

September 12, 2018

ELECTRONIC DELIVERY

██████████
Director
IBO Technology Course
Emerito Estrade Rivea Ave. Carr. 125
San Sebastian, Puerto Rico 00685

School #B072425
Warning

Dear ██████████

At the August 2018 meeting, the Accrediting Commission of Career Schools and Colleges (“ACCSC” or “the Commission”) considered the following applications and reports submitted by IBO Technology Course (“IBO-San Sebastian”) located in San Sebastian, Puerto Rico:

- Application for Renewal of Accreditation;
- Application for A New Non-Degree Program - Unrelated; and
- Enrollment Agreement Report.

Upon review of the April 10, 2018 Team Summary Report (“TSR”) and the school’s response to that report, the Commission voted to place IBO-San Sebastian on **Warning** with a subsequent review scheduled for ACCSC’s February 2019 meeting. The reasons for the Commission’s decision and the Commission’s requirements for the school to demonstrate compliance are set forth below.

History of the Commissions Review

May 2016

At the May 2016 meeting, the Commission considered the Application for a Branch Campus – Part II submitted by IBO-San Sebastian. Upon review of the December 7, 2015 Team Summary Report and the school’s response to that report, the Commission voted to defer final action until the August 2016 meeting in order to provide the school with an additional opportunity to demonstrate compliance with accrediting standards.

August 2016

At the August 2016 meeting, the Commission considered its previous decision to defer final action on the Application for a Branch Campus – Part II submitted by IBO-San Sebastian. Upon review of the June 13, 2016 deferral letter and the school’s response, the Commission voted to again defer final action in order to provide the school with an additional opportunity to demonstrate compliance with accrediting standards.

November 2016

At the November 2016 meeting, the Commission considered its previous decision to defer final action on the Application for a Branch Campus – Part II submitted by IBO-San Sebastian. Upon review of the September 9, 2016 deferral letter and the school’s response, the Commission concluded that IBO-San Sebastian and the main school located in Rio Grande, Puerto Rico (#M070588) met the requirements set forth in the *Standards of Accreditation* for the establishment of a branch campus separate facility. In addition, the Commission voted to place IBO-San Sebastian on Enrollment Agreement Reporting. The Commission found that the school did not enforce the option of an addendum to enrollment agreements

for students that transferred from the main school to the branch and determined additional monitoring was warranted in order to provide the school with an opportunity to demonstrate the effectiveness of its revised transfer policy between the main and the branch school.

August 2018 Commission Review and Action:

1. IBO-San Sebastian must demonstrate that the school provides notification to ACCSC of any material event or circumstance that will or could affect the school’s operations, policies, staff, curricula, reputation, approval status, or authority to operate as a legal entity, or financial status. Such notification must be in writing, made within 10 calendar days of the event’s occurrence (*Section V (E)(1), Rules of Process and Procedure, Standards of Accreditation*). [REDACTED]

[REDACTED]

[REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]

2. IBO-San Sebastian must demonstrate institutional assessment and improvement goal setting, benchmarking, and implementation activities appropriate to the size and scale of the school’s operations, which much address the areas of management, fiscal condition and budget; administrative policies and practices; student support services; faculty and staff development; educational program curricula; learning resources system, equipment, and supporting materials, facilities; and student achievement outcomes (*Section I (B)(2), Substantive Standards, Standards of Accreditation*). In response to the TSR, IBO-San Sebastian stated that the school conducted faculty and administrative meetings. In those meetings, the staff discussed “institutional policies, files, [and] coordination of extracurricular activities.” In addition, the school provided a chart with a description of the activity held, who participated in the activity, and an agenda for a training provided on April 3, 2018. The

Commission noted that the school provided an outline of activities; however, the documentation provided to support the faculty training is in Spanish. While the school provided documentation of meetings held to support on-going institutional planning, IBO-San Sebastian failed to provide the school's current institutional assessment and improvement plan that reflects significant improvement goal-setting, benchmarking, or implementation activities.¹

Based on the foregoing, the Commission directs IBO-San Sebastian to submit the following:

- a. The school's current institutional assessment and improvement planning document that includes goals and activities beyond the current year;
 - b. Documentation of implementation of the school's IAIP activities; and
 - c. Any additional information that the school believes will be useful to the Commission in making a determination regarding the school's compliance with ACCSC's IAIP requirements
3. IBO-San Sebastian must demonstrate that the school maintains written and detailed minutes of each Program Advisory Committee ("PAC") meeting that include a comprehensive and clear description of the review of the commentary made by the school representatives and the PAC members (*Section II (A)(6)(c), Substantive Standards, Standards of Accreditation*). In response to the TSR, the school provided PAC meeting minutes from May 14, 2018. Upon review of the PAC minutes, the Commission found that the minutes lack detail; feedback from PAC members; and specific commentary from the individual PAC members on the appropriateness and adequacy of the program length, objectives, curriculum content, learning resources, facilities, and equipment. Instead, the PAC minutes provided appear to reflect a brief summary of the discussion held.

Therefore, the Commission directs IBO-San Sebastian to submit the following:

- a. PAC minutes from the scheduled September 2018 meeting, including a description of each member in attendance (i.e. titles and affiliations) and a notation as to which members in attendance represent the employment community or are practitioners;
 - b. The date, time, and location of each meeting;
 - c. A comprehensive and clear description of the review of and commentary made by the PAC members;
 - d. Evidence the school gives consideration to PAC input; and
 - e. Any additional information the school believes will be useful to the Commission in making a determination regarding the school's compliance with ACCSC's PAC requirements.
3. IBO-San Sebastian must demonstrate that all advertising, promotional materials, statement, and claims are truthful and accurate and avoid leaving any false, misleading, misrepresenting, or exaggerated impressions with respect to the school or its training programs (*Section IV (B)(1), Substantive Standards, Standards of Accreditation*). In the response, IBO-San Sebastian stated, "[e]ach semester is equivalent to 12 approved credits, for a total of 36 credits." IBO-San Sebastian's catalog indicates that the programs offered at the school take 45 weeks or 10.5 months to complete. The Commission noted IBO-San Sebastian's justification for the program length; however, the

¹ Please also note that the Commission recommends that the school review the ACCSC Monograph on [Institutional Assessment and Improvement Planning](#).

Commission remains unclear of the length of the programs offered by the institution. According to the school's Institutional Profile on file with ACCSC, the school's programs are all 15 months in length. The Commission is concerned that the school does not accurately demonstrate the entire time it takes a student to complete a program as the timeframe advertised may not include holidays and recesses. As such, IBO-San Sebastian failed to demonstrate how students may successfully complete the program in the time frame advertised in the brochures and on its website. Therefore, the Commission directs IBO-San Sebastian to submit documentation that the school has corrected the program length in all advertising and on the school's website to include the entire time needed to complete the program.

Warning Restrictions:

Pursuant to *Section VII (K)(9), Rules of Process and Procedure, Standards of Accreditation*, the Commission will not consider substantive changes, a change of location/relocation, or additions (i.e., separate facilities, new programs) to a school or its separate facilities while the school is under a Warning. With regards to the on-going review of the IBO-San Sebastian's Application for a Change of Location, the Commission determined that the school may proceed with the submission of the Application for Change of Location-Part II.

Notification to Students:

The Commission requires the school to inform current and prospective students in writing that the school has been placed on Warning and to provide a summary of the reasons for the Warning Order (*Section VII (K)(8) Rules of Process and Procedure, Standards of Accreditation*).

Response Requirements:

By applying for accreditation, a school accepts the obligation to demonstrate continuous compliance with the *Standards of Accreditation*. While the Commission employs its own methods to determine a school's compliance with accrediting standards, the burden rests with the school to establish that it is meeting the standards. The Commission's deliberations and decisions are made on the basis of the written record and thus a school must supply the Commission with complete documentation of the school's compliance with accrediting standards.

IBO-San Sebastian must provide a response to the items expressed above that provides the information requested along with any additional information that the school believes supports a demonstration of compliance with accrediting standards.² If the school's response contains documentation that includes personal or confidential student or staff information that is not required for the Commission's review (e.g., social security numbers, dates of birth, etc.), please remove or redact that information.

IBO-San Sebastian must upload the school's electronic response directly to ACCSC's College 360 Database. The ACCSC College 360 database can be accessed by [clicking here](#). Please note that the password utilized by the institution to access the Annual Report Portal is the same to access the School Submission section of the College 360 database. The Instructions for Electronic Submission can be found [here](#). A detailed overview on how to upload a school submission can be found [here](#).

² ACCSC has issued two modules of the **Blueprints for Success Series** – [Organizing an Effective Electronic Submission](#) and [Preparing a Comprehensive Response for Commission Consideration](#) – which provide a framework for submitting a well-documented, organized, electronic response for Commission consideration. ACCSC encourages the school to review these modules when formulating its response to this letter. More information is available in the [Resources section](#) at www.accsc.org.

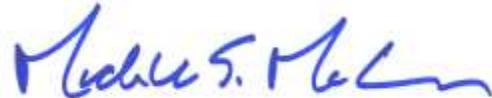
Keep in mind, the school's response must be prepared in accordance with ACCSC's Instructions for Electronic Submission (e.g., prepared as one Portable Document Format ("PDF") file that has been prepared using Adobe Acrobat software (version 8.0 or higher) and which has a .pdf extension as part of the file name). The school will receive an e-mail confirmation that the file has been received within 24 hours of the submission.

The school's response must also include a signed certification attesting to the accuracy of the information and be received in the Commission's office **on or before December 21, 2018**. If a response, the required fee,³ and the certificate of attesting to the accuracy of the information is not received in the Commission's office **on or before December 21, 2018**, the Commission will consider further appropriate action.

For assistance with the password or for any other questions regarding the electronic submission requirements, please contact [REDACTED]. Please note that any password requests to access College 360 must be made by the school director, or designated member of the school's management team, via e-mail.

For further assistance or additional information, please contact [REDACTED] or [REDACTED].

Sincerely,



Michale S. McComis, Ed.D.
Executive Director

c:

[REDACTED]
[REDACTED]

³ ACCSC assesses a \$500 processing fee to a school placed on Warning.