

*** DRAFT - NOT YET FILED ***

4734-5-03

Site visitation procedures.

- (A) Purpose. For the purpose of obtaining factual information, the board may appoint a site visitation team to make an on-site visit to a doctor of chiropractic degree program and to provide the board with a written report of its findings. The site visit may occur when a program applies for board approval or at any time the board believes it is in the best interests of Ohioans to determine facts concerning the operation of a board approved institution or program.
- (B) Composition. The site visitation team shall be appointed by the board and may consist of not more than seven members, including a chairperson appointed by the board. The team shall conduct an on-site visit of the program for the purpose of evaluation. The team shall consist of members with particular backgrounds and expertise to provide a comprehensive assessment of the program.
- (C) Logistics. The entire projected cost of the team visit shall be paid by the program directly to the team members. Such expenses shall include, but not be limited to, meals, lodging, travel and per diem expenses of eight hours per day in addition to time for travel. Expenses shall also include the time required for preparing the report and presenting the report to the board. The program shall be notified at least forty-five days in advance of the visit. Receipts of expenses incurred by the site visitation team shall be submitted to the board for documentation and approval prior to submission to the program for reimbursement. Failure to pay monies due is grounds for denying or removing board approval.
- (D) Report. At the completion of the on-site visit the team shall prepare a report and present it to the board. The site visitation team chairperson shall be responsible for preparing the report of findings of the team. The team report shall include, but not be limited to, a detailed analysis of the program's eligibility factors contained in its application for approval and self-study documentation as well as other relevant information.

Copies of the report shall be filed with the board and the chief administrative officer of the program. All clerical, administrative, printing and related expenses of the team shall be paid by the program. The board shall review the report and shall notify the program of its decision within one hundred twenty days of the filing of the report. This time period may be extended for good cause at the board's discretion.

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Certification

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