

Frequently Asked Questions (FAQs) on School Inspections

1. What should we expect during the audit?
 - a. The audit will be conducted by a team of DPOR staff. They will identify themselves when they arrive and request to speak with the manager or lead instructor. The audit will commence with the most senior school representative present. The auditors will not delay or wait for anyone not present at the school, and a refusal to cooperate with the audit when the auditors arrive will result in a referral for discipline.
 - b. The auditors will be verifying administrative compliance with licensure, recordkeeping, and program implementation. They will ask several questions and review all the areas of your school. They will request current copies of your roster, syllabus, course outline, grade/evaluation method and will review certain student records as required by 18VAC41-20-240, 18VAC41-70-230 or 18VAC41-50-250. The auditors will also enter your classroom, require your students to write their name on a roster, and ask 3-4 questions to the students to ensure the program is functioning correctly.
 - c. At the conclusion of the audit, the auditors will verbally explain their findings and how to correct the issues. They will then follow up in writing with the finding and a 15-day deadline to correct any outstanding issues. The goal of these audits is compliance. Only if a school fails to correct the deficiencies, or there is an immediate risk to the health, safety, and welfare of the public, will a school be referred to discipline (such as unlicensed instructors or hazardous conditions).

2. What if the auditors arrive when students are not present?
 - a. The auditors will schedule the audit during hours in which you reported offering instruction. If you have changed your operating hours, please update the Board with your current hours as soon as possible. Such a change requires approval.

3. Why is this happening now?
 - a. The 2018 JLARC review of DPOR resulted in a recommendation for the department to conduct unannounced audits of licensed schools as well as post-licensure inspections of newly approved schools. This initiative is driven by the 2018 JLARC recommendation as well as a rise in complaints and disciplinary actions against schools that are violating board regulations. It has taken several years for DPOR to get the resources (including staffing) and process in place to implement this JLARC recommendation.