



ACCREDITING BUREAU OF HEALTH EDUCATION SCHOOLS  
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February 6, 2017

ID#: I-108

**FEDERAL EXPRESS SIGNATURE REQUIRED  
& ELECTRONIC SUBMISSION TO [elizabeth.gerber@continuecpr.com](mailto:elizabeth.gerber@continuecpr.com)**

Ms. Elizabeth Gerber  
Administrator  
Medical Allied Career Center  
12631 E. Imperial Highway, Bldg D, Suite 108  
Santa Fe Springs, CA 90670

Dear Ms. Gerber:

The Commission, at its January 2017 meeting, reviewed your institution's application for a continued grant of accreditation, including the Self-Evaluation Report, the on-site Visitation Report, the institution's response to the report, the institution's financial history. Based on review and discussion, the Commission acted to defer action on the application for a continued grant of accreditation, and to direct the institution to **show cause why its accreditation should not be withdrawn**. The institution's current grant of accreditation is continued through August 31, 2017.

This show-cause directive and deferral of action on the application for accreditation is the result of failure of the institution to demonstrate compliance with the standards as outlined below and provides a further opportunity for the institution to respond to the findings of noncompliance based on the following from the *Accreditation Manual*:

1. Program length and structure allows for attainment of required competencies (V.B.3.); and, a program has clinical experiences to meet its goals and objectives (V.B.4.b.); and, a program is approved by the Commission (V.H.1.). (Phlebotomy Technician program)

The institution is directed to submit sufficient information and documentation to show compliance with this standard, including, but not limited to, the following:

A list of graduates from January 1, 2017, through April 1, 2017, that includes the date didactic coursework started and ended for each student, the date in which the former students commenced their externship experience, and the date they graduated. Additionally, for those listed, provide case logs and checklists that are dated and signed by the student, on-site supervisor and externship coordinator to ensure competencies are completed and to demonstrate there is a system in place by which externship hours are monitored.

The institution is reminded that students do not wait for sites and back-up sites are to be available to ensure that the educational process is continuous. Students must also complete their externship based on the hours reviewed and approved by the Commission.

2. Current course syllabi are maintained that fully and clearly describe the important characteristics of each course and meet the requirements of Appendix F (Course Syllabi Requirements) (V.C.1.a.). (Phlebotomy Technician program)

The institution is directed to submit sufficient information and documentation to show compliance with this standard, including, but not limited to, the following:

Course syllabi that fully and clearly describe each course and meet requirements of Appendix F. Additionally, the institution must provide a copy of the institution's catalog evidencing the course information in the catalog is consistent with program syllabi.

At the time of the visit, the course information was inconsistent in the syllabi and catalog. The institution did not include a catalog in their response; therefore, the commission was unable to determine if the syllabi and catalog had been revised to be uniform.

The show-cause directive notifies the institution that should its response to this action, which includes its appearance before the Commission should it elect that opportunity, fail to demonstrate compliance with these standards then the Commission may withdraw accreditation as its next possible action.

Further, given the seriousness of the concerns and as a means of protecting current and future students, **the institution is directed to submit to ABHES under separate cover and not as part of the materials submitted as response to this letter, a proposed teach-out plan, and the corresponding Teach-out Approval form** found under the Forms Tab on the ABHES website at [www.abhes.org/forms](http://www.abhes.org/forms) which is consistent with applicable standards and regulations and provides for the equitable treatment of students. Include documentation of the following provisions in the submitted teach-out plan:

- a. The teach-out institution is accredited by an institutional accrediting agency recognized by the U.S. Department of Education.
- b. The teach-out institution is stable, carries out its mission and meets all obligations to existing students.
- c. The teach-out institution has the necessary experience, resources and support services to provide educational program that is of acceptable quality and reasonably similar in content, structure, and scheduling to those provided by the institution or program that may cease operations either entirely or at one of its locations. This includes graduates' access to the same credentialing exams, as applicable.
- d. Students are provided access to the program and services without requiring them to move or travel substantial distances.
- e. Students will be treated equitably with regard to any charges or refunds; and, if tuition has been paid in full, that students receive the instruction promised at no additional charge.
- f. Students will be provided with written notification regarding their rights and opportunities for teach-out, transfer and refunds.

The plan may propose that the teach-out be accomplished by the institution that may cease operations, either entirely or at one of its locations, or by another institution(s) so long as the requirements listed above are met.

Please be aware of the maximum period of time the Commission may allow for an institution to be brought into compliance with ABHES requirements. Chapter III, Section C of the *Accreditation Manual* states, in part:

*The Commission may in its discretion provide an opportunity for the institution or program to bring itself into compliance within a time period specified by the commission. That time period will not exceed:*

- a. *Twelve months, if the longest program is less than one year in length.*
- b. *Eighteen months, if the longest program is at least one year, but less than two years in length.*
- c. *Two years, if the longest program is at least two years in length.*

**If, as part of its response to this directive, the institution wishes to appear before a panel of the Commission, its request to appear must be submitted in hard-copy form to the ABHES office within 10 calendar days of the date of this letter. A \$3,000 personal appearance fee must accompany this request and a \$3,000 fee for expenses will be required to be submitted 30 days prior to the appearance.** The institution has the opportunity to request a teleconference, in lieu of a personal appearance, which requires a \$2,000 fee to accompany this request, also due within 10 calendar days from the date of the Commission action.

Should the institution wish to appear, the appearance materials must be submitted in accordance with the Response Requirements outlined below.

### **Response Requirements**

The institution's response to this letter, including the cover letter, narrative, exhibits, and the completed "Notice for Commissioner Recusal" form included with this letter, must be submitted on a USB (stick) drive in accordance with the instructions "Preparing Your Institution's Response" found under the Forms Tab on the ABHES Website at [www.abhes.org/forms](http://www.abhes.org/forms). Please be advised, according to the instructions, electronic bookmarks must be used to identify supporting exhibits in the response. **A response, which does not include electronic bookmarked exhibits, will not be accepted.**

The response must be received by ABHES no later than **May 1, 2017**. It is imperative that the USB drive is properly labeled with the (1) institution's name, (2) city/state, (3) ABHES ID #, (4) Response to February 2017 Show Cause Letter, and (5) date.

**The institution is advised that failure to respond per the Response Requirements by the due date will result in a late-fee assessment in accordance with Appendix G of the *Accreditation Manual*.**

The U.S. Department of Education and the appropriate state-licensing agency have been notified of this action.

Ms. Elizabeth Gerber

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If you have any questions concerning this correspondence, please contact me at (703) 917-9503.

Sincerely,

A handwritten signature in black ink that reads "Florence Tate". The signature is written in a cursive style with a large, stylized initial "F" and a long horizontal line extending from the top of the "T".

Florence Tate  
Executive Director

Attachment: Notice for Commissioner Recusal