

[INSTITUTION NAME] BPPE Accreditation Plan

COUNCIL ON OCCUPATIONAL EDUCATION (COE)

In accordance with Title 5, California Code of Regulations (5, CCR) section 71105, **[Institution Name]** presents its Accreditation Plan to the Bureau for Private Postsecondary Education.

[Institution Name] Plan

Introduction: Throughout its history, the Council and its predecessor agency have been recognized by the U.S. Secretary of Education as a reliable authority on the quality of education offered by the institutions it has accredited. Its current scope of recognition is as a national institutional accrediting agency for the accreditation of non-degree-granting and applied associate degree-granting postsecondary occupational education institutions.

5, CCR section 71105(b)(1): **[Institution Name]** has identified COE as its accreditation agency.

5, CCR section 71105(b)(2): COE Eligibility Criteria

COE's Candidacy Eligibility Requirements:

1. Offer postsecondary instruction exclusively in career and technical education at all campuses.
2. Offer credentials no higher than an applied associate degree.
3. Have produced a graduate from the longest program offered by the institution where the graduate completed 100 percent of the program's required hours at the institution.
4. Utilize a campus-based instructional delivery system with at least 50% of the institution's total FTE being derived from enrollments in traditional (non-distance ed) programs.
5. Maintain at least 50% FTE enrollment at each campus in non-VESL programs.
6. Have an institutional enrollment of no fewer than 10 FTE.
7. Be legally authorized to operate within the jurisdiction in which it is located for a minimum of one year.
8. Have been in possession of current and applicable licensure/authorization for a minimum of one year.
9. Have been in continuous operation and providing instruction at the main campus and under the same ownership for a minimum of one year.

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10. Have the on-site administrator or other full-time employee at the main campus attend a Candidate Academy-Part 1 within 12 months prior to submitting an application for candidate status.
11. Demonstrate that it meets the financial stability requirements for the most recent completed fiscal year as stated in Standard 7—Financial Resources
12. Be in compliance with all Federal requirements applicable to accreditation.
13. Agree to comply with all requirements of the Council.

5, CCR section 71105(b)(3): Outline of the process and timeline for complying within two years of provisional approval with the accrediting agency's requirements for submission of a completed application for initial accreditation with the required fee:

THE STEPS IN THE ACCREDITATION PROCESS

1. Submit a Letter of Intent to Seek Candidacy with COE

The letter should simply state the name, address and chief administrative officer of the institution and include a request for Candidate Academy information. The email address of the chief administrative officer should be included in the letter of intent. The letter of intent may be emailed to the Council at alex.wittig@council.org.

2. Attend Candidate Academy – Part 1: Seeking Candidacy

Candidate Academies are offered twice a year: in July and November. Registration information is generally available on the Council's web site beginning two months in advance of the workshops. An eligible institutional representative must attend Candidate Academy – Part 1 before an application for candidacy will be accepted. The Academy must be attended no more than 12 months before submission of the candidate application. (Specific information about persons who are considered to be "eligible representatives" is provided in the Handbook of Accreditation.) Candidate Academy – Part 1 focuses on eligibility requirements and activities leading to candidacy.

3. Submit a Candidate Application

A check for the application fee (\$1,500) and the first year's dues (based on enrollment) must be submitted with the application. Non-public institutions must also submit a \$3,000 deposit to be applied toward the cost of the candidate site visit. (Annual membership dues can be found at this link: [Accreditation/Annual Membership Dues.](#))

Note: COE's acceptance of the institution's Application for Accreditation and required fee satisfies BPPE's requirement for achieving *pre-accreditation or accreditation candidacy.

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4. Host a Candidate Team Visit

A two-person team will visit the institution for a period of two days. During this visit, the two Council representatives will meet with school faculty and staff to review the institution's candidate eligibility requirements. The team will submit a report of its findings to the Commission.

5. Candidacy Approved by the COE Commission

The Council's Commission or Executive Committee may vote an institution into candidate or accredited status. These meetings most commonly occur in February, June, September and November. Application deadlines for appearing on each meeting's agenda are listed in the [FAQ](#) section of this website under the Accreditation tab. Applications must be received in the COE office in Atlanta by these deadline dates. The Council's deadlines are firm. An institution may be in candidate status for up to three years, but must host its accreditation visit within 24 months of the date that candidacy was awarded by the Commission.

6. Attend Candidate Academy – Part 2: Accreditation Prep

Once an institution is granted candidate status by the Commission, a full-time representative of the school must attend the Candidate Academy – Part 2. The school representative must attend Part 2 within twelve months of the date candidacy was awarded. Like Part 1, these sessions are held each year in July and November. The workshops in Candidacy Academy – Part 2 focus on the Self-Study Report, the accreditation visit, and activities required for institutional accreditation.

7. Prepare the Self-Study Report

The report describes how the institution complies with the Conditions and ten Standards of COE accreditation. A Self-Study Workshop—included in Candidate Academy-Part 2—informs representatives of the school about specifications for the Self-Study Report. Schools should plan on six months to one year to prepare this report, the final draft of which is due at the accreditation team leader's preliminary visit.

8. Host a Preliminary Visit

Approximately 30 days before the scheduled accreditation visit, the team leader assigned to the school will visit the institution. The purpose of the preliminary visit is to confirm the preparations of the school and to finalize the agenda for the accreditation visit. During this visit, the team leader will also approve the final draft of the school's Self-Study Report.

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9. Host the Accreditation Team Visit

A team of two to eight representatives of the Commission will visit the school for three to four days. (The size of the team and duration of the visit depend on the number of programs and campuses of the institution.) During this time, the team will review all programs and services offered by the institution and verify that they comply with accreditation requirements. The team leader will submit a report to the Council indicating the team's findings. The Council will send a copy of the team report to the institution.

In advance of the accreditation visit, institutions must submit an initial accreditation fee of \$1,000. Non-public institutions must also submit a \$5,000 deposit to offset the travel expenses of the visiting team.

An institution may not host its accreditation visit within the first 6 months following Candidate Academy – Part 2 attendance. It must host its accreditation visit within 24 months of the date candidate status is awarded by the Commission.

10. Prepare and Submit an Institutional Response to the Team Report

The institution prepares a formal response to the accreditation team report to send to the Commission. The response should indicate how the school addressed and rectified any findings of non-compliance cited by the visiting team.

11. Initial Accreditation Awarded by the Commission

The Commission reviews the institution's Self-Study Report, accreditation visit team report, and institutional response. Based on this review, the Commission votes to grant accreditation to the institution. At the same time, the Commission determines the institution's re-affirmation cycle: the amount of time before the institution must once again attend a Self-Study Workshop, prepare a Self-Study Report, and host an accreditation team. The maximum period of the re-affirmation of accreditation cycle is six years.

While the Commission determines an institution's re-affirmation cycle at the time that initial accreditation is awarded, **accreditation is renewed annually** through submission of an Annual Report—an electronic document available to institutions through the Council's accreditation management system. The deadline for the Annual Report is in December each year.

It typically takes **one year to eighteen months to achieve accreditation** after candidate status is granted, depending on dates of Candidate Academy attendance.

Note: ACCET's acceptance of the institution's Application for Accreditation and required fee satisfies BPPE's requirement for achieving *pre-accreditation or accreditation candidacy.

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5, CCR section 71105(b)(4) (A-D): An outline of the process and timeline whereby the institution will achieve full accreditation within five years of provisional approval:

[Institution Name] outlines the process and timeline for full accreditation by [Insert date]

(Note From The BPPE – Please Determine The Appropriate Milestones for your Institution, Based on the Institution’s Estimated Rate of Progress.

Tasks	Jan 2019	Jul 2019	Jan 2020	Jul 2020	Sep 2020	Nov 2020	Aug 2021	Nov 2021
Submit Letter of Intent to Seek Candidacy	x							
Attend Candidate Academy-Part 1		x						
Submit the Candidate Application & Fee			x					
Host a Candidate Team Visit				x				
Candidacy Approved by COE					x			
Attend Candidate Academy Part 2						x		
Prepare Self-Study Report							x	
Host a Preliminary Visit								x

Tasks	Dec 2021	Feb 2022	Apr 2022					
Host Accreditation Team Visit	x							
Prepare & Submit Institutional Response to the Team Report		x						
Initial Accreditation Awarded			x					

This is a sample accreditation plan. The requirements and dates for each individual plan will vary by institution.

***Note:** “Pre-accreditation” or Accreditation “Candidacy” as used in sections 94885.1 and 94885.5 of the Code means that an institution has submitted a completed application for initial accreditation with the required fee, which was accepted by the accreditor.