

[INSTITUTION NAME] BPPE Accreditation Plan

TRANSNATIONAL ASSOCIATION OF CHRISTIAN COLLEGES AND SCHOOLS

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: TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and International Network for Quality Assurance Agencies in Higher Education (INQAAHE) as a national accrediting agency for Christian postsecondary institutions that offer certificates, diplomas, associate, baccalaureate, and graduate degrees, including distance education.

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

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

TRACS INSTITUTIONAL ELIGIBILITY REQUIREMENTS (IERS):

The Institutional Eligibility Requirements (IERS) are (1) the Standards associated with The TRACS Accreditation Requirements (IERS #1 - #16) and (2) the Standards noted as Federal Requirements (IER #17) with which an institution must demonstrate compliance in order to be accepted as an "Applicant" and subsequently authorized to begin the Self-Study process for consideration by the Accreditation Commission for "Candidate" level recognition. (Note: Some Federal Requirements may not pertain to all applying institutions, i.e. Title IV Participation. If a Federal Requirement does not apply to your institution, simply note such on the appropriate documents.)

Compliance with these IERS is considered "Basic Compliance" and indicates that the institution has demonstrated compliance with the Standards and Federal Requirements supporting the IERS. Institutions awarded "Candidate" status will have been deemed in compliance with these IERS and capable of demonstrating compliance with all other non-IER Standards within the period of "Candidacy".

The IER's and the Standards associated with them are as follows:

IER #1 – Faith Statement:

1.1 The institution has a Faith Statement which is readily available and included in appropriate official publications.

IER #2 – Mission and Name

2.1 The institution has a Mission Statement which is current and comprehensive, an accurate guide for the institution's operations, approved and periodically reviewed by the institution's Board, communicated to the institution's constituencies, and accurately reflective of its Faith Statement.

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IER #3 – Institutional Objectives

3.1 The institution has adopted clearly defined written Institutional Objectives which are consistent with the institution's mission, stated in measurable terms, and approved and periodically reviewed by the institution's Board.

IER #4 – Institutional Integrity

4.1 The institution operates with integrity and is represented accurately and honestly to students, the public, and to TRACS.

IER #5 – Operational Authority

5.1 The institution has legal authorization to operate from all appropriate governmental agencies (state, federal, territory, country) in which it is located and has filed copies of such authorizations with TRACS. If a governmental requirement conflicts with a TRACS Standard, the institution will be deemed to be in compliance with the TRACS Standard as long as it is in compliance with the governmental requirement.

IER #6 – Organizational Structure

6.1 The institution's Board, of not less than five (5) voting members, is the legally constituted body that holds the institution in trust, has appropriate oversight in matters of policy, operation and evaluation; and exists without conflicts of interest.

6.2 The institution's Board appoints and periodically evaluates a full-time Chief Executive Officer (CEO) who is not the Chair of the institution's Board or a Chair of any of its sub-committees, and who is granted the legal authority to fulfill the tasks defined in the written job description for this position as the individual responsible for carrying out published Board policies and procedures.

6.3 A full-time Chief Academic Officer (CAO) is in place who has the credentials, experience, and competence to lead the institution's educational programs toward quality outcomes, and the CAO is periodically evaluated.

IER #7 – Publications and Policies

7.1 The institution's publications are Board approved and include at least the following: *Board Manual, Policies Manual, Catalog(s), Faculty Handbook, Student Handbook.*

IER #8 – Educational Programs

8.1 The institution has at least one academic program at the diploma, certificate, associate, bachelor, masters, and/or doctoral level (based on at least 60 semester credit hours or equivalent at the associate level, at least 120 semester credit hours or the equivalent at the bachelor level, or at least 30 semester credit hours or the equivalent at the graduate or professional level).

8.2 The curriculum clearly relates to the mission and objectives of the institution.

8.3 Academic programs have adequate enrollment to facilitate student interaction appropriate to quality instruction and to financially sustain the program.

8.4 Undergraduate academic degree programs offered include an appropriate general

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education core. General education courses are not narrowly focused nor are they directed toward a specific occupation or profession. Undergraduate bachelor degree programs include a minimum of 30 semester hours, with at least three (3) semester hours, in each of the humanities/fine arts, behavioral/ social sciences, and natural science/math. Associate degree programs include a minimum of 15 semester hours in general education.

IER #9 – Faculty

9.1 The institution employs at least one full-time, contracted, academically and spiritually qualified faculty member for each program area to teach and perform related duties, such as advising and the curricular oversight needed for the institution to fulfill its mission.

IER #10 – Student Services

10.1 The institution offers an array of student services that are appropriate to its mission and objectives and which address the needs of its students regardless of location or the mode of delivery of educational programs.

IER #11 – Financial Operations

11.1 The institution's finances are adequate to support the staffing, facilities, equipment, materials, and support services for the approved programs.

11.2 A certified external audit of the institution's financial statements is conducted each year in accordance with generally accepted auditing standards and the standards applicable to financial audits contained in Government Auditing Standards. Final audit reports along with all management letters are submitted to the TRACS office annually within five (5) months of the close of the institution's fiscal year. (See definition of *Certified External Audit*.) Audits demonstrate a recent history of financial stability. (See Definition of *Financial Stability*.) Institutions organized as non-profit or not-for-profit entities must have their audits prepared using the "net asset" model of accounting consistent with the policies and procedures provided by the American Institute of Certified Public Accountants (AICPA) in its document, *Audit and Accounting Guide: Not-for-Profit Organizations: 2017*, or any later enacted version.

11.3 The institution demonstrates credit lines or other liquid reserves adequate to ensure operations at all times.

IER #12 – Institutional Assessment

12.1 The institution has developed and implemented a comprehensive *Assessment Plan* which includes all aspects of the institution.

12.2 The institution provides a systematic assessment of whether or not student learning outcomes at the institution, program and course levels are appropriate to its educational mission.

IER #13 – Strategic Planning

13.1 The institution has developed and implemented a comprehensive, Board approved *Strategic Plan* which is based on both internal and external factors.

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IER #14 – Library and Learning Resources

14.1 The institution furnishes library and learning resources and related services appropriate to support the institution's mission, academic programs, and administrative functions, through strategic, operational, and financial planning. These resources and services are made available to all students regardless of location or mode of course delivery.

14.2 The institution employs an adequate number of professionally qualified staff who administer the institution's library and learning resources.

IER #15 – Facilities and Equipment

15.1 The institution provides, maintains, and controls adequate facilities and equipment (both on and off-campus) that appropriately serve the needs of the educational programs, support services, and other mission related activities.

IER #16 – Health and Security

16.1 Appropriate health and security measures, including an Emergency Plan, are in place for all institutional facilities and activities.

IER #17 – Federal Requirements

17.1 Credit Hours: The institution's award of credit hours and length must meet national norms and federal requirements.

The institution is responsible to award credit hours in accordance with accepted practices in higher education and in compliance with the Federal definition of a credit hour which is as follows: "A credit hour for Federal purposes is an institutionally established equivalency that reasonably approximates some minimum amount of student work reflective of the amount of worked expected in a Carnegie unit: key phrases being 'institutionally established,' 'equivalency,' 'reasonable approximate,' and 'minimum amount.'"

The institution must have policies determining credit hours awarded for course and programs. Determining a credit hour should be equivalent to the following: (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours.

The institution must demonstrate peer review of a credit hour for courses regardless of mode of delivery. TRACS staff, peer evaluators, and/or the TRACS Accreditation Commission will review the assignment of a credit hour to determine the reliability and accuracy of the assignment and process. - §600.2, §602.24(f)

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17.2 Program Length and Cost: The institution's programs must be appropriate to the institution's mission and objectives and must demonstrate that program lengths are comparable to accredited institutions of higher education.

Program-specific fees and tuition must be published and appropriate for the program length and objectives. - §602.16(a)(1)viii

17.3 Student Complaints: Institutions must record student complaints. Records must be kept of student complaints received, the process for addressing the student complaints, and the manner in which the student complaint was handled in accordance with the institution's policies and procedures. The institution's student complaint policy must include, at a minimum: a method for receiving confidential student input, clear step-by-step procedures for due process, an appropriate office that securely maintains all information and records of complaints, appeals, proceedings, and instructions for filing a complaint with TRACS and any other relevant government agencies. - §602.16(a)(1)ix

17.4 Transfer of Credit Policies: The institution has published policies and procedures for accepting transfer of credits. Published policies include criteria for evaluating, awarding, and accepting credit transfer, credit by examination, experiential learning (undergraduate only), advanced placement, and professional certificates. Policies and practices must ensure that course work is at the collegiate level. The institution is responsible for the quality of course work and credit given on the transcript.

The policies and procedures must be published and communicated to those who administer the policies. Articulation agreements must be disclosed and the institution listed with which the agreement is made. - §602.24(e)

17.5 Distance Education and Correspondence Education: The institution demonstrates that programs and courses offered via Distance Education and Correspondence Education are in compliance with the Federal definition of Distance Education and Correspondence Education (Title IV funds are available for Distance Education only):

Distance Education Definition: Education that uses one or more of the technologies listed to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include the internet; one-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices; audio conferencing; or video cassettes, DVDs, and CD-ROMs, if used in a course in conjunction with any of the technologies listed above.

Correspondence Education Definition: Education provided through one or more courses by an institution under which the institution provides instructional materials, by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor; interaction between the instructor and the student is limited, is not regular and substantive, and is primarily initiated by the student; correspondence courses are typically self-paced; and correspondence education is not

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distance education. - §602.3

[NOTE: This definition for Correspondence Education is provided to ensure that the institution's Distance Education meets the definition of Distance Education and does not fall to the level of Correspondence Education. Correspondence Education is not reviewed by TRACS and is not included in an institution's scope of recognition]

17.6 Verification of Student Identity: An institution offering Distance Education as stated in Federal definitions must have a process to verify that the student who registers for a Distance Education program or course is the same student who participates in, completes, and receives credit. Methods to verify the student include but are not limited to: a secure login or passcode, proctored examinations, or new or other technologies and practices that are effective in verifying the identity of the student.

Institutions must notify the student at the time of registration of any additional charges associated with the verification of student identity. - §602.17(g)1

17.7 Student Privacy: The institution has a written procedure for protecting the privacy of students enrolled in Distance Education programs or courses. - §602.17(g)2

17.8 Public Information: The institution makes the following information available to students and the public through the institution's Catalog(s), website and/or other methods: academic calendar, grading policies, refund policies, admission policies, program requirements, and information regarding tuition and fees. - §602.16(a)(1)vii

17.9 Advertising and Recruitment Materials: The institution's advertising and recruitment materials must accurately represent the institution's practices and policies. - §602.16(a)(1)vii

17.10 Fraud and Abuse: The institution must not engage in fraud or abuse and practices or procedures that are designed to deceive students or falsify information to students. - §602.27(6)

17.11 Student Achievement: The institution's assessment of student achievement includes retention rates, course completion rates, graduation rates, job placement rates, and state or other licensing examinations. Student achievement information is made available to the public. - §602.16(a)(1)i

17.12 Title IV Participation: The institution maintains and demonstrates compliance with its program responsibilities under Title IV of the most recent Higher Education Act as amended.

In evaluating the institution's compliance with Title IV program responsibilities, the TRACS Accreditation Commission will rely on documentation forwarded to TRACS by the U.S. Secretary of Education supported by letters of authorization on file from relevant agencies indicating certification of eligibility and Federal Aid audits - §602.16(a)(1)x, §602.27(a)6,7

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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 ACCREDITATION PROCESS

Achieving Applicant Status

1. Initial Communication and Orientation

- a. Institutions interested in pursuing accreditation with TRACS should contact the TRACS Office and express such interest.
- b. TRACS staff will respond to the institution by sending the *Initial Contact Data Form* which is to be completed and returned to the TRACS Office.
- c. TRACS staff will review the *Initial Contact Data Form* to determine the institution's eligibility for membership.
- d. If the institution appears to be eligible for membership, it is assigned a TRACS Staff representative. At this point, the institution is considered a "Corresponding" institution.
- e. The institution and assigned TRACS staff representative will schedule the institution for the required Application Orientation. The Application Orientation may take place at either the institution's campus, at the TRACS office, or at the Application Workshop at the TRACS Annual Conference. If the Orientation takes place at the institution's campus, the institution will be expected to cover the staff representative's travel expenses. There is no additional fee associated with the Application Orientation meeting.
- f. After completing the Application Orientation, the institution is provided access to all documents relevant to the application process.

2. Institutional Submissions

- a. Once the applying institution has determined that it is able to demonstrate compliance with all of the Institutional Eligibility Requirements (IERs) and is ready to submit an application to TRACS the following items will be submitted:
 - The Applicant Institutional Profile
 - The Institutional Eligibility Requirements (IER) checklist along with all required supporting documentation in a three-ring binder with exhibit numbers clearly noted.
 - The Instructional Staff Listing (ISL)
 - The Applicant Salary Worksheet
 - The non-refundable Application Fee according to the current fee schedule

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- b. The Application Fee MUST be submitted by check drawn on an institutional account.
- c. When submitting the Application to the TRACS office, please send one printed copy and one electronic copy (on a flash drive) of all documents.

3. Applicant Review Committee Procedures and Determination

- a. The Applicant Review Committee (ARC) will conduct an initial review of the Application materials. Financial documentation is reviewed by the TRACS Vice President of Finance.
- b. The ARC makes one of the following determinations regarding the institution's application and notifies the institution accordingly:
 1. Approve the institution's application - If the institution's application is approved, TRACS staff notifies the institution that it may begin the Self-Study process. At this point, the institution is considered an "Applicant" institution.

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

2. Defer the institution's application - If the institution's application is deferred, TRACS staff notifies the institution of the clarifying documents that should be submitted in order for the ARC to reconsider the application. If the application is initially deferred by the Application Review Committee, the institution will be allowed no more than two additional opportunities to submit clarifying documentation. If the application is not approved after two subsequent submissions of requested additional documentation, the application will be denied.
3. Deny the institution's application - If the institution's application is denied, TRACS staff notifies the institution of the reason(s) for the denial as well as information concerning the timeline for re-applying. If the application is denied, the institution may reapply after one year.

NOTE: Submitting an application does not guarantee the institution will achieve "Applicant" status and be permitted to move toward Candidacy.

Achieving Candidate Status

Explanation of Candidate Status

Candidate Status offers institutions the opportunity to establish an initial, formal, and publicly recognized pre-accredited status with TRACS. An institution seeking Candidacy must provide evidence of sound planning, have adequate resources to implement these plans, and have the ability to achieve Accredited status. This status does not guarantee the institution will become accredited.

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The maximum time period for moving from Candidate status to Accredited status is five years. An institution that does not achieve Accredited status within the five-year period will be removed from Candidacy and must wait a minimum of one year before reapplying.

An institution that has been deferred for Candidate status may reappear before the Accreditation Commission when able to demonstrate that specified deficiencies have been corrected.

1. Initial Communication

- a. The institution is notified that it has achieved Applicant Status and can proceed toward Candidate status.
- b. The institution downloads *Self-Study Guidelines* from the TRACS website.
- c. The institution completes and submits to the TRACS Office, the *Self-Study Proposal* with all required components and the current required Change of Status Review fee and staff travel advance fee. (see fee schedule)

2. Staff Self-Study Visit

- a. Once the *Self-Study Proposal* and applicable fees have been submitted, TRACS staff will contact the institution to set up a date for a visit to the institution.
- b. TRACS staff will provide the institution with information related to the visit in advance.
- c. The staff visit will ensure that the institution is prepared to move forward in the Self-Study process, provide guidance to the institution in moving forward in the Self-Study process, and finalize the dates for the Evaluation Team Visit.

3. Self-Study Process

- a. The institution completes the *Self-Study Report* according to the established timelines.
- b. At least six weeks prior to the scheduled Evaluation Team Visit, the institution submits to the TRACS Office an electronic copy of the *Self-Study Report* and all supporting documents, along with the travel advance for an Evaluation Team according to the fee schedule.
- c. TRACS staff will review the *Self-Study Report* and all supporting documents to determine if the *Report* is ready for submission to the members of the Evaluation Team.

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- d. Once cleared, the institution will forward the *Self-Study Report* and all supporting documents to the members of the Evaluation Team.

4. Evaluation Team Visit

- a. The institution hosts the Evaluation Team according to the established dates.
- b. The Evaluation Team conducts the visit and submits a draft copy of the *Evaluation Team Report* to the institution at the conclusion of the visit.
- c. The institution is provided information concerning the reporting of errors of fact, which may be contained in the *Evaluation Team Report*.
- d. Within 10 working days after the Evaluation Team Visit is completed, the institution should report any errors of fact contained in the *Evaluation Team Report* to the TRACS office.

5. Post Evaluation Team Visit Follow-Up

- a. Once the institution has reported any errors of fact, TRACS staff will make any necessary adjustments to the *Evaluation Team Report* and send a final copy of the finalized *Report*, along with an *Institutional Response Matrix* to the institution.
- b. Utilizing the *Institutional Response Matrix*, the institution will respond, by the date prescribed, to all of the determinations (Findings, Recommendations, and Suggestions) contained in the *Evaluation Team Report*.
- c. An invoice for any outstanding fees and / or visit-related expenses is sent to the institution for payment prior to the institution's appearance before the Accreditation Commission for consideration of Candidate status.

6. Appearance Before the Accreditation Commission

- a. The institution will appear before the Accreditation Commission at the meeting following the submission of the *Institutional Reponse Matrix*.
- b. At this appearance, the institution will update the Accreditation Commission concerning progress made at the institution since the *Institutional Response Matrix* was submitted, and will be given the opportunity to answer any questions raised by the Accreditation Commission.
- c. After deliberation, the Accreditation Commission will render and announce one of the following decisions regarding the institution's bid for Candidate status:
 - Grant the institution Candidate status
 - Defer the institution's request for Candidate status based on

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specified deficiencies

- Deny the institution's request for Candidate status

d. The President of TRACS will officially notify the institution of the decision of the Accreditation Commission by letter. The notification will also provide required follow-up information for institutional action.

Progress Reports for Candidate Institutions

Within five years from the Accreditation Commission's approval for Candidate status, an institution must demonstrate compliance with all deficiencies (Findings and / or Recommendations) identified in the *Evaluation Team Report*.

A *Progress Report* is required regularly (usually February 15 and August 15 of each year) until full compliance is determined.

Achieving Accredited Status

Explanation of Accredited Status

Accreditation offers institutions the opportunity to continue an ongoing formal and publicly-recognized professional relationship with TRACS as a member institution. Accredited institutions have achieved this level of recognition through continuous self-study. They have provided evidence that they are accomplishing their mission and are providing quality educational programs.

Institutions that choose to hold accreditation with TRACS and have already achieved Candidate or Accredited Status with an accrediting agency recognized by the U.S. Department of Education, must demonstrate compliance with all Standards outlined in the *TRACS Accreditation Manual*. It is understood that the Self-Study data compiled for any other U.S. Department of Education recognized accrediting agency may be used without unnecessary duplication of effort; however, the data must be presented using TRACS format. A staff and team visit are required to verify the contents of the documents submitted.

1. Initial Communication

- a. The institution is notified that it has demonstrated compliance with all Findings and / or Recommendations given by the previous Evaluation Team and that they are cleared to proceed toward Accredited status.
- b. The institution downloads *Self-Study Guidelines* from the TRACS website.
- c. The institution completes and submits to the TRACS Office, the *Self-Study Proposal* with all required components and the current required Change of Status Review fee and staff travel advance fee. (see fee schedule)

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2. Staff Self-Study Visit

- a. Once the *Self-Study Proposal* and applicable fees have been submitted, TRACS staff will contact the institution to set up a date for a visit to the institution.
- b. TRACS staff will provide the institution with information related to the visit in advance.
- c. The staff visit will ensure that the institution is prepared to move forward in the Self-Study process, provide guidance to the institution in moving forward in the Self-Study process, and finalize the dates for the Evaluation Team Visit.

3. Self-Study Process

- a. The institution completes the *Self-Study Report* according to the established timelines.
- b. At least six weeks prior to the scheduled Evaluation Team Visit, the institution submits to the TRACS Office an electronic copy of the *Self-Study Report* and all supporting documents, along with the travel advance for an Evaluation Team according to the fee schedule.
- c. TRACS staff will review the *Self-Study Report* and all supporting documents to determine if the *Report* is ready for submission to the members of the Evaluation Team.
- d. Once cleared, the institution will forward the *Self-Study Report* and all supporting documents to the members of the Evaluation Team.

4. Evaluation Team Visit

- a. The institution hosts the Evaluation Team according to the established dates.
- b. The Evaluation Team conducts the visit and submits a draft copy of the *Evaluation Team Report* to the institution at the conclusion of the visit.
- c. The institution is provided information concerning the reporting of errors of fact, which may be contained in the *Evaluation Team Report*.
- d. Within 10 working days after the Evaluation Team Visit is completed, the institution should report any errors of fact contained in the *Evaluation Team Report* to the TRACS office.

5. Post Evaluation Team Visit Follow-Up

- a. Once the institution has reported any errors of fact, TRACS staff will make any

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necessary adjustments to the *Evaluation Team Report* and send a final copy of the finalized *Report*, along with an *Institutional Response Matrix* to the institution.

- b. Utilizing the *Institutional Response Matrix*, the institution will respond, by the date prescribed, to all of the determinations (Findings, Recommendations, and Suggestions) contained in the *Evaluation Team Report*.
- c. An invoice for any outstanding fees and / or visit-related expenses is sent to the institution for payment prior to the institution's appearance before the Accreditation Commission for consideration of Accredited status.

6. Appearance Before the Accreditation Commission

- a. The institution will appear before the Accreditation Commission at the meeting following the submission of the *Institutional Response Matrix*.
- b. At this appearance, the institution will update the Accreditation Commission concerning happenings at the institution since the *Institutional Response Matrix* was submitted, and will be given the opportunity to answer any questions raised by the Accreditation Commission.
- c. After deliberation, the Accreditation Commission will render and announce one of the following decisions regarding the institution's bid for Accredited status:
 - Grant the institution Accredited status
 - Defer the institution's request for Accredited status based on specified deficiencies
 - Deny the institution's request for Accredited status
- d. The President of TRACS will officially notify the institution of the decision of the Accreditation Commission by letter. The notification will also provide required follow-up information for institutional action.

Progress Reports for Accredited Institutions

Within a maximum of two years from the Accreditation Commission's approval for Accredited status, an institution must demonstrate compliance with all deficiencies (Findings and / or Recommendations) identified in the *Evaluation Team Report*.

A *Progress Report* is required regularly (usually February 15 and August 15 of each year) until full compliance is determined.

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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	Apr 2019	Aug 2019	Dec 2019	Jun 2020	Nov 2020	Mar 2021	May 2021
Complete and Submit Initial Contact Data Form	x							
Attend Application Orientation		x						
Submit Application, IER checklist and required attachments			x					
Application Approved & School Begins Self-Study process				x				
Submit Self-Study Proposal and fees					x			
Submit Self Study Report						x		
Host Evaluation Team Visit							x	
Respond to Team Report Determinations								x

Tasks	Sep 2021	Dec 2021	Aug 2022	Dec 2022	Jun 2023	Nov 2023	Mar 2024	May 2024
School Appears Before Accreditation Commission	x							
School Granted <i>Candidate</i> Status		x						
Submit Self-study Proposal and Change of Status Review Fee			x					

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Complete Self-Study Report									
Submit Self Study Report				x					
Host Evaluation Team Visit								x	
Respond to Team Report Determinations									x
Appearance Before the Commission									x
Notice on Commission Action									x

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

Notes:

- (1) TRACS’s maximum time allowed for a school to move from Candidate status to Accredited status is five (5) years.**
- (2) It is possible that achieving accreditation with TRACS for new institutions may take longer than five (5) years. Institutions may request an extension of time, not to exceed two (2) years, to meet accreditation requirements. However, the institution must demonstrate it is making strong progress toward obtaining accreditation.**

***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.