



AAQEP Site Visit Observers - Questions and Answers

AAQEP's approach to accreditation embraces transparency and collaboration, and observers are welcome at site visits. Commonly asked questions about such participation are answered here.

Who can observe a site visit and why?

Various people are interested in learning more about the AAQEP process. Some site visit observers are AAQEP members preparing for a future visit on their own campus or are AAQEP volunteers seeking to be better-informed peer reviewers. Other observers, such as state representatives, may be invited by the host provider to help state departments of education learn more about AAQEP's approach to accreditation. Finally, AAQEP staff members may observe site visits to assess AAQEP's internal policies, process, and procedures.

How do I become a site visit observer?

Interested individuals should contact AAQEP's accreditation coordinator at s.hiller@aaqep.org, who will contact the provider to request permission for these observers. In addition, some host providers may extend direct invitations, such as to state representatives, to observe their on-site review. Once an invitation is accepted, it is the provider's responsibility to notify AAQEP's accreditation coordinator.

Observers are expected to complete AAQEP's training Module 1, which consists of eight self-guided online sessions, to familiarize themselves with the AAQEP expectations framework and quality assurance review process. The accreditation coordinator will provide approved observers with access to the training. Observers are also required to sign a confidentiality agreement prior to their arrival.

What expenses are covered?

Site visit observers are responsible for covering all of their own costs (travel, accommodations, meals) associated with their visit and will need to coordinate payment of any costs internal to the visit with the host provider. No observer expenses are covered by AAQEP or the host provider.

How may I use what I learn as a site visit observer?

Professional judgment and courtesy should direct how you use what you've learned at a site visit. If you wish to share any information, it is expected that you will seek permission from the host provider and use appropriate acknowledgment.

Is there anything AAQEP expects of me from attending the site visit?

Yes! AAQEP would greatly appreciate your time in completing a Site Visit Observer Form to help us better understand and improve our processes.

What access will I have to documents, interviews, and reviewer meetings?

Observers' access is at the discretion of the host provider and the Quality Review Team lead. Although transparency is the bedrock of the accreditation process, there may be times when confidentiality concerns or other factors prevent your access.

If I want to observe a site visit, do I have to stay for the entire duration?

No. Although there is no requirement to stay for all of the visit, please communicate your intentions with the host provider and the team lead before the visit.