

[INSTITUTION NAME] BPPE Accreditation Plan

ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES AND SCHOOLS

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: Founded in 1912, ACICS is the largest national accrediting organization of degree granting institutions. ACICS accredits institutions that offer programs in professional, technical, and occupational fields. ACICS is recognized by the Council for Higher Education Accreditation (CHEA). ACICS' scope of accreditation is recognized through the Master's Degree level.

ACICS, similar to other accrediting agencies, has general as well as specific standards the institution will be required to meet before the grant of initial accreditation.

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

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

ACICS GENERAL MINIMUM ELIGIBILITY REQUIREMENTS:

1. Educational Entity

It shall be an independent (not a public) institution of postsecondary education primarily offering certificates or diplomas and postsecondary institutions offering associate's, bachelor's, or master's degrees in programs designed to educate students for professional, technical, or occupational careers. Elementary or secondary schools are not eligible to seek accreditation through ACICS. Other types of educational activity may be considered if it leads to professional enhancement at the postsecondary level.

An institution is presumed to be an institution of postsecondary education if it (1) enrolls a majority of its students in one or more programs, the content of which is on a postsecondary academic level and which leads to a postsecondary academic credential (such as a certificate, diploma, or degree) or an occupational objective; (2) enrolls students who possess a high school diploma or its equivalent, or who are beyond the age of compulsory school attendance and demonstrate, through valid assessment, an ability to benefit from the educational experience; and (3) offers at least one program which is a minimum of 300 clock hours in length, and which leads to an academic credential.

2. Licensing & Experience

It shall be legally organized; be licensed by (1) the appropriate state education agency for postsecondary institutions or (2) the appropriate state agency for authorizing the conduct of

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business in that state for non-institutional entities; and have offered its educational services to the general public for at least two years immediately prior to consideration of the application by ACICS. The burden is on the institution to demonstrate that it has sufficient number of graduates and enrollment for ACICS to effectively evaluate the institution and the program offerings.

3. Mission

Its primary mission shall be to offer educational programs which help students develop skills and competencies to enhance their careers.

4. Length of Operation and Financial Stability

The institution must show evidence of having offered educational services for a minimum of two years immediately prior to application. It must also demonstrate financial stability as evidenced in an audited financial statement and analyzed by ACICS. A positive net assets and current 1:1 ratio or above of current liabilities to current assets are considered to be minimum requirements. Exceptions may be discussed with ACICS.

5. Enrollment

Its residential enrollment and enrollment in each program shall be sufficient both to support course work and learning experiences that, separately or in combination, constitute measurable and defined educational programs and to enable ACICS to assess the educational effectiveness of those programs. A current enrollment of 10 or more students in each program may be deemed sufficient. Programs with smaller enrollments may be considered at the discretion of ACICS, and institutions will be required to follow alternate processes. A current enrollment of 10 or more students in each program may be deemed sufficient. Programs with smaller enrollments may be considered at the discretion of ACICS, and institutions will be required to follow alternate processes.

6. Graduates

It shall have a sufficient number of graduates from a majority of its programs to enable ACICS to assess the educational effectiveness of those programs. Programs offered at any credential level from which there are no graduates will be reviewed in accordance with standards outlined in the *Accreditation Criteria*. A minimum of seven graduates over a three-year period immediately prior to application for accreditation is considered sufficient.

7. Compliance

It shall be in compliance with all applicable laws and regulations.

8. Organization

It shall be organized as a corporation, as a limited partnership (with a corporate general partner), or as a limited liability company. It cannot be a sole proprietorship or a partnership (without a corporate general partner.) The institution must be organized as a full-fledged educational institution, providing a full array of services to students. (A non-institutional entity may be considered under some circumstances, but they do not qualify for federal student aid

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programs or to award degree programs.)

9. Authorization

Its evaluation for accreditation shall be authorized by the chief executive officer.

10. Ownership

Its owner or managers shall not have been debarred by ACICS.

Following a short no-fee online registration, which calls for basic information, the institution will be invited to apply if it appears to meet the minimum eligibility requirements stated below. The initial review is generally completed within about two weeks.

The general timeline is dependent upon how soon an institution is able to demonstrate it is ready to host an on-site evaluation team. Continuous guidance is provided by ACICS staff. If a non-accredited institution offers graduate programs and/or non-traditional instructional delivery, a Preliminary Diagnostic/Resource Visit may be required.

Barring any major issues, an institution may achieve initial accreditation within 12 to 15 months. ACICS Council, consisting of 15 members, meets three times a year-in April, August, and December. Official notification of accreditation is issued in early May, September, and late December/Early January.

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:

1. Contact ACICS and Complete the Minimum Eligibility Self-Assessment (MESA) Checklist
2. Complete Institutional Registration, Including Branches and Learning Sites
3. ACICS Determines Eligibility and Invites Institution to Apply for Accreditation
4. Initial Accreditation Application with Financial Statements Submitted to ACICS
5. Acceptance of Application and Financial Statements by ACICS (**Note: this constitutes meeting *pre-accreditation or accreditation *candidacy**)

5, CCR section 71105 (b)(4) (A-D): An outline of the process and timeline whereby the institution will achieve full accreditation:

6. Attend Initial Accreditation Workshop
7. Schedule a Resource Visit
8. Host Resource Visit
9. Submit Response to Resource Visit (if applicable)
10. Prepare Institution Self-Study Materials
11. Host Initial Grant Visit
12. Receive the Team Report
13. Respond to the Team Report
14. Review by Intermediate Review Committee
15. Council Awards Grant of Initial Accreditation

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[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 | April 2018 | May 2018 | June 2018 | Aug 2018 | Dec 2018 | Feb 2019 | July 2019 | March 2020 | Jun 2020 |
|--|------------|----------|-----------|----------|----------|----------|-----------|------------|----------|
| Contact Accreditor & Complete MESA | x | | | | | | | | |
| Eligibility Determined & Invited to Apply | | x | | | | | | | |
| Initial Accreditation Application & Financials Submitted | | | x | | | | | | |
| Application Reviewed and Accepted | | | | x | | | | | |
| Attend Workshop | | | | x | | | | | |
| Initial Resource Visit | | | | | x | | | | |
| Respond to Resource Visit Report | | | | | | x | | | |
| Self-Study Completed | | | | | | x | | | |
| Initial Grant Accreditation Visit | | | | | | | x | | |
| Respond to Team Report | | | | | | | | x | |
| Accreditor Decision | | | | | | | | | x |

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

***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.