

**ARIZONA DEPARTMENT OF VETERANS' SERVICES  
OFFICE OF VETERANS' EDUCATION  
(STATE APPROVING AGENCY)**

**IHL/NCD SUPERVISORY VISIT REPORT**

TYPE OF VISIT:	SUPERVISION	INSPECTION	INFORMATIONAL	OTHER:
FAC:	1 4 9144 03	Public	Private	
ACCREDITED	Yes	No	Agency	NCA
Name of Institution NORTHLAND PIONEER COLLEGE			Date of Last Visit August 29, 2008	Date of This Visit August 11, 2009
Address (Street, City, ZIP Code) P.O. Box 610, Holbrook, AZ 86205 (Physical Loc 1611 S. Main St., Snowflake, AZ				Phone 800-266-7845

<b>1. INSTITUTION'S PERSONNEL INTERVIEWED DURING VISIT:</b>		
Name: Ms. Vicki Owen	Title: Academic Advisor & Veteran's Coordinator	Phone: 928-536-6241
Name:	Title:	Phone:
Name:	Title:	Phone:
Name:	Title:	Phone:

<b>2. Key Institutional Personnel</b>		
Institutional President: Dr. Jeanne Swarouth	Title: President	Phone:
Dean or VP over Certifying Officials: Mark Vest	Title: Vice-President for Instructional Services	Phone: 928-524-7420
Primary Certifying Official: Ms. Vicki Owen	Title: Veteran's Coordinator	Phone: 928-536-6241
Secondary Certifying Official: Mark Vest	Title: Vice President	Phone: 928-524-7420

<b>3. PRESENT STUDENT ENROLLMENT:</b>									
Number of Veterans Currently Enrolled in Veterans' Approved Programs, by Chapter:									
	Chapter 30	Chapter 31	Chapter 33	Chapter 35	Chapter 1606	Chapter 1607	Total Veterans	Total Students	
Degree Programs:	22	3	1	14	2		42	4733	
Non - Degree Programs:									
85/15 ratio requirements met	Yes	No					% of veterans		

COMMENTS:
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<b>4. VA FORM 22-8794, DESIGNATION OF CERTIFYING OFFICIAL(S):</b>			
A.	VA Form 22-8794 reflects the current VA Certifying Officials	Yes	No
B.	Current VA Form 22-8794 is dated:	2-22-09	

COMMENTS: Need to send a new 22-8794 to Vicki
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<b>5. SAA / DVA CORRESPONDENCE FILES:</b>				
A.	SAA Approval letters / correspondence and files are available. Last SAA approval letter: February 9, 20098		Yes	No
B.	The SAA has approved the current School Catalog. SAA approved catalog: 2008-2009		Yes	No
C.	The SAA has approved the current School Catalog supplement or addendum. SAA approved catalog supplement or addendum:	N/A	Yes	No
D.	The SAA has approved the current School Class Schedule SAA approved schedule:	N/A	Yes	No
E.	Programs and/or courses being offered to veterans are taught via "contract" with another company, institution, or individual that is NOT part of the institution. *If YES, name the contracted entity:		Yes*	No
F.	Is the SAA Approval Agreement current? (ADVS-SAA Form 010A)		Yes	No
G.	Is the OLAF (VA's On-Line Account File) available and current?		Yes	No
H.	Is the VA Form 22-1919, Conflicting Interests current? (Non-profit Institutions only)	N/A	Yes	No
I.	Is the VA Form 10-0144A, Compliance with Equal Opportunity Laws Current?		Yes	No

COMMENTS: Just received new catalog and awaiting Tech to load to CD's, They will forward Three Copies

<b>6. INTERNSHIPS / EXTERNSHIPS</b>				
A.	Are Internships / Externships Included In SAA Approved Programs?		Yes	No
B.	Is there a Memorandum of Understanding (M.O.U.) or Contract between entities?	N/A	Yes	No
C.	Review institutional policies in reference to Internships or Externships.	N/A	Yes	No
D.	Review of the progress of veteran(s) currently in an Internship or Externship.	N/A	Yes	No
E.	Reviewed a listing of Internships or Externships locations.	N/A	Yes	No

COMMENTS:

<b>7. CENTRALIZED CERTIFICATION:</b>				
A.	Are Certifying Officials certifying veterans attending other branch campuses or sites?		Yes	No
B.	Is Institution approved for Centralized Certification?	N/A	Yes	No
C.	Are all campuses assigned a VA Facility Account Code (FAC)?	N/A	Yes	No
D.	Is the SAA's Centralized Certification Agreement current?	N/A	Yes	No
F.	Are all approved campuses and teaching sites listed and approved by the SAA?	N/A	Yes	No
G.	Does the SAA have a current listing of veteran representatives for all locations?	N/A	Yes	No

COMMENTS:

<b>8. LICENSURE AND ACCREDITATION:</b>				
A.	Is the institution's State license(s) current?	N/A	Yes	No
B.	Does the SAA have a current copy the institution's State license(s)?	N/A	Yes	No
C.	Are all SAA approved programs listed on the State license(s)?	N/A	Yes	No
D.	Does the institution have a wavier for State licensure?	N/A	Yes	No
E.	Is the institution's accreditation document current?	N/A	Yes	No
F.	Are institutional accreditation and licensure documents displayed?	N/A	Yes	No

COMMENTS: Accreditation visit is scheduled between Sept -Oct

<b>9. WORK STUDY:</b>					
A.	Is the institution an approved VA Work Study Site?			Yes	No
B.	Are VA Work Study students involved with VA certification?		N/A	Yes	No
C.	Are VA Work Studies used at other campuses and teaching sites?		N/A	Yes	No
D.	Are veterans aware of the VA Work Study program?		N/A	Yes	No

COMMENTS:

<b>10. CHANGES IN INSTITUTIONAL ADMINISTRATION:</b>					
A.	Name			Yes	No
B.	Ownership			Yes	No
C.	Administration – President, Deans, CEO, etc			Yes	No
D.	State License		N/A	Yes	No
E.	Accreditation		N/A	Yes	No
F.	Campuses or Teaching Sites			Yes	No
G.	Facilities			Yes	No
H.	Policies or Procedures			Yes	No
I.	Programs			Yes	No
J.	Tuition and fees			Yes	No
K.	Maximum Student Enrollment (Non-accredited Schools Only)		N/A	Yes	No
L.	Other:			Yes	No

COMMENTS: added heavy equipment

<b>11. MARKETING/ADVERTISEMENTS:</b>								
A.	Do reviewed program marketing and advertisement materials contain questionable or misleading information?						Yes	No
B.	Do marketing and advertisement refer to the institution's approval for veteran's benefits?						Yes	No
C.	What form of media is used?	Website	Newspaper	TV	Radio	Printed	Other	

COMMENTS:

<b>12. DISTANCE LEARNING:</b>					
A.	Are any courses or programs offered through Distance Learning?			Yes	No
B.	Does institution have policies and procedures for Distance Learning?		N/A	Yes	No
C.	Do instructors receive training on Distance Learning instruction?		N/A	Yes	No
D.	Do students receive guidance on Distance Learning instruction and procedures?		N/A	Yes	No
E.	Is faculty and student interaction/communication satisfactory?		N/A	Yes	No
F.	Are any On-line programs or courses used by the institution?			Yes	No
G.	Is Interactive Television (ITV) used by the institution?			Yes	No
H.	Are Computer Based Training programs used by the institution?			Yes	No
I.	Are there other types of instruction offered by the institution? If yes, what type? Interactive Audio Classes			Yes	No

COMMENTS:

<b>13. INSTRUCTORS:</b>			
A.	Do the directors and administrators of the institution have adequate education and experience?	Yes	No
B.	Do faculty / instructors have adequate credentials to teach in the area they are assigned?	Yes	No
C.	Are faculty and instructor credentials published in institution's catalog?	Yes	No
D.	Do students complete evaluations of faculty/instructors for each course?	Yes	No
E.	Does the institution complete periodical evaluations of faculty/instructors?	Yes	No
F.	Were instructor's credentials and evaluations made available and reviewed?	Yes	No
G.	Does institution conduct faculty and staff development programs?	Yes	No

COMMENTS: received new computers and are currently installing them

<b>14. INSTITUTION FACILITIES:</b>			
A.	Are classrooms, labs, library adequate?	Yes	No
B.	Are instructional equipment and materials adequate?	Yes	No
C.	Are student, faculty, and administrative areas adequate?	Yes	No
D.	Are safety and security policies pursued?	Yes	No
E.	Are disability provisions available?	Yes	No

COMMENTS:

<b>15. VETERAN STUDENT FILES:</b>			
A.	Are VA Form 22-1990 or VA Form 22-1995 and DD 214 maintained in school's file?	Yes	No
B.	Are veterans certified in an SAA approved program?	Yes	No
C.	Are veterans certified by location and Facility Account Code (FAC)?	Yes	No
D.	Are copies of VA Form 22-1999 correct and in the school's file?	Yes	No
E.	Are copies of VA Form 22-1999b correct, in the school's file, and completed in a timely manner (within 30 days)?	Yes	No
F.	Does the institution have a documented process for the evaluation and reporting of prior training and experience?	Yes	No
G.	Was prior educational credit or experience awarded to veteran's programs?	Yes	No
H.	Is a current Program of Study, Degree Completion Plan, or a school transcript made available?	Yes	No
I.	Are students given an opportunity to choose VA counseling?	N/A	No

COMMENTS: Jamin Fellows

<b>16. RESULTS/CONCLUSION:</b>	
DISCREPANCIES: None	
CORRECTIVE ACTION REQUIRED: None	
COMMENTS/RECOMMENDATIONS: None	

<i>April R. Monthie</i> VETAA's Education Program Specialist	Date: August 11, 2009
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