



PrintED[®] is a national accreditation and certification program based on industry standards for graphic communications courses of study at the secondary and post-secondary levels.

PrintED has identified six standards that encompass the elements of a solid training program. In order for a program to receive accreditation, it must meet these standards in at least two of the eight areas of accreditation: Introduction to Graphic Communications, Digital File Preparation, Offset Press Operations, Digital File Output, Digital Production Printing, Advanced Digital File Preparation, and Advanced Offset Press Operations.

For detailed information about PrintED and to access an interactive application, visit the web site: <http://www.gaerf.org/printed/printed.html>.

PrintED Standards

STANDARD 1: INSTRUCTIONAL STAFF

The instructional staff must maintain technical competency, meet the requirements to be an approved PrintED instructor, and meet all state and local requirements for accreditation.

1.1 Instructional Competency/Accreditation

A. Does the instructor meet all state certifying requirements?

Yes No

Documentation: Current teaching certificate for graphic communications

Comments _____

1.2 Instructor Information

A. Has the instructor earned at least the minimum number of points required on the PrintED Application? Yes No

Documentation: Completed *Instructor Data Form*

Comments _____

***DO NOT CONTINUE WITH EVALUATION IF ANSWER IS A “NO” TO ANY OF THE ABOVE QUESTIONS**

STANDARD 2: FACILITY, EQUIPMENT, AND SAFETY

The physical facility must be adequate to permit achievement of the program goals and performance objectives. In addition, the equipment must be of the type and quality found in the industry. Both the facility and equipment must meet today's safety standards.

2.1 Facility, Equipment, and Safety

A. Did the program meet all requirements of the *Facility, Equipment, and Safety Inspection Report*? Yes No

Documentation: Copy of signed Facility, Equipment, and Safety Inspection Report

Comments _____

***DO NOT CONTINUE WITH EVALUATION IF ANSWER IS A "NO" TO THE ABOVE QUESTION**

STANDARD 3: INSTRUCTION

Program curriculum must include current industry tasks, safety procedures, acceptable work habits and ethics, and testing and evaluating procedures.

3.1 PrintED Competencies

- A. Are PrintED competency checklists maintained throughout the semester/year to assess each PrintED student's mastery of the current PrintED competencies?

Yes No

Documentation: A current checklist for every PrintED student that indicates which competencies have been mastered

Comments _____

***DO NOT CONTINUE WITH EVALUATION IF ANSWER IS A "NO"**

3.2 Program Curriculum and Plan

- A. Is a current sequenced curriculum in use that is no more than five years old?

Yes No

Documentation: School-developed curriculum, MAVCC curriculum or other

Comments _____

- B. Are multi-media and/or web-based materials used in the training process to meet individual learning styles?

Yes No

Documentation: List of multi-media and/or web-based material and equipment used in the program.

Comments _____

***DO NOT CONTINUE WITH EVALUATION IF ANSWER IS A "NO" TO ANY OF THE QUESTIONS IN 3.2**

3.3 Student Progress and Assessment

- A. Are there samples available of a student's work? Yes No

Documentation: Portfolios, notebooks, or samples of completed projects

Comments _____

B. Do performance and knowledge-based tests contain, in writing, the following:

- Objectives of the test
- Step-by-step instructions
- Realistic time limit for completion
- Indication of quality/exactness standard
- Rating or grading scale

Yes No

Documentation: Copies of tests, description of rating system, written directions

Comments _____

***DO NOT CONTINUE WITH EVALUATION IF ANSWER IS A “NO” TO ANY OF THE QUESTIONS IN SECTION 3.3**

3.4 Workplace Skills

A. Does the program provide instruction to prepare the student for the workplace environment, which includes development of good work habits and ethical practices as pertains to the graphic communications industry?

Yes No

Documentation: Lesson plans documenting that each of the above is addressed in the course of study

Comments _____

3.5 Program Evaluation

A systematic evaluation system should be in place for making decisions about consumables, course content, software, equipment, and/or instructional support materials.

A. Have evaluations been requested for program improvement from any of the following:

- Instructor
- Student
- Administration
- Advisory Committee

Yes No

Documentation: Reports, letters, or minutes containing recommendations related to consumables, course content, software, equipment, and/or instructional support materials.

Comments _____

- B.** Has there been follow-up on the recommendations made for program improvement Yes No

Documentation: Reports, letters, or minutes verifying follow-up on recommendations

Comments _____

3.6 Live Work

- A.** Does evidence exist that live work benefits the students and supplements on-going instruction? Yes No

Documentation: Samples of live work keyed to instructional tasks, time-on-task records, implementation method and schedules

Comments _____

STANDARD 4: PURPOSE

Program must have clearly stated goals related to student services and employers served.

4.1 Employment Potential and Follow-Up

A. Is there a procedure in place to track the graduates of the program?

Yes No

Documentation: Tracking document

Comments _____

B. Is there evidence that students are made aware of the availability of online examinations, which will result in a certification if a passing score is achieved?

Yes No

Documentation: Testing announcement or PrintED/NOCTI brochure

Comments _____

4.2 Program Description and Goals

A. Is there written information about the PrintED program readily available in the classroom, guidance office or career center?

Yes No

Documentation: PrintED information visible on book/magazine racks and/or on bulletin boards in the classroom, guidance office, or career center.

Comments _____

STANDARD 5: ADMINISTRATION

Administration must insure that instructional activities support and promote the goals of the program.

5.1 Advisory Committee

A. Does the Advisory Committee meet one or more times per year, and are the minutes on file?

Yes No

Documentation: Copies of agendas and meeting minutes
(NOTE: Meetings may take place via teleconference and/or e-mail communication, and should include recommendations for replacement and updating of equipment.

Comments _____

B. Is there a listing of the Advisory Committee members available?

Yes No

Documentation: Listing of Advisory Committee members including name, position/title, company, address, phone, e-mail

Comments _____

C. Are all the members of the Advisory Committee provided a PrintED orientation to ensure that they have a full understanding of the program?

Yes No

Documentation: Orientation materials

Comments _____

STANDARD 6: PROGRAM BUDGET

Funding must be provided to meet the approved program goals and performance objectives.

6.1 Consumable Supplies

A. Without dependence on live work, is there a sufficient amount of consumable supplies to teach the PrintED competencies?

Yes No

Documentation: Verified by documentation, i.e. budget sheets

Comments _____

6.2 Live Work Accounting

*NOTE: If the program is a design course and does not do live work, not applicable (NA) is acceptable.

A. Is a system in place to collect, account for and disburse live work receipts?

Yes No NA

Documentation: Copy of a completed job ticket, work order, or policy

Comments _____

B. Is the income generated in a live work account used solely for the graphic communications program?

Yes No NA

Documentation: A file or ledger showing the graphic communications live work account

Comments _____