

Accrediting Commission of Career Schools and Colleges (ACCSC)

Accreditation Planning Document

ACCSC accredits postsecondary, non-degree-granting institutions and degree-granting institutions, including those granting associate, baccalaureate, and master’s degrees that are predominantly organized to educate students in career-oriented areas of study to include institutions that offer distance education. ACCSC is recognized by the U.S. Department of Education to accredit these same institutions.

The school’s primary educational objective must be to prepare students for entrance or advancement in one or more occupations requiring technical or career oriented competencies and skills. Educational objectives must be career oriented and provide graduates with the necessary competencies, skills, and level of education for employment in their fields of study.

The accreditation process is the cornerstone of ACCSC’s ability to continually ensure the high quality of education offered by its accredited institutions. Through the [accreditation process](#), ACCSC assesses the effectiveness of an institution’s educational programs by evaluating the infrastructure that supports the delivery of programs as well as educational outcomes, including the rates of student achievement such as student graduation and graduate employment.

71105.5 (b)(1)	Identification of the accrediting agency from which the institution will seek accreditation
	<p>Accrediting Commission of Career Schools and Colleges (ACCSC) 2101 Wilson Boulevard, Suite 302 Arlington, Virginia 22201 www.accsc.org 703.247.4212</p> <p>Points of Contact:</p> <ul style="list-style-type: none"> • Corey Rosso, Director of Accreditation at 703.247.4212 or crosso@accsc.org • Michale McComis, Executive Director at 703.247.4212 or mccomis@accsc.org
71105.5 (b)(2)	Identification of the accrediting agency’s eligibility requirements.
	<p>ACCSC’s Standards of Accreditation identify the eligibility requirements and the steps of the accreditation process and are available at http://www.accsc.org/Accreditation/Standards-of-Accreditation.aspx</p>

In order for a school to be eligible to apply for, receive, or maintain ACCSC accreditation, a school must demonstrate that it meets the following eligibility criteria:

- i. The school and its programs must fall within the Commission's scope;
- ii. The school must have all necessary authorizations from the state(s) in which it operates and be in compliance with all applicable local, state, and federal requirements.
- iii. At the time of application, the school must have been appropriately licensed by the state(s) in which it operates and training students continuously for the preceding two consecutive years (except for regularly scheduled breaks and vacation periods) and must commit to operating continuously thereafter.
- iv. At the time of initial application, the school must have graduated at least one class of students from the longest program(s) offered during the two-year period preceding its application for accreditation. Prior to a grant of initial accreditation, the school must be able to provide student achievement outcomes for its programs prepared in accordance with the Commission's student achievement reporting requirements.
- v. At the time of initial application, the school must be financially sound with sufficient resources for its proper operation and discharge of its obligations to students. The school must demonstrate two years of operating history through the submission of financial statements that are prepared in accordance with the Instructions for the Preparation and Submission of Financial Statements and Related Information and that show that the school has met the financial tests for initial applicants included in those instructions.
- vi. The school must, at a minimum, offer at least one program that is 300 clock hours or longer in length.
- vii. Within the six months prior to submitting an application for accreditation, the school's full-time on-site director or appropriate management team representative (see *Section I (A)(1)(a), Substantive Standards, Standards of Accreditation*) must attend an ACCSC Accreditation Workshop.
- viii. The school's application for accreditation (initial or renewal) must be complete.

71105.5 (b)(3)	<p>Identification of the accrediting agency's minimum requirements for institutional accreditation covering at least one degree program offered by the institution with an outline of the process and timeline for complying, by July 1, 2017</p>
	<p>ACCSC's Standards of Accreditation identify the minimum requirements for institutional accreditation and can be found online at: http://www.accsc.org/Accreditation/Standards-of-Accreditation.aspx</p> <p>Major Sections to the Standards of Accreditation</p> <p>I. Management and Administrative Operations</p> <ul style="list-style-type: none"> • Management and Administrative Capacity • Institutional Assessment, Improvement, and Planning • Financial Stability and Responsibility • Tuition Policies • Student Loan Repayment • Physical Facilities <p>II. Program Requirements</p> <p>A. General Program Requirements</p> <ul style="list-style-type: none"> • Program Design and Development • Program Organization and Length • Program Evaluation • Instructional Materials and Equipment • Program Advisory Committee • Learning Resource System • Externships • Consortium, Partnership, or Contractual Arrangements • Independent Study • Transfer of Credit <p>B. Degree Programs</p> <ul style="list-style-type: none"> • General Requirements • Associate Degrees • Baccalaureate Degrees • Master's Degrees <p>C. Secondary Educational Objectives</p> <ul style="list-style-type: none"> • Continuing Education Courses and Avocational Courses • English as a Second Language

III. Educational Administration and Faculty Qualifications

- Educational Administration
- Faculty Qualifications

IV. Student Recruitment, Advertising, and Disclosures

- Recruitment
- Advertising and Promotion
- Disclosures

V. Admissions Policies and Practices

- General Requirements
- Non-Degree Programs
- Degree Programs-Undergraduate
- Degree Programs – Graduate
- ESL Courses

VI. Student Services

- Advising and Counseling
- Student Records
- Graduate Employment Assistance and Records
- Student Complaints

VII. Student Learning, Assessment, Satisfactory Progress, and Achievement

VIII. Separate Facilities

- Classifications
- Responsibility
- Ownership
- Name, Relationship, and Advertising
- Programs

IX. Distance Education

- Management and Administration
- Objectives and Student Achievement
- Programs, Curricula, and Resources
- Catalog and Advertising

71105.5 (4) (A-D)	An outline of the process and timeline whereby the institution will achieve full accreditation by July 1, 2020 .
	<p>Steps in the process of achieving accredited status are as follows:</p> <ol style="list-style-type: none"> 1. Accreditation Workshop: The full-time, on-site director or appropriate management team representative (see <i>Section I (A)(1)(a), Substantive Standards, Standards of Accreditation</i>) of the school must attend an accreditation workshop prior to the submission of the application for accreditation (initial or renewal). <ul style="list-style-type: none"> • \$550 per person 2. Application for Initial Accreditation, Part I: The school must submit a complete application form and fee for each facility to be considered for Commission review. <ul style="list-style-type: none"> • \$500 3. Application for Initial Accreditation, Part II and Self-Evaluation Report: The school must complete and provide to the Commission a Self-Evaluation Report, which is an assessment of the school's effectiveness in achieving its announced educational objectives and compliance with accreditation standards. <ul style="list-style-type: none"> • \$2,000 4. Orientation On-site Evaluation An unaccredited school receives an Orientation On-site Evaluation as described in <i>Section III, Rules of Process and Procedure, Standards of Accreditation</i>. <ul style="list-style-type: none"> • \$1,400 5. On-site Evaluation: A team of experienced professionals evaluates the school on-site to verify the information contained within the Self-Evaluation Report, to seek additional information and to develop an understanding of how well the school meets its educational objectives and the <i>Standards of Accreditation</i>. <ul style="list-style-type: none"> • \$5,400 (based on one program offering; \$250 for each additional program offering) 6. Team Summary Report: Each member of the on-site evaluation team contributes to the preparation of a factual report of the school's compliance with accreditation standards. 7. Response to the Team Summary Report: The school has an opportunity to file a response with supporting documentation to the on-site evaluation team's findings cited the Team Summary Report. The school is given at least 30 days from the date of the Team Summary Report to submit a response unless the Commission determines that a different time frame is warranted.

	<p>8. Team Leader Comments and Response: The school’s response, if any, is forwarded to the Team Leader who participated in the on-site evaluation for review and comment. If the Team Leader has additional comments, the school is provided an opportunity to respond to those comments and to submit additional material to be considered by the Commission.</p> <p>9. Commission Review: The Commission reviews the application for accreditation (initial or renewal), the Self-Evaluation Report, the Team Summary Report, the school’s response, Team Leader comments and the school’s response if any, and any additional information collected about the school, which may include reports from government and private agencies.</p> <p>10. Commission Action: The Commission will take one of the actions described in <i>Section VII, Rules of Process and Procedure, Standards of Accreditation</i>.</p>
	<p><u>Approximate Typical Timeline</u></p> <ol style="list-style-type: none"> 1. July 2015 - Accreditation Workshop: July 15-16, 2016 in San Diego, California <ul style="list-style-type: none"> • ACCSC facilitates five workshops per year 2. October 2015 (+3 months) – Submit Application for Initial Accreditation, Part I <ul style="list-style-type: none"> • An institution has a maximum of six months following the 3. January 2016 (+3 months) ACCSC accepts Application for Initial Accreditation, Part I 4. April 2016 (+3 months) Application for Initial Accreditation, Part II and Self-Evaluation Report <ul style="list-style-type: none"> • An institution has a maximum of six months following the acceptance of the Application for Initial Accreditation, Part I 5. July 2016 - Orientation On-site Evaluation 6. December 2016 – Full Team On-site Evaluation 7. February 2017 - Team Summary Report 8. March 2017 - Response to the Team Summary Report 9. April 2017 - Team Leader Comments and Response 10. May 2017 - Commission Review and Action

	<p><u>Approximate Maximum Timeline</u></p> <ol style="list-style-type: none"> 1. July 2015 - Accreditation Workshop: July 15-16, 2016 in San Diego, California <ul style="list-style-type: none"> • ACCSC facilitates five workshops per year 2. January 2016 (+6 months) – Submit Application for Initial Accreditation, Part I <ul style="list-style-type: none"> • An institution has a maximum of six months following the workshop to submit the application and may submit the application early (timeline adjusts) 3. July 2016 (+6 months) ACCSC accepts Application for Initial Accreditation, Part I 4. January 2017 (+6 months) Application for Initial Accreditation, Part II and Self-Evaluation Report <ul style="list-style-type: none"> • An institution has a maximum of six months following the acceptance of the Application for Initial Accreditation, part I to submit the application and may submit the application early (timeline adjusts) 5. April 2017 - Orientation On-site Evaluation 6. October 2017 – Full Team On-site Evaluation 7. December 2017 - Team Summary Report 8. February 2018 - Response to the Team Summary Report 9. March 2018 - Team Leader Comments and Response 10. April 2018 - Commission Review and Action
	<p>Approximate Direct Costs in Accreditation Process:</p> <ul style="list-style-type: none"> • \$10,500 <p>Annual Sustaining Fees:</p> <p>Members of the Corporation shall pay dues annually in accordance with the following:</p> <ol style="list-style-type: none"> (i) if the gross tuition of the member is \$1,000,000 or less, the dues shall be \$900 plus .0026 times gross tuition over \$200,000; (ii) if the gross tuition of the member is greater than \$1,000,000 but not more than \$3,000,000, dues shall be \$3,000 plus .0010 times gross tuition over \$1,000,000; and (iii) if the gross tuition of the member is greater than \$3,000,000, dues shall be \$5,000 plus .000150 times gross tuition over \$3,000,000.