



NATIONAL AUTOMOTIVE TECHNICIANS EDUCATION FOUNDATION, INC.

May 24, 2012

Mr. Jim Arndt
Principal/CTE Administrator
Denfeld High School
401 N 44th Ave W
Duluth, MN 55807

Dear Mr. Arndt:

Your application for the on-site evaluation of your Automobile technician training program has been approved in the following area(s): Brakes, Electrical/Electronic Systems, Engine Performance, and Suspension & Steering. Your application on file will be valid through 11/04/2013. Should your program not complete the accreditation/renewal of accreditation process by 11/04/2013, you will be required to resubmit your application, and begin the process anew. *Note: The above date refers only to the length of time your application is valid for. Programs in the accreditation renewal process should not mistake this date for their expiration date.*

You will be notified in writing once an Evaluation Team Leader (ETL) has been assigned to your program. Please contact this person quickly to finalize plans for your visit. Also remember that the team packets you purchased will be sent directly to your ETL.

While you are awaiting an ETL assignment, we recommend using this time to prepare for your on-site evaluation. **The document *Recommendations for a Successful On-site Evaluation* has been enclosed and is intended to serve as a guideline, including suggestions for a positive on-site evaluation experience.** Please take a moment to read thoroughly, paying special attention to item 3, which states course of study materials must be received by your ETL at least two weeks in advance of your scheduled on-site evaluation date(s). We recommend organizing these materials now, so that your evaluation date can take place in a timely manner.

Should you have any questions or need further information, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads 'Brittany Miller'.

Brittany Miller
School Services Coordinator

BM

cc: Mr. Matthew Rannila, Instructor

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NATIONAL AUTOMOTIVE TECHNICIANS EDUCATION FOUNDATION, INC.

RECOMMENDATIONS FOR A SUCCESSFUL ON-SITE EVALUATION

Helpful Hints And Suggestions

Congratulations! NATEF has approved your program for an on-site evaluation. NATEF is in the process of assigning an Evaluation Team Leader (ETL) to your program. We make every effort to assign an ETL to your program within 30 days. NATEF will send you a letter with contact information for your ETL as soon as that individual is assigned. We would like to take this opportunity to share with you some hints and suggestions for a positive on-site evaluation process.

The entire evaluation process should be viewed with the goal of overall program improvement. However, since the evaluation requires the program to be reviewed by their peers, a certain amount of anxiety can be expected. Some say that anxiety results from the pride instructors and administrators have in their school, their program, and their desire for continuous improvement.

The following hints and suggestions were developed as a result of NATEF's extensive experience working with programs and ETLs. Given that not all training programs are the same, no two on-site evaluations are exactly the same. In the final analysis, direct communication between the on-site coordinator and their assigned ETL will be the key for a positive experience.

1. Keep in mind that the on-site visit serves two purposes:

First - It allows the evaluators a chance to review the information that you and/or your Advisory Committee used to rate your program for the self-evaluation. In other words, they validate that you are doing what you say you are doing.

Second - The feedback provided by the team can be used to make improvements to your program.

2. Initiate contact with your ETL once he or she is assigned. Identify a date that will work for both of you for the on-site. Please keep in mind that for an Initial Accreditation, a two-day on-site is required, while the Renewal of Accreditation usually requires only one day. Make sure that the day(s) you select is a normal school day when students are in class.

3. Have your Course of Study information ready to send to the ETL. Please refer to item 4 in the procedures section of the Program Standards for all that you are required to send. If you have any questions about the materials you must include, you can discuss this with the ETL when you plan

for the on-site. Remember that the ETL must receive this information at least two weeks prior to the on-site.

4. Inform the Administrator, school counselor, and other instructors involved with the program of the date of the on-site and request that they be present and available for at least part of the day(s). It is helpful if they are present during the introductions. It is important that the Administrator and the instructors attend the debriefing by the team at the conclusion of the evaluation. The schedule for the on-site evaluation should span a routine eight hour day with the start and finish times established by mutual agreement between the ETL and the on-site coordinator (8:00 – 4:00 is typical, but other schedules are acceptable).

5. Prepare your students and your facility for the evaluation. Students should be aware that the program is being evaluated and that the team will be observing classroom and lab/shop activities. The team will make every effort to not disrupt normal activities. This is an opportunity for your program to demonstrate for others how well it meets industry standards.

6. Make provisions for a space for the on-site team to work where they won't be disturbed and where they have access to your materials. **Ensure that all materials are assembled according to Standard and number. Highlight pertinent information for easy identification and review by the team. Use the Program Evaluation guide in Appendix A of the Program Standards for tips on information you may wish to provide for the evaluation team.** Please do not become alarmed if the team asks for additional information or clarification. They are just doing their job for NATEF.

7. It is appropriate and helpful if you provide lunch (at school) for the team during the on-site evaluation.

8. At the close of the evaluation, the team will debrief the program on their observations. Comments may include observations of commendation as well as suggestions for possible improvements. The team does not indicate whether a program will be granted accreditation. The NATEF office will provide notification of your program's accreditation status following the review of the evaluation team's final report. If improvements must be made, NATEF will let you know what must be accomplished and verified by the ETL prior to accreditation.

Best wishes for a successful evaluation process!