**Classroom Monitor Rubric**

TSC encourages you to first read NMAC 18.20.3: [www.srca.nm.gov/parts/title18/18.020.0003.html](http://www.srca.nm.gov/parts/title18/18.020.0003.html)

Please use this rubric as a reference for key rules outlined in the New Mexico Administrative Code (NMAC) that we use during a file monitor.   
While this rubric highlights important areas of focus, it does not include every item we review during a full audit or monitoring process. Additional documentation, practices, or procedures may also be evaluated to ensure your program meets all NMAC rules.

|  |  |
| --- | --- |
| Yes/No | **NMAC Rule** |
| **CURRICULUM checklist:** | |
|  | Is the content of the day following the approved curriculum? *18.20.3.12 H* |
|  | Is the submitted schedule being followed? *18.20.312 H* |
|  | Does the curriculum include a minimum of 6 hours devoted to DWI prevention, organ donation and the Jonathan Spradling Revised Uniform Anatomical Gifts Act? *18.20.3.12J* |
|  | Are supplemental materials being used? |
|  | Are *ALL* videos TSD Approved *18.20.3.12H* |
|  | Is there a (50) question final exam? *18.20.3.12 K* |
|  | Guest Speaker(s)?  Topic: Time: |
|  | |
| **CLASSROOM checklist:** | |
|  | Is the school license displayed in an appropriate and visible location? *18.20.3.12D* |
|  | Is the Occupancy Rating issued by the Fire Marshal posted in an appropriate and visible location? *18.20.3.12 E* |
|  | Do the classroom facilities: *18.20.3.12 F* |
|  | *(1) have adequate space, lighting, heating, and ventilation* |
|  | *(2) have seats & tables or seats w/ attached tables for each student in the class* |
|  | *(3) have a whiteboard, blackboard, or flipchart* |
|  | *(4) have a monitor of sufficient size for all students to see* |
|  | *(5) comply with all federal, state, and local laws relating to persons with disabilities, public health, safety, and sanitation, including (restroom facilities)* |
|  | Classroom environment is conducive to *1earning? l8.20.3.12 G* |
|  | *(a) Is the classroom environment free from discrimination, intimidation, or harassment?* |
|  | *(b) Are students/instructors engaging in conduct that is offensive to the ordinary dignity, decency, and morality of others?* |
|  | Is the Credit hour (50 mins instruction/ 10 mins of break) requirement met? *18.20.3.8 A* |