



ACCREDITING COUNCIL FOR CONTINUING EDUCATION & TRAINING
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April 21, 2017

VIA EMAIL
(terickson@milaninstitute.edu)

Dr. Tami Erickson
Corporate Director of Compliance
Milan Institute
75-030 Gerald Ford Drive, Ste 203
Palm Desert, CA 92211

***Re: Interim Report Reviewed;
Programmatic Show Cause Continued –
(Medical Assisting (Eve), Amarillo, Texas);
Interim Report Required
ACCET ID #863***

Dear Dr. Erickson,

At its April 2017 meeting, the Accrediting Commission of the Accrediting Council for Continuing Education & Training (ACCET) reviewed the institution's interim report submitted in response to the December 12, 2016 Commission Action letter, originating from the annual completion and placement reporting reviewed at the August 2016 meeting.

The Commission's December 2016 action directed the institution to submit an interim report to include the following two items: 1) quarterly financial reporting (balance sheet and income statement) due within 30 calendar days of the end of each quarter, along with a signed attestation from the CEO or CFO attesting to the truth and accuracy of the statements; 2) updated Document 28.1 – Completion and Placement Statistics for calendar year 2015 and for the period January 1 through October 31, 2016 to include: i) On-Site Verification: Completion, Placement, and Academic Data for (OSVF) completed for each monthly cohort; and ii) supporting documentation for all newly placed graduates and waivers recorded since the October 28, 2016 submission, for the following programs at the Palm Desert campus: Administrative Medical Assistant (Day), Accounting (Evening), Massage Therapy (Day), Medical Assistant (Evening), Registered Dental Assistant (Day and Evening) and Computer and Network Technician (Evening); and Dental Assistant (Day and Evening) at the Amarillo, Texas campus.

Upon its review of the institution's interim report, received February 21, 2017, the Commission determined that the items noted above were not satisfactorily addressed. Therefore, the Commission voted to continue the Programmatic Probation directive for the Medical Assisting (Evening) program at the Amarillo, Texas campus, as the 2015 placement rate is 46.19% (13 eligible/6 placed).

Further, The Commission directed the institution to submit an interim report to include the following specific items:

1. Copies of all documentation received from the U.S. Department of Education relative to the outstanding program review and heightened cash monitoring. Additionally, the institution is directed to continue providing quarterly financial reporting (balance sheet and income statement) due within 30 calendar days of the end of each quarter, along with a signed attestation from the CEO or CFO attesting to the truth and accuracy of the statements. To ensure review of the current information at the August 2017 Commission meeting, the submission for the second quarter of calendar year 2017 must be submitted to frc@accet.org no later than July 15, 2017.
2. Updated Document 28.1s – Completion and Placement Statistics for calendar year 2015 and 2016, to include: (i) the attached On-Site Sampling Verification: Completion, Placement, and Academic Data form (OSVF) and (ii) supporting documentation for all newly reported placements and waivers for the following programs at the Palm Desert campus:
 - Administrative Medical Assistant (Day)
 - Accounting (Evening)
 - Massage Therapy (Day)
 - Medical Assistant (Evening)
 - Registered Dental Assistant (Day and Evening)
 - Computer and Network Technician (Evening)
3. Updated Document - 28.1 Completion and Placement Statistics for calendar year 2015 and 2016, to include: (i) the attached On-Site Sampling Verification: Completion, Placement, and Academic Data form (OSVF) and (ii) supporting documentation for all newly reported placements and waivers for the following programs at the Amarillo, TX campus:
 - Administrative Medical Assistant (Day)
 - Administrative Medical Assistant (Evening)
 - Medical Assistant (Evening)
 - Dental Assistant (Day)
 - Dental Assistant (Evening)

Further, the Commission noted that completion & placement documentation in the previous interim report was not organized for ease of review by a third party. Therefore, the institution is directed to provide all completion and placement data in the following format:

- Separate narrative update .pdf.
- Separate pdf files for each campus and program to include: a) the Document 28.1; b) the On-Site Sampling Verification form; and c) verification documents for that cohort, organized in the same order as on the On-Site Sampling Verification form.

This method of organizing placement reports may be used for all future submissions to ACCET.

A copy of this report, including the **attached interim report cover sheet**, must be emailed to interimreports@accet.org for receipt at the ACCET office no later than **June 30, 2017**.

As a reminder, please be advised that late submission and receipt of documents and reports are subject to significant late fees in accordance with Commission policy. These fees are outlined in ACCET Document 10, which can be found at www.accet.org.

Your demonstrated improvements are acknowledged and appreciated. Should you have any questions or need further assistance regarding this letter, please contact the ACCET office at your earliest opportunity.

Sincerely,



William V. Larkin, Ed.D.
Executive Director

WVL/clr

Enclosures: Interim Report Cover Sheet
On-Site Sampling Verification Form

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