

Sample College COE Accreditation Plan

In accordance with Title 5, California Code of Regulations (5, CCR) section 71105.5, **Sample College** presents its Accreditation Plan to the Bureau for Private Postsecondary Education.

Sample College Plan

5, CCR section 71105.5 (b)(1): Sample College has identified the **Council on Occupational Education (COE)** as its accreditation agency.

5, CCR section 71105.5 (b)(2): COE Eligibility Criteria

COE's 12 Eligibility Requirements :

1. Offer associate degree and/or non-degree postsecondary instruction exclusively in career and technical education at all campuses.
2. Have produced a graduate from the longest program offered by the institution.
3. Utilize a campus-based instructional delivery system with at least 25% of the institution's total FTE being derived from enrollments in traditional programs.
4. Have an institutional enrollment of no fewer than 10 FTE.
5. Be legally authorized to operate within the jurisdiction in which it is located for a minimum of one year.
6. Have been in possession of current and applicable licensure/authorization for a minimum of one year.
7. Have been in continuous operation and providing instruction at the main campus and under the same ownership for a minimum of one year.
8. Have the on-site administrator or other full-time employee at the main campus attend a Candidate Academy within 6 months prior to submitting an application for candidate status.
9. Demonstrate that it has the administrative capability (including, but not limited to, financial) to support the educational programs offered.
10. Demonstrate that it meets the financial stability requirements for the most recent completed fiscal year as stated in Standard 7—Financial Resources
11. Be in compliance with all Federal requirements applicable to accreditation.
12. Agree to comply with all requirements of the Council.

5, CCR section 71105.5 (b)(3): COE's Minimum Requirements

1. The institution's Admissions policies must be published, clearly stated, consistently communicated to students, made available to students prior to enrollment, and any changes to these publications are communicated in a timely manner.
2. Admissions requirements offer reasonable expectations for successful completion of the occupational programs offered by the institution regardless of mode of delivery.
3. Students admitted to Associate Degree programs must have a high school diploma or its equivalent.
4. Prior to admissions students are informed of the costs, equipment, services,

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- time, and technical competencies, if any, required by the program.
5. Recruiting activities are ethical and all materials used in recruiting accurately describe the mission, instructional outcomes, student performance expectations, and completion requirements of each program.
 6. The institution considers the length and the tuition of each program in relation to the documented entry level earnings of completers.
 7. Courses required for each program are offered with sufficient frequency for the student to complete the program within the publicized time frame.
 8. Associate degree programs have a minimum of 60 semester hours or 90 quarter credit hours and include a minimum of 15 semester hours or 23 quarter credit hours of general education courses with a minimum of one course from each of the following areas: humanities, behavioral sciences, natural or applied sciences, and mathematics.
 9. Occupational advisory committees are appointed for each program or program area and are used to ensure that desirable, relevant, and current practices of each occupation are being taught.
 10. All occupational programs at all campuses must meet the following student outcomes benchmarks: 60% completion; 70% job placement; and 70% licensure pass rate (where applicable).
 11. Media services and learning resources are available to support the instructional programs offered by the institution and are sufficient to ensure the achievement of desired student learning and program objectives.
 12. The institution demonstrates financial stability through submission of the most recent audited financial statement that reflects a minimum composite score of 1.5 and no contingent liabilities or on-going litigation which could potentially affect the institution's ability to continue operation.
 13. Each faculty member in a non-degree program must possess at least a high school diploma (or its equivalent); expertise in the area of responsibility that is actively maintained; and a record of performance that reflects work-based standards as interpreted by the institution.
 14. Faculty members who teach technical courses in associate degree programs must have a minimum of an associate degree in an area that is related to the technical courses they teach.
 15. Faculty members who teach general education courses in associate degree programs must hold a minimum of a bachelor's degree with 15 semester hours or 23 quarter credit hours in the teaching discipline with a grade of at least a "C" in every course.
 16. Relevant and up-to-date equipment is available to support the instructional programs offered by the institution; instructional supplies are available to support the instructional programs offered by the institution.
 17. Substantive changes experienced by the institution are approved by the COE Commission according to an established process of applications, Commission review, site visits, and final approval.
 18. Accreditation is renewed annually by way of the COE Annual Report; in a timeline established by the Commission at the initial award of accreditation the institution will periodically send a representative to a COE self-study workshop;

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will prepare an institutional self-study report; and will host a comprehensive team visit during which time all occupational programs and services offered by the institution are evaluated with respect to the Council's ten Standards of Accreditation.

Timeline:

The following chart depicts the earliest timeline for completing the minimum requirements towards initial accreditation.

| Tasks | JUL 2015 | AUG 2015 | SEP 2015 | APR 2016 | MAY 2016 | SEP 2016 |
|-----------------------|----------|----------|----------|----------|----------|----------|
| Candidate Academy | X | | | | | |
| Candidate Visit | | X | | | | |
| Award of Candidacy | | | X | | | |
| Self-Study Report | | | | X | | |
| Accreditation Visit | | | | | X | |
| Initial Accreditation | | | | | | X |

5, CCR section 71105.5 (4) (A-D): An outline of the process and timeline whereby the institution will achieve full accreditation :

1. Contact Accreditor
2. Determination of Eligibility
3. Attend Candidate Academy (3-day workshop offered 3 times/year)
4. Submit Candidate Application
5. Host Candidate Site Visit
6. Vote of Candidacy by the COE Commission
7. Prepare Self-Study Report
8. Host Preliminary Visit by Accreditation Team Leader (30 days prior to Accreditation Visit)
9. Host Accreditation Visit
10. Respond to the Team Report
11. Vote of Accreditation

Sample College outlines the process and timeline for full accreditation by July 1, 2020

(Note From The BPPE – Latest Possible Timelines For COE Accreditation)

| Tasks | MAY 2018 | JUN 2018 | JUL 2018 | SEP 2018 | OCT 2018 | NOV 2018 | SEP 2019 | OCT 2019 | FEB 2020 |
|-----------------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Contact Accreditor | X | | | | | | | | |
| Determine Eligibility | | X | | | | | | | |

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|------------------------------|--|--|---|---|---|---|---|---|---|
| Attend Candidate Academy | | | X | | | | | | |
| Submit Candidate Application | | | | X | | | | | |
| Candidate Visit | | | | | X | | | | |
| Candidacy Vote | | | | | | X | | | |
| Draft of Self-Study Report | | | | | | | X | | |
| Preliminary Visit | | | | | | | X | | |
| Accreditation Visit | | | | | | | | X | |
| Accreditation Vote | | | | | | | | | X |

Note: This is a basic sample accreditation plan. The requirements and dates for each individual plan will vary by institution and chosen accreditor.