

The background features a light gray geometric pattern of overlapping triangles and a grid of small gray dots in the upper right corner. A solid blue vertical bar is on the left side.

# SUCOE ACCREDITATION

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SUCOE  
**ACCREDITATION- VISIT DATES**

All Full visit and Interim/Mid-cycle visit dates are due to SUCOE by July 1st.

# SUCOE ACCREDITATION- DEFER

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·Requests to defer an accreditation visit are to be received at SUCOE by August 31st.



# SUCOE ACCREDITATION-ACCREDITRAC

The Conference is to add the following to Accreditrac for full visits:

- **Start and Ending Dates for each visit**
- **Site Visit Team Members**

**Accreditrac training will be held on July of each year.**



### Site-Visits

Manage Site-Visits

This is the list of currently scheduled Site-Visits. You may select the **Edit** icon under Actions to update the Site Visit date or team and the **Review** button to open the School or Center's Profile page in preparation for the Site Visit. Click the **Add New Site Visit** button below to schedule a new Site Visit and assign the Site Visit team.



Search...

+ Add New Site Visit

School   ECP	Conference	Year To Be Reviewed	Start Date	End Date	Type	Stage	Action
Wisconsin Academy	Wisconsin Conference	2015-2016	2016-04-10	2016-04-13	Regular Visit	Visit	



Select School | ECP

Michigan ECP (Michigan Conference) v

Please select School | ECP

Select Year To Be Reviewed

2023-2024 v

Please select School | ECP

Site Visit Start Date

MM/DD/YEAR [calendar icon]

Please select Site Visit start date

Site Visit End Date

MM/DD/YEAR [calendar icon]

Please select Site Visit end date

Site Visit Type

Regular Visit v





School | ECP

Upward Adventist School

Start Date  
01/16/2024

Please select Site Visit start date

End Date  
01/17/2024

Please select Site Visit end date

Year To Be Reviewed  
2023-2024

Site Visit Type  
Regular Visit

Please select Site Visit type

Update Site Visit Cancel

+ Add Site Visit Team Member

### Site Visit Tasks

- Review School | ECP** Click to review School Profile submission
- Reports** Click to view all Reports
- Add Resources** Click to add resources for this Site Visit Team



SUCOE

# **ACCREDITATION- TEAM CHAIR SELECTION**

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- Senior Academy-  
NAD
- Junior Academy &  
Elementary Schools-  
Conference
- ECP Centers – Union



**SUCOE  
ACCREDITATION-  
TEAM MEMBER  
SELECTION**

- **Senior Academy-  
SUCOE**
- **Junior Academy &  
Elementary Schools-  
Conference**
- **ECE programs – SUCOE  
& Conference**

SUCOE

# ACCREDITATION-TEAMS



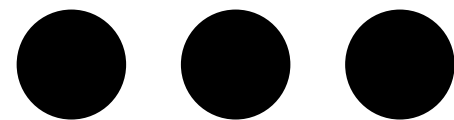
Conferences are highly encouraged to select principals, vice principals, and center directors to serve on full visits on rotation so that all will have the opportunity to experience the full visit from the other side of the desk particularly from the next year. Accreditation teams are encouraged to be populated by schools having visits the following school year.



# SUCOE ACCREDITATION- MANAGEMENT

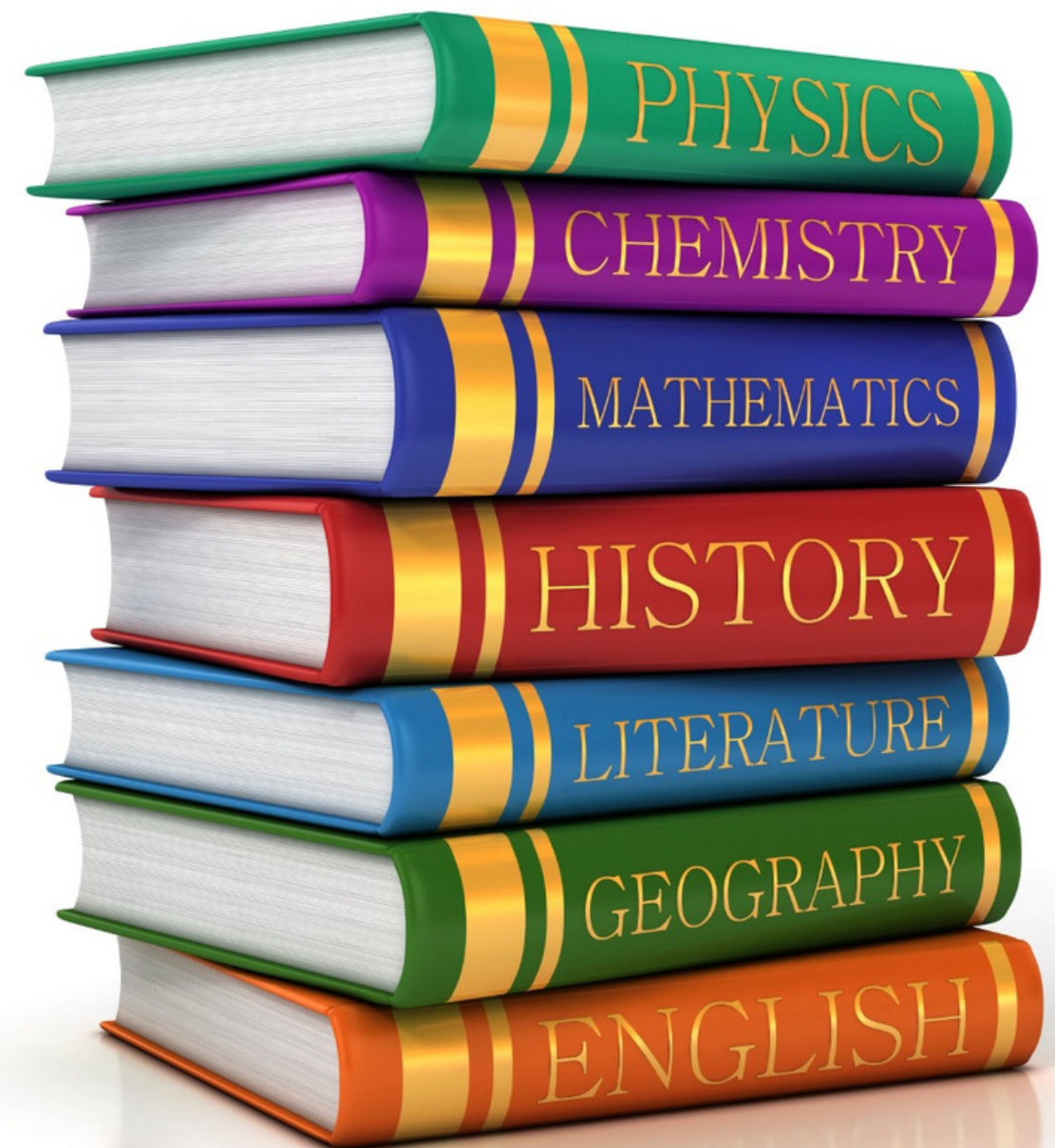
- Accreditrac Status
  - Managed by
    - Conference
    - Union
    - Visiting Chair

The screenshot displays the Accreditrac web application interface. The browser address bar shows the URL: <https://nad2.accreditrac.com/schools/detail.php?school=1692&session=15>. The page header includes the Adventist Education logo and a user profile for 'Carla' with the role of 'Administrator'. The main navigation bar contains 'Dashboard', 'Actions', and 'Help'. The current page is titled 'Schools' and shows a breadcrumb trail: '2022-2023 - Schools - Detail - ASPIRE'. A dropdown menu is open over the 'Complete' button, listing options: 'School', 'Visit', 'Review', and 'Complete'. The main content area features a 'School Profile Stage' section for 'ASPIRE' with a 'Completed' status and a thumbs-up icon. Below this is a 'School | ECP Information' section. The Windows taskbar at the bottom shows the time as 6:53 PM on 6/21/2023.



# SUCOE ACCREDITATION- SCHOOL

The school is able to access  
Accreditrac, add information, upload  
documents.



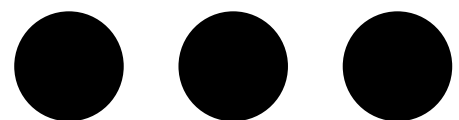
# SUCOE ACCREDITATION- **VISIT**

- 30 days before the accreditation visit the conference will change the status to Visit.
- The chair of center evaluations will change their status to Visit.
- The school/center will no longer have access to the document and cannot upload information.
- The visiting team will then have access to the document.



# SUCOE ACCREDITATION- **REVIEW**

The visiting chair will review the information uploaded by the visiting team and prepare the document for final submission. Visiting team members can no longer add information to the document.



SUCOE

**ACCREDITATION-**  
**COMPLETE**



Once the final report has been completed and ready for submission the chair is to change the status to **Complete**.

SUCOE

# ACCREDITATION- REPORTS

System generated reports  
can be used as a working  
document i.e. Visit Team  
Report

The screenshot displays the 'Adventist Education' system interface. At the top right, it says 'Hello, Carla' and 'Current Role: Administrator' next to a user profile icon. Below this, there are two tabs: 'System Generated Reports' (selected) and 'Final Submission Reports'. The main content area is titled 'System Generated Reports' and contains a table with the following data:

Report	Year	Date	Action
School Profile Report	2024-2025	...	↓
School Profile Report (With Evidence Attachments)	2024-2025	...	↓
School Profile Report	2023-2024	...	↓
School Profile Report (With Evidence Attachments)	2023-2024	...	↓
School Profile Report	2022-2023	2023-04-12	↓
School Profile Report (With Evidence Attachments)	2022-2023	2023-04-12	↓
Visit Team Report	2022-2023	2023-04-18	↓
School Profile Report	2021-2022	2021-09-23	↓
School Profile Report (With Evidence Attachments)	2021-2022	2021-09-23	↓

On the right side of the interface, there is a vertical sidebar with a yellow question mark icon and a white arrow icon pointing up.





Here you will find reports for Forest City Adventist School.

The first tab below, 'System Generated Reports', contains links to download reports generated by the Accreditrac system from data that has been entered. The second tab, 'Final Submission Reports', is a repository for archiving final versions of reports. Final versions of reports may be uploaded directly or attached from the Evidence Manager.

System Generated Reports    Final Submission Reports

## System Generated Reports

Report	Year	Date	Action
School Profile Report	2024-2025	...	↓
School Profile Report (With Evidence Attachments)	2024-2025	...	↓
School Profile Report	2023-2024	...	↓
School Profile Report (With Evidence Attachments)	2023-2024	...	↓
School Profile Report	2022-2023	...	↓
School Profile Report (With Evidence Attachments)	2022-2023	...	↓
School Profile Report	2021-2022	...	↓





Here you will find reports for Forest City Adventist School.

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System Generated Reports

Final Submission Reports

## Final Submission Reports

Report	Year	Date	Action
+ 2024-2025 Final School Reports	2024-2025		Upload Attach
+ 2024-2025 Final Visit Reports	2024-2025		Upload Attach
+ 2023-2024 Final School Reports	2023-2024		Upload Attach
+ 2023-2024 Final Visit Reports	2023-2024		Upload Attach
+ 2022-2023 Final School Reports	2022-2023		Upload Attach



**SUCOE**  
**ACCREDITATION**  

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**EXPECTATIONS**

**Accreditation**  
for  
**Schools with Pre-kindergarten Classrooms**  
&  
**Early Childhood Program (ECP) Centers**

Part 1

Part 2



Part 1

# Schools with Pre-kindergarten Classrooms...



## Standard 10

North American Division's  
Pre-Kindergarten Classroom  
Standard for Accreditation



This standard is for schools with a stand-alone pre-kindergarten classroom or a combined pre-kindergarten/kindergarten classroom.

## **Standard 10** - Pre-Kindergarten Classroom Standard for Accreditation

Must be added to the self-study, i.e., to Standards 1-9  
*“manually.”*

Step 1: Log onto Accreditrac 2.0 [nad2.accreditrac.com](http://nad2.accreditrac.com)

Step 2: Select the school

Step 3: Click on the “Edit Profile” icon



## Bowman Hills SDA School

 Edit Profile

 Principal | Director

 Team Members

 School Profile

### School Profile Stage 2022-2023 (highlighted step has edit permissions)

Submit



School  
School



Visit  
Visit



Review  
Review

### School | ECP Information

Name	Bowman Hills SDA School
Phone	423-476-6014
Email	---
Website	<a href="http://bowmanhillsschool.org">bowmanhillsschool.org</a>
Conference	Georgia-Cumberland Conference
School Type	PreK-12



- Evidence Manager
- Reports
- Import
- Resources

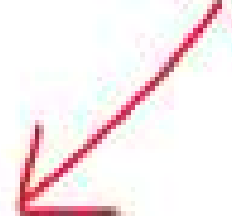
School Type: PreK-12  
NAD School ID: ANTF39  
Union: Southern Union Conference  
Last Interim/Revisit: ----  
Regional Accreditation: ---

Edit

### Accreditation Information

Cycle Year: 4  
Pre-K Standard: ----  
Jr. Academy Review: ----

4



Edit

### School | ECP Location Address

Street: 300 Westview Dr NE  
City: Cleveland  
State/Province: TN  
Country: United States





Please enter Regional Accreditation

## Accreditation Information

Pre-K Standard

Nothing selected



Jr. Academy Review

Nothing selected



Cycle Year

4



Please enter Cycle Year



## Address

Street

300 Westview Dr NE

Please enter street address

City

Cleveland

Please enter city

## Accreditation Information

### Pre-K Standard

Nothing selected

No

Yes

Select "Yes"

## Accreditation Information

### Pre-K Standard

Yes

### Jr. Academy Review

Nothing selected

### Cycle Year

4

Please enter Cycle Year

Ensure you see "Yes" and then click "Save"



Save

Cancel

The "School Profile" page of a school with a Pre-Kindergarten program:



Hello, **Tamara**   
Current Role: Administrator

Dashboard   Actions   Help



Adventist Christian School of Maryville

2022-2023 - School Profile

School

2022-2023



## 2022-2023 School Profile

Submit

From this screen, you can access any section of the School Profile. Select any of the links below to review and complete all of the required elements of the self study process.

Notes

[View: Tiles | List](#)

School Items

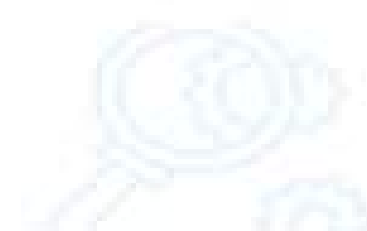


### School Profile Forms

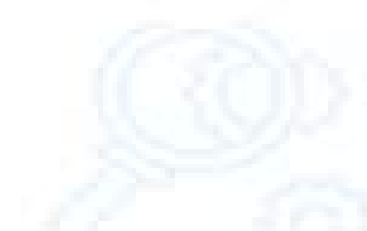
Enter the school's historical, demographic and statistical data.



### Pre-K Standard



### Self Study



If it seems that Standard 10, the Pre-K portion of the Self-study does not magically appear after the “Yes” has been selected and saved, it can be downloaded from Accreditrac’s Resource section.

## North American Division

### Pre-Kindergarten Classroom Standard for Accreditation

- Note:** This standard is for schools with a stand-alone pre-kindergarten classroom or a combined pre-kindergarten/kindergarten classroom. (This standard does not apply to the Pacific Coast Conference and Church of Canada)
- Standard:** Developmentally appropriate practices for young learners in early childhood education classrooms are in place to meet the academic and social needs of the children prior to entering formal schooling.
- Evidences:** Classroom observations, approved curriculum, lesson plans, children’s work/portfolio, assessment, instructional materials, equipment, and/or resources, student handbook, professional development, financial statement, photos, certificates/license, written health and safety plan.

Indicators of Implementation	Evidences	Rating
1. The teacher and staff create a positive and welcoming environment, and are engaged in friendly interactions with the children.		<input type="checkbox"/> 4 Exceptionally Met <input type="checkbox"/> 3 Met <input type="checkbox"/> 2 Partially Met <input type="checkbox"/> 1 Not Met
School Response		
2. The teacher recognizes children’s accomplishments by displaying their work or projects, as they help them reflect on learning.		<input type="checkbox"/> 4 Exceptionally Met <input type="checkbox"/> 3 Met <input type="checkbox"/> 2 Partially Met <input type="checkbox"/> 1 Not Met
School Response		

Grades 3-8 Student Survey  
(1).docx File

Pre-K Standard PDF  
Fileable.pdf File

Global

Keith Holom

2020-10-06



10 Displaying 21 - 30 of 39 records

## To Note:

1. If a school starts a pre-kindergarten class between its school's full-evaluation years, and needs the pre-k included in the accreditation in order to receive grant monies, scholarship funds, etc., there is a process for doing a "pre-kindergarten addendum," that is, a mini-process for evaluating and attaching the pre-kindergarten program to the K-8 accreditation.
2. If Standard #10 is **not included** in the PreK-12 school's full-evaluation self-study, the oversight impacts the school's accreditation status negatively.

**Part 2**

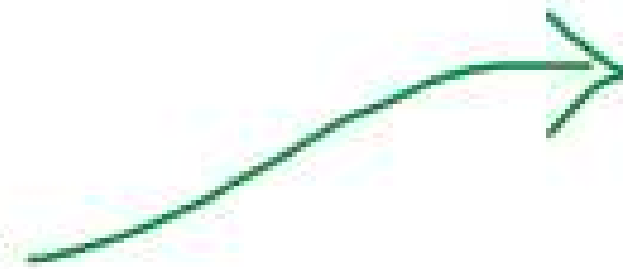
# **Accreditation for Early Childhood Program (ECP) Centers**

In May of 2020, the North American Division Advisory voted that all Seventh-day Adventist early childhood program centers obtain and maintain accreditation through the Adventist Accrediting Association (AAA) on par with elementary and secondary schools. It is official. It is mandatory. 100% by 2026.



## On Par With Schools

- Accreditrac 2.0 is the platform for ECP accreditation.
- On Accreditrac, conferences access the ECP center profile, documents, etc., and activate the self-study in the same manner as schools.
- “School” labels usually include ECPs, in addition to elementary and secondary.



https://nad2.accreditrac.com/dashboard/

Adventist Education

Dashboard Actions Help

**Schools**

Manage your schools or ECPs including adding new schools or centers, editing school or center profiles, principals and directors and team members and importing available data.

Manage new use update in affiliation

**Site-Visits**

**Site-Visits**



School   ECP	Conference	Cycle Year	Stage	Status	Action
St. Colvins Pre-School	Southeastern Conference (Florida)	6	School	Active	
Mt. Olive Junior Academy	Southeastern Conference (Florida)	1	Not Begun	Active	
Mt. Sinai Jr. Academy	Southeastern Conference (Florida)	4	School	Active	
Murfreesboro Adventist School	Kentucky Tennessee Conference	1	Complete	Active	
Murfreesboro Adventist School	Kentucky Tennessee Conference	1	School	Inactive	
Murphy Adventist Christian School	Georgia-Cumberland Conference	6	School	Active	
Myrtle Beach SDA School	Carolina Conference	2	School	Active	
Naples Adventist Christian School	Florida Conference	6	Visit	Active	
New Bethel Christian Academy	South Atlantic Conference	1	School	Active	
The Hope SDA Learning Center	Southeastern Conference (Florida)	1	Review	Active	

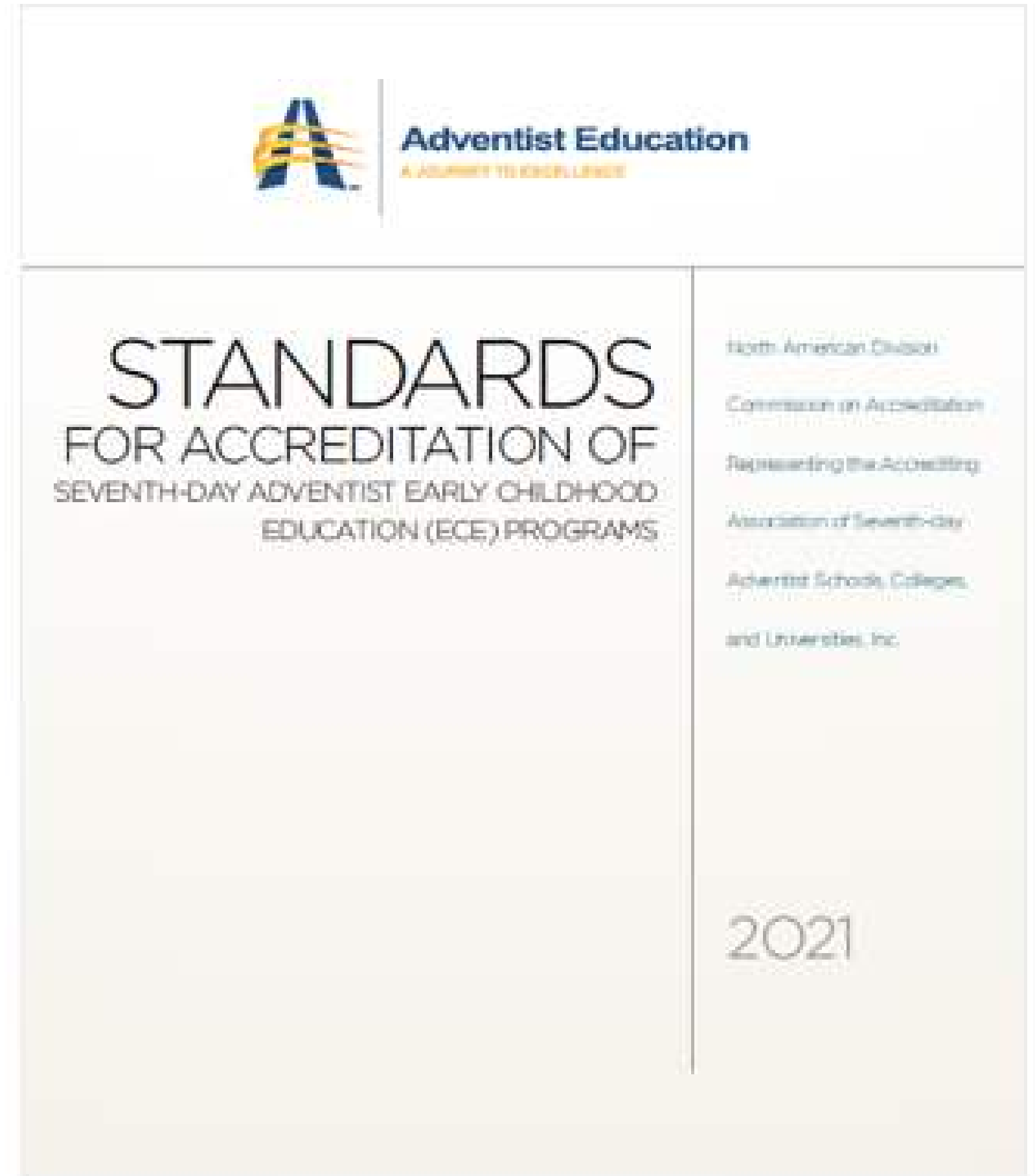


The accreditation/evaluation process for an ECP center works the same as for schools.

While the ECP center accreditation process is on par with school accreditation process, there is a separate set of Standards for Accreditation of SDA early childhood programs (ECPs).

ECP center on-site evaluations for accreditation shall not occur on the same day as its local school accreditation site visit day.

To Note: NAD voted in 2020 that new ECPs obtain AAA accreditation within the first three years of opening operations. This includes incorporated centers, in accordance with the NAD Accreditation Status Criteria.



# SUCOE

## ACCREDITATION-EXPECTATIONS

- **Schools with three or fewer teachers rate all the indicators but only respond with a narrative in the standard overview.**
- **Schools with four or more teachers are to rate all the indicators and provide a narrative response to each indicator.**
- **A small early childhood education program is defined as a maximum of three rooms or no more than thirty children enrolled.**
- **All schools and centers must submit evidences via Accreditrac uploads**
- **The visiting team will begin the work prior to arrival to the campus and must have access to evidences prior to the visit.**

SUCOE

# ACCREDITATION-EXPECTATIONS

- **Schools and centers ~~may be awarded a Special Circumstances Visit if...~~**
  - **They do not have a Continuous School Improvement Plan**
    - **Small Schools w/1-3 teachers: 1-2 goals**
    - **Large Schools w/4+ teachers: 2-5 goals**
  - **They have not uploaded evidences for each standard**
  - **Do not have the previous accreditation VT report**
  - **Have certification challenges**
- **The visiting chair is to provide a schedule for all days of the school or center visit**
  - **Elementary and Jr. Academy visits- Determined by the conference**
  - **Senior Academy's- Determined by the NAD appointed chair**
  - **ECP Centers - Determined by the Union and appointed chair**

# SUCOE ACCREDITATION-EXPECTATIONS

- **Schools should be prepared to**
  - **Provide the visiting team with parent and student surveys**
  - **Be interviewed by the visiting team as a group or individually**
  - **Provide students that will be interviewed by the visiting team**
  - **Be prepared to be visited/interviewed by the visiting team in their classroom space**
  - **Provide a work space for the VT including internet connectivity, water, snacks**

# SUCOE ACCREDITATION-EXPECTATIONS

**Centers should be prepared to**

- **Provide the visiting team with parent, staff, and constituent/stakeholder surveys**
- **Be prepared to be visited/interviewed by the visiting team in their work spaces**

# SUCOE ACCREDITATION-EXPECTATIONS

**Surveys for parents and students are to be conducted prior to the visiting team arriving to the campus**

- **Surveys are to be electronic**
- **Surveys are to be anonymous**
- **Schools may use the recommended surveys on the resources/administrative page Administrators Resources (adventisteducation.org) or a modified version of the questions**

# SUCOE ACCREDITATION-EXPECTATIONS

**Surveys in centers are to be conducted prior to the visiting team arriving to the campus**

- **Surveys are to be anonymous and presented to chair unopened**
- **Centers are to use the survey forms found in the Accreditrac Resource section <https://nad2.accreditrac.com/resources/>**

# SUCOE ACCREDITATION-EXPECTATIONS

- **Principal must provide electronic copy of signature to be uploaded into the final VT report.**
- **All completed documents are to be stored in Accreditrac by May 1st of each school year---FINAL SUBMISSION REPORTS**
  - **Full Reports- (YEAR) Final Visit Reports**
  - **Interim/Mid-Cycle Visits- (YEAR) Final School/Center Reports**
  - **Continuous School Improvement Plans- (YEAR) Final School/Center Reports**



SUCOE

# ACCREDITATION-MSA

## **MSA REPORTS**

- **Are to be completed by an approved conference MSA rep**
- **Conferences needing support with completion should contact SUCOE prior to the scheduled accreditation visit**
- **MSA reports are to be submitted to the SUCOE**
  - **SUCOE will submit the report to MSA**



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