



Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302  
Arlington, Virginia 22201  
703.247.4212  
703.247.4533 fax  
[www.accsc.org](http://www.accsc.org)

**To: Accredited Members and Other Interested Parties**  
**From: Duane Kramer, Chair of the Commission**  
**Michale S. McComis, Ed.D., Executive Director, ACCSC**  
**Date: July 1, 2016**  
**Re: Call for Nominations to the Commission**

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### **Call for Nominations to Serve as an ACCSC Commissioner**

On behalf of the Accrediting Commission of Career Schools and Colleges (ACCSC) and in accordance with the organization's *Bylaws*, the ACCSC Nominating Committee seeks nominations of potential candidates for election to serve on the ACCSC Board of Directors as a Commissioner.

During this nomination cycle, the ACCSC Nominating Committee is charged with filling three (3) vacancies on the Commission to serve the following terms:

- Two (2) elected School Commissioners each to serve a four-year term to begin July 1, 2017 and to end June 30, 2021;
- One (1) appointed Public Commissioner to serve a four-year term to begin July 1, 2017 and to end June 30, 2021.

#### **School Commissioners:**

Two School Commissioner seats will be filled through the membership election process as set forth in *Section 1.04 (a)* of the ACCSC *Bylaws*. Specific eligibility requirements for School Commissioners to serve on the Commission are defined in *Section 1.01* of the ACCSC *Bylaws* as follows:

*Proprietors, owners, or bona fide executives of members of the Corporation as described in Section 2.01 hereof who are active in school operations and have been elected or appointed to serve on the Commission pursuant to Section 1.04 hereof. The Commission shall not have among its membership more than one (1) School Commissioner affiliated<sup>1</sup> with a single member of the Corporation or multiple members of the Corporation under common ownership and control.*

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<sup>1</sup> Affiliated means: An ownership interest in one or more members of the Corporation; ii. Governing board-level responsibilities for one or more members of the Corporation; iii. Employment (to include contractual responsibilities or obligations) with one or more members of the Corporation; or iv. Employment (to include contractual responsibilities or obligations) with any ownership entity of one or more members of the Corporation.

**Public Commissioners:**

The one Public Commissioner seat shall be appointed by the Commission after affording the members of the Corporation the opportunity to comment as set forth in *Section 1.05* of the ACCSC Bylaws. Specific eligibility requirements for Public Commissioners to serve on the Commission are defined in *Section 1.01* of the ACCSC Bylaws as follows:

*Persons with an interest and expertise in employment, education and training who (i) have been engaged as employers, in government, postsecondary education, public, adult or vocational education and in similar or allied fields; (ii) are not: 1) employees, member of the governing board, owner, or shareholder of, or consultant to, an institution or program that either is accredited or preaccredited by the agency or has applied for accreditation or preaccreditation; 2) A member of any trade association or membership organization related to, affiliated with, or associated with the agency; or A spouse, parent, child, or sibling of an individual identified in paragraph (1) or (2) of this definition and (iii) have been appointed to serve on the Commission pursuant to Section 1.05 hereof.*

**Requirements of an ACCSC Commissioner:**

In order to conduct business in an effective manner that is supportive of ACCSC activities and goals, the Commission meets and participates in several activities throughout the year. An annual schedule includes the following:

- Attendance at four (4) four-day meetings a year;
- Attendance at the Commission's Annual Meeting and Professional Development Conference;
- Attendance at minimally four (4) conference call meetings, one per quarter; and
- Committee work in one or more of the Commission's policy areas.

The Commissioner's meetings require significant preparation as each Commissioner contributes to the accreditation actions taken based on the information garnered through the accreditation process in addition to an array of on-going committee work. Moreover, maintaining high standards of honesty, integrity and impartiality are essential traits to be a Commissioner and necessary to ensure the proper performance of the Commission and to achieve a high level of confidence in ACCSC and the accrediting process. The avoidance of misconduct and conflicts of interest on the part of the Commissioners through informed judgment is indispensable. For this reason, a strict code of conduct is required of all Commissioners. Please be advised that a file check will be made regarding the status of a nominee's school(s) as well as reference and background checks prior to the interview stage.

Serving on the Commission involves a strong commitment to higher education. It is an opportunity to improve the quality of all accreditation activities and to network with an array of outstanding people in the field. We hope that you will give serious consideration to

***ACCSC Call for Nominations***

***July 1, 2016***

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serving on the Commission or in helping to identify the best people to function in this capacity.

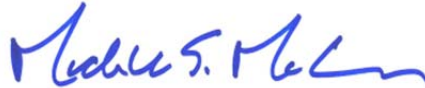
Nominees should submit the Call for Nominations to the Commission Part I & Part II accompanied by a current résumé to the ACCSC office or via email to Maurya Scanlon at [mscanlon@accsc.org](mailto:mscanlon@accsc.org) by **October 15, 2016**.

For any additional information, please feel free to contact Michale S. McComis, Executive Director, at 703.247.4520 or [mccomis@accsc.org](mailto:mccomis@accsc.org).

Thank you in advance for your consideration,



Duane Kramer  
Chair of the Commission



Michale S. McComis, Ed.D.  
Executive Director



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**CALL FOR NOMINATIONS**  
**ACCSC COMMISSIONER / BOARD MEMBER**  
Nomination Form–Part I

Nominee Information

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Institution \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Corporation Name \_\_\_\_\_

I am a (check all that apply):

- Appeals Panel member
- Team Leader
- ACCSC Committee Member
- Manager/Executive of an ACCSC-accredited School
- Former ACCSC Commissioner
- Other – Please specify \_\_\_\_\_

I attest that I have no affiliation with any other school represented by a sitting ACCSC Commissioner and that all information submitted with this nomination is true and accurate to the best of my knowledge & belief. I also understand that if selected to move forward, I will be subject to a criminal background check by ACCSC.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return this form along with the Nomination Form–Part II and a current résumé ***no later than October 15, 2016*** to the attention of:

Michale S. McComis, Ed.D., Executive Director  
ACCSC  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201



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**CALL FOR NOMINATIONS**  
**ACCSC COMMISSIONER / BOARD MEMBER**  
Nomination Form–Part II

Please provide the following information:

1. Please list all schools with which you are affiliated.

ACCSC-Accredited Institutions	Other Institutions

2. Are any of the above-listed institutions currently operating under a Show Cause Order, Probation Order, or any other similar status with any accrediting agency or state or federal regulatory agency?
3. Please list your education, work experience and background.<sup>2</sup>
4. Please list your management and leadership experience in postsecondary career-oriented institutions.
5. How do you think your education and experience will support and form your role as an ACCSC Commissioner and Board Member?
6. What motivated you to put forth this nomination to be an ACCSC Commissioner and Board Member?
7. What is your general philosophy regarding accreditation?
8. What do you believe you will contribute to ACCSC and the membership of schools as an ACCSC Commissioner and Board Member?
9. Please provide any other information that you believe supports your nomination.

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<sup>2</sup> ACCSC will request a copy of official transcripts should the Nominating Committee advance your nomination for election.