

# **[INSTITUTION NAME] BPPE Accreditation Plan**

## ACCREDITING COUNCIL FOR CONTINUING EDUCATION & TRAINING

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:** ACCET was founded in 1974 for the purpose of improving continuing education and training and has been officially recognized by the U.S. Department of Education since 1978 as a “reliable authority” as to the quality of education and training provided by the institutions they accredit. ACCET provides institutional accreditation for organizations whose primary function is for educational purposes.

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

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

#### ACCET GENERAL MINIMUM ELIGIBILITY REQUIREMENTS:

To be eligible for accreditation by ACCET, an institution must meet the following requirements:

1. It has an identified body of individuals actively involved in a prescribed learning format and setting. Programs offered must provide a clearly interactive component of educational methodology appropriate to the subject matter and expected training outcomes.

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2. It meets applicable state licensing requirements.

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3. It has a predominant portion of the participants involved in a continuing education experience convergent with those outlined in Document 24 – Profile of Institutional Clientele and Programs.

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4. It can demonstrate continuous, on-going and successful operation of the institution in the delivery of education and/or training programs for at least two consecutive years immediately prior to application. At minimum, one graduating class must have completed their training.

The term “continuous operation” means that the principal educational and training activities of an institution, for which accreditation or reaccreditation is sought, has proceeded as scheduled without interruption.

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Exceptions may be recognized after the fact when the interruption is caused by forces of nature, civil disorder, or abrupt and unforeseeable change in law or regulation affecting the institution.

An institution may apply for an exception before the fact upon application to the Commission and a showing of good cause for the exception. Applications must be submitted in a timely manner, considering the circumstances, in order to permit proper consideration of the application.

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5. It has not had a prior accreditation withdrawn from a nationally recognized accrediting agency, nor has it voluntarily withdrawn under a show cause action, within one year prior to application to ACCET.
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6. It has been under the same ownership and/or control for at least two (2) years immediately prior to application. This requirement may be waived by the Commission upon provision of acceptable documentation showing the applicant institution is owned or controlled by an educational organization with a reputable history of stable operations and by individual(s) with extensive credentials that demonstrate competent administration of an accredited institution.
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7. It is an educational establishment that offers postsecondary certificates, diplomas, or degrees up to the Associate's level. If the institution offers more advanced degrees, specifically at the Bachelor's degree level and above, that entity will not be eligible for accreditation. This restriction does not apply to a stand-alone department within a higher education institution that offers Intensive English Programs (IEPs).
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8. It prescribes a correspondent time function of education and training offered in continuing education units, clock hours, or credit hours.
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9. It offers education and training other than that required for academic credentials.
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10. It agrees upon application and accreditation to abide by the ACCET Bylaws, Principles of Ethics, and ACCET Standards for Accreditation, policies and procedures and to support the goals and integrity of the accreditation process.

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11. It has demonstrated a record of responsible financial management (minimum 2 years) with resources sufficient to maintain quality training and educational services and to complete the instruction of all enrolled participants.

**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

#### Initial Inquiry

Institutions inquiring about accreditation are directed to the ACCET website ([www.accet.org](http://www.accet.org)) to review ACCET documents which describe and depict the accreditation standards, policies, and procedures. Interested candidates are then invited to log onto the password-protected Accreditation Management System (AMS) on the ACCET website to complete and submit the required Inquiry Questionnaire, along with the fee, to request a preliminary review regarding whether the interested institutions meet the basic requirements to be eligible to apply for ACCET accreditation.

#### Accreditation Workshop

An institution must attend a workshop before the institution's Application for Accreditation is accepted by ACCET, unless a written request is granted to attend the workshop after the acceptance. Note that an institution must have an accepted Inquiry Questionnaire to register. The workshops are designed to provide an in-depth study of the ACCET accreditation process in order to assist the institution in the preparation of the Analytical Self-Evaluation Report (ASER), preparing for the on-site evaluation, and understanding the actions of the Commission.

#### Application for Accreditation

Formal application to ACCET for initial review and consideration to determine eligibility requires the electronic submission of ACCET Document 4 - Application for Accreditation and application fee through the web-based AMS system accessed on the ACCET website. The application must include supporting documentation for the main campus and all branches and auxiliary classrooms, along with an application processing fee as outlined in ACCET Document 10 – Fee Schedule. Acceptance of the application is not an indication or assessment of the institution's compliance with the Standards for Accreditation, but simply an initial indicator of congruence with the eligibility requirements. The supporting documentation will be reviewed and analyzed in order to make a final determination for acceptance of the application.

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

#### Analytic Self-Evaluation Report (ASER)

Following acceptance of an application, ACCET will provide the institution a projected schedule for submission of the Analytic Self-Evaluation Report (ASER) for the main campus and, if applicable, the Branch Analytic Self-Evaluation Report(s) (BASERs). The institution will be directed to the appropriate version of the ASER and any templates applicable to the institution. These documents are explained at length in the Accreditation Workshop, may be referenced/downloaded at the ACCET website, and must be completed and submitted electronically through AMS.

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### **Readiness Visit**

Following acceptance of an application for initial accreditation, an institution will be scheduled for a Readiness Visit unless the institution submits written notification of its decision not to have the Readiness visit. At least one cycle prior to the full on-site team evaluation, the one-day Readiness Visit will be conducted by an experienced ACCET representative to assist an institution in preparing for the subsequent on-site team evaluation. Prerequisites for the Readiness Visit are: (1) completion of a draft ASER and (2) attendance at an Accreditation Workshop. To schedule the Readiness Visit, an institution must submit ACCET Document 8 – Request for On-Site Evaluation Team Visit and the Readiness fee, upon acceptance of the institution's application for initial accreditation.

The Readiness Visit will provide a preliminary review of the draft ASER and assist the institution in evaluating its responsiveness to the requirements for compliance with each standard, but will not provide a definitive assessment of the institution's full compliance with the Standards for Accreditation. During the visit, the ACCET representative will review and discuss the institution's responses in its ASER as they relate to the ACCET standards; point out areas where responses to the ASER questions were not clear, lacked sufficient detail, or did not fully address the question; and identify areas where the institution is not demonstrating compliance with ACCET standards. The representative will not edit the institution's ASER nor will s/he assist in writing any portion of it. Upon completion of the Readiness Visit, the institution will assess whether it should proceed as scheduled with the full on-site team visit or delay the team visit to allow additional time for the institution to more fully address the issues in the ASER relative to compliance with the standards.

### **Submission of ASER/BASER, Request for On-Site Visit, and Fees**

Based on the projected Commission review cycle schedule, the ASER for the main campus and, if applicable, the BASER for the branch campus(es) must be sent electronically through AMS, along with the completed Document 8 – Request for On-Site Evaluation Team Visit. The on-site evaluation fee must be sent by electronic check in the amount outlined in ACCET Document 10 – Fee Schedule.

### **ACCET Review of ASER/BASER and Scheduling of On-site Team Visit**

After the ASER is received, the assigned Commission Representative will contact the institution to set a date for the on-site visit(s) and will forward specific information regarding the visit and team members when final arrangements have been made.

### **On-Site Evaluation Visit**

The on-site evaluation team will conduct a review using the institution's self-analysis (ASER/BASERs) to serve as the framework for the team to evaluate operational activities/results in the context of ACCET's standards, policies and procedures. The policies and procedures that guide the selection and activities of the on-site evaluation teams are outlined in ACCET Documents 7 – Guidelines for On-Site Evaluation Teams and 7.1 – Affirmation of Professionalism and Ethics. The team will present a brief exit briefing at the end of the on-site visit.

Except for financial statements, which are reviewed separately by ACCET, items must be made available to the on-site evaluation team by the institution, in accordance with the Preparation Checklist for ACCET On-Site Evaluation Visits that is provided prior to the visit.

Note: For multi-site vocational institutions operating in the United States, on-site visits will be conducted to the main campus and to all branches.

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## **On-Site Evaluation Team Report and Institutional Response**

Within approximately 30 calendar days from the date of the on-site evaluation team visit, a written report will be sent electronically through AMS to the applicant institution, providing an opportunity to respond and to submit additional documentation, clarification, and/or new information pertinent to factors existent at the time of the visit. The institution will be given 14 calendar days to submit through AMS its response to the On-Site Evaluation Team Report(s) for consideration by the ACCET Accrediting Commission. The ASER/BASER(s), team report(s), and other supplementary reports are treated as confidential materials and are not shared with other ACCET members, the press, or the public. These materials may however be subject to review by appropriate state and federal agencies or courts of law, in accordance with statutes and regulations.

## **Accrediting Commission Deliberation and Action**

The Application for Accreditation, the ASER/BASERs, the On-Site Evaluation Team Report(s), the institution's response(s) to the team report(s), the financial statements, and any other information that may have a bearing on accreditation will be made available to the Accrediting Commission for deliberation and action. ACCET Document 11 - Policies and Practices of the Accrediting Commission outlines the actions that may be taken.

## **Notice of Commission Action**

The institution will be notified in writing within 30 calendar days of the action taken by ACCET regarding the institution's application for accreditation.

## **Time Schedule**

While there is no fixed, definitive timeframe for completing the entire accreditation review process, 12-18 months is a reasonable estimate for an institution committed to a serious investment of the necessary effort and resources. Applicants scheduled for an on-site evaluation during a specified review cycle (April, August, or December) are required to timely submit the appropriate documentation and fees. ACCET's workload and logistical factors may necessitate the rescheduling of the visit(s) for a subsequent review cycle.

Note: An accepted initial application expires 12 months from the date of receipt at ACCET, if an initial applicant does not submit an ASER, Request for an On-Site Evaluation Visit, and visit fee within this 12-month period. This 12-month expiration period may be extended one cycle (four months), based on the submission of a written request with compelling reasons for the extension which, if approved, will be subject to the terms and conditions specified relative to fees, scheduling, and updated documentation. Institutions granted an extension must submit the following within the extended time frame: (1) ASER, (2) Request for an On-Site Evaluation Team Visit, and (3) visit fees.

## [INSTITUTION NAME] BPPE Accreditation Plan

**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	Mar 2019	Apr 2019	Sep 2019	Nov 2019	Feb 2020	Mar 2020	Apr 2020
Submit Inquiry Questionnaire and fee	x							
Attend Accreditation Workshop		x						
Submit Application for Accreditation and fee			x					
Begin the Analytic Self-Evaluation Report (ASER)			x					
Conduct Readiness Visit				x				
Submit ASER					x			
Conduct On-Site Evaluation Visit						x		
Receive copy of review team report							x	
Respond to Team Report							x	
Notice on Commission Action								x

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

**\*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.