**NCPMC Accreditation Standards**

**Program Accreditation Review Checklist**

**Program under evaluation:** Click or tap here to enter text. **Date:** Click or tap here to enter text.

**Evaluator’s Name:** Click or tap here to enter text.

**Evaluator’s Role:** [ ]  **Review Committee Chair** [ ]  **CPM Graduate** [ ]  **CPM Instructor**

**Standard 1: Mission and Public Service**

The program has a program specific mission statement? [ ]  Yes [ ]  No

Does it guide public service performance expectations? [ ]  Yes [ ]  No

Is there a method of program operations and performance evaluation? [ ]  Yes [ ]  No

Evaluator’s Comments:

Click or tap here to enter text.

Items of Note:

Click or tap here to enter text.

Suggestions for Improvement (if any):

Click or tap here to enter text.

**1.1 Mission Statement. Evidence could include but is not limited to:** mission statement, interviews with stakeholders about development and implementation of the mission statement and about use of the mission statement to set priorities, develop programs and curricula, establish learning outcomes, and allocate resources.

**1.2 Performance Expectations. Evidence could include but is not limited to:** Review of brochures, handbooks, flyers, website information; planning documents; logic models and environmental scans; and interviews with stakeholders to discuss expectations for alignment of the mission and goals with the program.

**1.3 Program Evaluation. Evidence could include but is not limited to:** The most recent Annual Report; evaluations of the program; survey results from alumni, employers, and focus groups; and Interviews with stakeholders about program improvement processes and about improvements to the program.

**The program adequately meets Standard 1: Mission and Public Service** [ ]  **Yes** [ ]  **No**

If no, then please explain your concern here:

Click or tap here to enter text.

**Standard 2: Core Competencies**

Are the CPM Core Competencies adequately addressed across the curriculum? [ ]  Yes [ ]  No

Does the program consist of 300 or more hours of structured learning activities? [ ]  Yes [ ]  No

Does the program have a public management project (capstone) that
includes a written component? [ ]  Yes [ ]  No

Does the public management project benefit their organization? [ ]  Yes [ ]  No

Evaluator’s Comments:

Click or tap here to enter text.

Items of Note:

Click or tap here to enter text.

Suggestions for Improvement (if any):

Click or tap here to enter text.

**2.0 Core Competencies. Evidence could include but is not limited to:** Documentation of core curriculum and learning outcomes and of core curriculum and competencies; sample capstone projects; policies and procedures; brochures; handbooks; flyers, website information; interviews with stakeholders—participants, Faculty/Instructors, employers about the curriculum.

**2.1 Competencies Addressed in Curriculum. Evidence could include but is not limited to:** brochures, handbooks, flyers, website information; policies and procedures; sample capstone projects; sample assessments, evaluations and, tests; interviews with stakeholders.

**2.2 Examinations and Projects. Evidence could include but is not limited to:**  Sample capstone projects, assessments and tests; policies and procedures manual; interviews with alumni who submitted exceptional projects (possibly Askew Award winners).

**The program adequately meets Standard 2: Core Competencies** [ ]  **Yes** [ ]  **No**

If no, then please explain your concern here:

Click or tap here to enter text.

**Standard 3: Resources and Capacity**

Does the program adequately document the adequacy of its resources and
capacity to fulfill its mission? [ ]  Yes [ ]  No

Does the program have policies and procedures that promote effective
management and operation of the program in a sustainable manner? [ ]  Yes [ ]  No

Do the policies provide guidance linking administrative
procedures to the mission? [ ]  Yes [ ]  No

Does the program utilize instructors who can demonstrate academic or
professional experience to be qualified for the content they teach? [ ]  Yes [ ]  No

Does the program have a governing or advisory group guiding policy,
recommendations, and potential clientele? [ ]  Yes [ ]  No

Evaluator’s Comments:

Click or tap here to enter text.

Items of Note:

Click or tap here to enter text.

Suggestions for Improvement (if any):

Click or tap here to enter text.

**3.0 Program Resources. Evidence could include but is not limited to** Documentation of resources showing alignment with the mission, goals, objectives and outcomes, for example, a Logic Model. Tour of the physical facility, budget documentation, brochures, website etc., interviews with participants and Faculty/Instructors about the adequacy of resources and capacity.

**3.1 Administrative Infrastructure. Evidence could include but is not limited to:** Policies and procedures; interviews with institutional and program leadership; observation of modalities used in the program (for example, access to on-line platform and/or observation of a classroom)

**3.2 Faculty/Instructors. Evidence could include but is not limited to** Documentation of Faculty/Instructors, including name, address and area of expertise (A list of the Faculty/Instructors and their bios is available); brochures, handbooks, flyers, website information.

**3.3 Administrative Policies and Procedures. Evidence could include but is not limited to** flyers, brochures, website and policies and procedures manual; confidentiality statement.

**3.4 Funding. Evidence could include but is not limited to:** documented budget**;** interviews with both institutional and program leadership. A copy of the budget will be available for review.

**3.5 Advisory Group. Evidence could include but is not limited to:** Documentation of advisory board members/group and their meetings, including name, address and area of expertise; brochures, handbooks, flyers, website information, interviews with advisory board/group members.

**The program adequately meets Standard 3: Resources and Capacity** [ ]  **Yes** [ ]  **No**

If no, then please explain your concern here:

Click or tap here to enter text.

**Standard 4: Planning and Implementation**

Does the program engage in ongoing, participatory planning that provides direction for the institution and leads to the achievement of intended outcomes for programs and services? [ ]  Yes [ ]  No

Are the program’s planning and implementation processes sufficiently flexible to address
unexpected circumstances while maintaining the program’s rigor and viability? [ ]  Yes [ ]  No

Are participant records held securely and confidentially? [ ]  Yes [ ]  No

Are assessment review standards clearly specified? [ ]  Yes [ ]  No

Are evaluation results taken into consideration for program improvements? [ ]  Yes [ ]  No

Evaluator’s Comments:

Click or tap here to enter text.

Items of Note:

Click or tap here to enter text.

Suggestions for Improvement (if any):

Click or tap here to enter text.

**4.0 Planning and Implementation. Evidence could include but is not limited to:** Strategic plan; frequency or cycle of planning; flexibility of planning and implementation; documentation of curriculum; survey results; interviews with stakeholders

**4.1 (3.5) Program Requirements. Evidence could include but is not limited to:** brochures, handbooks, flyers, website information, samples of correspondence between program and applicants

**4.2 Tracking System. Evidence could include but is not limited to:** Observations of tracking/filing system/s; samples of correspondence with participants about their progress; interviews with current participants of the program.

**4.3 Security Measures. Evidence could include but is not limited to:**  Observation and review of how participant files and evaluations are secured; policies and procedures

**4.4 Assessment. Evidence could include but is not limited to:** sample assessment reviews and evaluations; policies and procedures; interviews with stakeholders.

**The program adequately meets Standard 4: Planning and Implementation** [ ]  **Yes** [ ]  **No**

If no, then please explain your concern here:

Click or tap here to enter text.

**Standard 5: Effectiveness and Improvement**

Does the program assess how well the participants are meeting the expectations
of the Faculty/Instructors? [ ]  Yes [ ]  No

Does the program invite participant evaluation of classes? [ ]  Yes [ ]  No

Does the program evaluate assessment outcomes to improve the program? [ ]  Yes [ ]  No

Does the program demonstrate and implement a plan of appropriate
strategic growth? [ ]  Yes [ ]  No

Does the program promote a culture of continuous improvement processes? [ ]  Yes [ ]  No

Evaluator’s Comments:

Click or tap here to enter text.

Items of Note:

Click or tap here to enter text.

Suggestions for Improvement (if any):

Click or tap here to enter text.

**5.1 Participants’ Reactions. Evidence could include but is not limited to:** Sample assessments; evaluations and interviews with stakeholders including participants, Faculty/Instructors, and employers

**5.2 Program Development. Evidence could include but is not limited to:** Interviews with stakeholders; documented changes in curriculum and strategic plan

**5.3 Areas of Growth. Evidence could include but is not limited to:** Strategic plan; documented changes resulting from a continuous improvement process; interviews with program stakeholders

**The program adequately meets Standard 5: Effectiveness and Improvement** [ ]  **Yes** [ ]  **No**

If no, then please explain your concern here:

Click or tap here to enter text.

**In Conclusion**

After careful review, I find the program adequately meets the NCPMC Standards for accreditation and would recommend accreditation of this program to the NCPMC Executive Council.

[ ]  **Yes** [ ]  **Conditionally Yes** [ ]  **No**

If “Conditionally Yes”, what conditions would you propose for consideration by the NCPMC Executive Council?

Click or tap here to enter text.

What did you find particularly effective or remarkable about this program that other programs might wish to emulate?

Click or tap here to enter text.

Any other comments or concerns?

Click or tap here to enter text.