

ACCREDITING COMMISSION FOR COMMUNITY AND PRECOLLEGIATE ARTS SCHOOLS
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CONSULTATIVE VISITS

Purposes

1. To assist schools planning to apply for ACCPAS accreditation by providing an analysis of their current operations and an explanation of ACCPAS standards.
2. To assist accredited schools and others who may benefit from outside counsel in conducting a self-evaluation.
3. To assist schools in evaluating the need, resources, and curricula for new programs.
4. To assist schools with issues, evaluations, and projects related to program development.

Procedures

1. The school requests in writing from the Executive Director of ACCPAS the names of consultants indicating the specific purpose, nature, and scope of the consultation.
2. The Executive Director of ACCPAS sends to the school a list of trained individuals who can fulfill the requests and requirements of the school.
3. The school notifies the Executive Director of ACCPAS of its order of preference for consultant.
4. The Executive Director of ACCPAS contacts the school's preferred consultant, who, if available, then contacts the school to arrange mutually convenient dates for the visit.
5. The consultant visits the school, usually for at least two days. A program of work is planned to meet the needs of the school. Normally, the consultant confers with administrators, faculty, and students; observes classes, lessons, studios, and rehearsals; examines the library, facilities, and equipment. In general, the consultant tries to acquire an insight into the total community and/or precollegiate program in the arts as a basis for meeting the school's expressed needs. The consultant then makes a report to the school in writing. A copy of this report is also sent to ACCPAS.

Finances

1. The cost of a consultative visit is as follows:
 - a. Consultation fee: \$300 for 1 day (*\$250 for the consultant, \$50 National Office administrative fee*); \$550 for 2 days (*\$500 for the consultant, \$50 National Office administrative fee*); and \$250 for each additional day.
 - b. The consultant's expenses (travel, food, lodging, secretarial assistance, etc.).
2. The school is billed by ACCPAS which, in turn, reimburses the consultant.
3. Although the school hires the consultant, due to the fact that ACCPAS serves as the financial intermediary and reimburses the consultant directly, ACCPAS will file appropriate tax forms with the IRS (i.e., 1099). The school should not duplicate these filings for the consultant.

Some Important Facts About Consultative Visits

1. The consultative visit is not a prerequisite for ACCPAS accreditation. An school may apply for accreditation and have as its first visit an official ACCPAS evaluation.
2. The consultant is not acting as an official ACCPAS evaluator. The recommendations of the consultant are therefore purely advisory in nature. Official action concerning accreditation is taken only after ACCPAS receives and acts upon the report of an official evaluation team and the school's self-study materials.
3. It is ACCPAS policy that an individual who serves as consultant to an school will not later be assigned to an evaluation team in connection with an application for accreditation.
4. Consultants are hired by and work for schools. ACCPAS merely provides the service of assisting schools to secure consultative advice.
5. Upon request, the ACCPAS Executive Director will provide a list of possible consultants who may then be invited and compensated directly by the school. In these cases, there is no obligation for ACCPAS to receive a copy of the consultant's report.