



School Audit Checklist

The Education Auditor will be reviewing the items described below. If you have any questions, please contact the Education Division at 334.242.5544.

- List of all guest lecturers and/or substitutes who have taught a part of any course offered by the school within the last six months and the dates they taught.
- Provide an explanation of how class attendance is recorded. Provide access to records which document this (i.e., sign-in sheets, class roll book, etc.).
- Records should be available for the past four years as required by Rules 790-X-1-.06 and 790-X-1-.12. They include:

Prelicense (Salesperson/Broker)

Registration
 Attendance
 Exam Answer Sheet
 CMap Verification
 Licensing Process & Deadlines*
 Certificate of Completion**

Post License

Registration
 Attendance
 Exam Answer Sheet/Project
 Licensing Process & Deadlines*

Continuing Education

Registration
 Attendance
 CMap Verification

- Be prepared to answer questions regarding the classroom facilities (i.e., number of students it accommodates, accessibility, lighting, desk space, etc.)
- Provide a description of CMap procedures and identify the person who is responsible for entries in CMap.
- Provide a description of EED procedures and identify the people who are responsible for entries in AMP's EED.
- Provide an explanation of the school policy on temporary license check for Post License courses.
- Provide an explanation of how instructors and courses are verified prior to a course offering.
- Provide procedures for enrolling distance education students, monitoring their progress, and answering student questions. Also, provide the school policy which addresses the administering and grading of proctored exams.
- Provide the most recent school advertisement in a local publication.
- Provide copies of all Prelicense exams and Post License exams or project criteria.

* Effective March 1, 2009

** Prior to October 1, 2009