or have not been successful in addressing the issues of concern.*

**Verification:**

**Check student files for evidence of meaningful individualized feedback regarding**

**performance. Confirm appropriate signatures by both the student and faculty and that**

**files are generally complete and reflect the training provided.**

**Verify (as applicable) that student files include written feedback on the extent to which**

**corrective actions have or have not been successful.**

**Site Visitor Comment:**

**Standard V.B.2**

***Communication***

*The program must inform the accrediting body in a timely manner of changes in its environment, plans, resources, or operations that could alter the program's quality. This includes notification of any potential substantive changes in the program, such as changes in practice area or degree conferred or changes in faculty or administration.*

**Did the program report any new/updated information regarding the program?**

Yes No

**If yes:** Did the program confirm the information had been submitted as a formal substantive change to the CoA?

Yes No

**Site Visitor Comment:**

**Verification Site Visit Schedule - Doctoral**

**Program Name:**

**Site Visitor:**

**Date/Time:**

|  |  |
| --- | --- |
| Time  (30 minutes) | Meet with Program Director: Name  [add others, if applicable]   * Introductions/Brief Overview of Verification Visit Process |
| Time  (45 minutes) | Facilities Tour to include:   * Classroom and student workspace; * Clinical rooms/space (if applicable); * Educational materials, including equipment; * Computers and other technology dedicated to students and program operations; and, * Space and facility needs for faculty/supervisory staff. * [Other?]   Tour conducted by: [Name/s] |
| Time  (15 minutes) | BREAK |
| Time  (60 minutes) | Record Review to include:   * Grievances and complaints from last 10 years * Student files from all cohorts over the past 10 years (or since program’s inception) |
| Time  (30 minutes) | Meet with Program Director: Name  [add others, if applicable]   * Closing/Final Questions |