

September 13, 2018

**ELECTRONIC DELIVERY**

██████████  
Chief Operating Officer  
Western Truck School  
3990 Industrial Boulevard  
West Sacramento, California 95651

*School #M072253*

*Warning*

Dear ██████████

At the August 2018 meeting, the Accrediting Commission of Career Schools and Colleges (“ACCSC” or “the Commission”) considered the Application for a Change of Location submitted by Western Truck School (“WTS”) located in West Sacramento, California. Upon review of the June 5, 2018 Application for a Change of Location – Parts I and II, the Commission voted to place WTS on **Warning** and to refer this matter for review in conjunction with the school’s Application for Renewal and on-site evaluation<sup>1</sup> scheduled for 2018. 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**

- At the May 2015 meeting, the Commission granted WTS renewal of accreditation with reporting for four (4) years going forward from November 2014. The Commission determined that the school must submit a Financial Report demonstrating the financial structure of the school is in an ongoing manner sound with resources sufficient for the proper operation of the school and discharge of obligations to students.
- At the May 2016 meeting the Commission considered an Application for a Change of Location Part I. WTS moved its location without prior obtaining Commission approval prior to the move. In approving the application the Commission reminded WTS that the school must submit an application **prior** to the intended move date and assessed a late fee to the school.
- At the February 2017 meeting, the Commission determined that WTS met the requirements for a change of location and the addition of a satellite location (*SL#460498*). The Commission included an Institutional Enhancement Enclosure directing WTS continued attention toward ensuring the school applies a fair and equitable refund policy, ensuring that personnel whose primary responsibilities include admissions activities are to permitted to be involved in admissions decisions, and ensuring that administrative and operational policies are consistently applied.
- At the August 2017 meeting the Commission considered the Application for a Change of Location - Part I & Part II submitted by WTS for its satellite location (*SL#460498*) as well as information that the satellite location changed location **without prior** notification or approval from the Commission. Upon review of the school’s application, the Commission considered the circumstances and approved the school’s application. The Commission included an Institutional Enhancement Enclosure directing WTS’ continued attention toward ensuring that the school monitors when appropriate applications and reports need to be filed and ensures that applications and reports submitted to the Commission are complete, accurate, signed by the school’s chief executive officer and filed in a timely manner.

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<sup>1</sup> The on-site evaluation will include the Application for a Change of Location

**August 2018 Commission Meeting**

At issue is that Western Truck School again moved its location without prior application and approval. *Section IV (E)(4)(c)(i), Rules of Process and Procedure, Standards of Accreditation* states that the school must apply to the Commission at least 60 days prior to its intended move date by filing an Application for a Change of Location-Part I. The school is not authorized to change location or relocate until the application has been approved by the Commission regardless of when the application is submitted to the Commission office. On April 12, 2018, Western Truck School moved its location from 4300 West Capitol Avenue, West Sacramento, California to 2742 Industrial Boulevard, West Sacramento, California. An Application for a Change of Location-Part I and Application for a Change of Location-Part II were signed and dated by the school and received by the Commission on June 5, 2018.

The school stated that there were pending challenges with a location of another campus in San Diego; low enrollments in West Sacramento; the need to find another location pending the sale of the current location in West Sacramento; and the pending renewal of accreditation. Also, WTS stated that it “decided in January 2018 to voluntarily terminate our accreditation,” but did not formally notify the Commission of the decision. Upon further consideration, WTI determined to continue in the renewal process with ACCSC; however, WTI proceeded to move to a new location at 2742 Industrial Boulevard, West Sacramento, California without obtaining prior approval for the change of location. The explanation and reasons given by the school did not compel the Commission to overlook yet another unapproved change of location. As such, the Commission voted to place WTI on Warning and direct the on-site evaluation team scheduled to review the school’s Application for Renewal of Accreditation to evaluate the school’s on-going compliance with accrediting standards, specifically as it relates to the school’s compliance with proper notification of substantive changes. In addition, the team will review the new facilities and educational resources available for students.

**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.

**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*).

The required fee,<sup>2</sup> is due in the Commission’s office **on or before October 13, 2018**. For further assistance or additional information, please contact [REDACTED]

Sincerely,



Michale S. McComis, Ed.D.  
Executive Director

c: [REDACTED]  
[REDACTED]

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<sup>2</sup> ACCSC assesses a \$500 processing fee to a school placed on Warning.