



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

May 22, 2017

ELECTRONIC DELIVERY AND FEDERAL EXPRESS

Crystal Burgess
Owner
Hollywood Cosmetology Center
1708 W. Lindsey Street
Norman, Oklahoma 73069

School #M057753
Withdrawal of Accreditation

Dear Ms. Burgess:

At the May 2017 Commission meeting, the Accrediting Commission of Career Schools and Colleges (“ACCSC” or “the Commission”) considered its previous decision to place Hollywood Cosmetology Center located in Norman, Oklahoma on Warning. Upon review of the March 24, 2017 Warning letter and the school’s response, the Commission voted to withdraw the accreditation of Hollywood Cosmetology Center and to remove the school from the list of ACCSC accredited institutions (*Section I (E)(2)(c and e), Section I (E)(3), Section I (H)(4), and Section VII (P)(1)(c)&(h), Rules of Process and Procedure, Standards of Accreditation*).

Procedural History

Renewal of Accreditation Process

Hollywood Cosmetology Center attended the October 2016 workshop and was therefore required to submit its Application for Renewal of Accreditation on or before December 5, 2016. The school submitted a request for an extension on November 28, 2016 and the Commission granted the extension with the applicable \$350 fee on December 20, 2016. The extension letter directed Hollywood Cosmetology Center to submit its Application for Renewal of Accreditation no later than January 20, 2017.

Hollywood Cosmetology Center failed to submit its Application for Renewal of Accreditation and the applicable fees in the amount \$2,600 by the extended due date of January 20, 2017 and ACCSC notified the school on February 9, 2017 that this delinquency would be forwarded to the Commission for consideration at its March 2017 meeting. After receiving February 9, 2017 letter via Federal Express, the school owner contacted ACCSC staff and stated that the December 20, 2016 letter was never received via e-mail and cited health issues as the reason for the delinquency. At the time of the call, the school owner was advised to complete and submit the Application for Renewal of Accreditation and fees prior to the March 2017 Commission meeting or to provide the Commission with another extension request.

March 2017 Commission Review

At the March 2017 meeting, the Commission considered this matter as detailed above along with the school’s extensive history of delinquency in submitting required reports and fees.¹ At the time of the Commission’s review, the school had neither submitted the Application for Renewal of Accreditation nor the corresponding fees.

Based on this information, the Commission voted to place Hollywood Cosmetology Center on Warning and directed the school to submit the following:²

¹ See the October 10, 2007; November 8, 2007; February 2, 2009; March 6, 2012; April 10, 2012; August 15, 2012; September 21, 2012; and October 24, 2012 letters and notices from ACCSC regarding the school’s delinquency in submitting required reports and fees.

² Hollywood Cosmetology Center must upload Items (a.) and (b.) directly to ACCSC’s College 360 Database. See Response Requirements on pages 2-3 of this letter. All fees must be mailed directly to ACCSC offices.

- a. A detailed explanation as to the school's history of delinquent reports and fees for this renewal of accreditation cycle;
- b. One (1) copy of the Application for Renewal of Accreditation; and
- c. A certified check or money order in the amount of \$2,250 for the Application for Renewal of Accreditation fee and \$350 for the extension fee.

Moreover, the Commission informed the school that due to the school's extensive history of delinquency, if the required application and fees were not received by the May 1, 2017 due date the Commission "**will** act to withdraw the school's accreditation in accordance with *Section VII (P), Rules of Process and Procedure, Standards of Accreditation.*"³

May 2017 Commission Meeting

At the May 2017 meeting, the Commission reviewed the school's response to the March 24, 2017 Warning letter and found that while the school submitted the outstanding \$2,250 application fee and \$350 extension fee⁴, the school failed to submit and the Application for Renewal of Accreditation as directed. Instead, the school submitted a request for an extension. The Commission noted that although the school provided a litany of reasons as to why the school's application has not been submitted (e.g., the owner's health issues; waiting for ACCSC staff to respond to an email), the Commission determined that given the school's history and pattern of delinquency, the reasons cited did not give cause to disregard the Commission's stated position that failure to submit the Application for Renewal Accreditation by the May 1, 2017 deadline would result in the withdrawal of the school's accreditation.

As stated in the March 24, 2017 Warning letter:

*...the Commission also determined that due to the school's extensive history of delinquency, if the required materials and fees are not received by the due date set forth in this letter, the Commission **will** act to withdraw the school's accreditation in accordance with Section VII (P), Rules of Process and Procedure, Standards of Accreditation.*

Accordingly, the Commission voted to deny the school's request for another extension and to withdraw Hollywood Cosmetology Center's accreditation.⁵

Therefore, in accordance with *Section I (E)(2)(c and e), Section I (E)(3), Section I (H)(4), and Section VII (P)(1)(c)&(h), Rules of Process and Procedure, Standards of Accreditation*, the Commission voted to withdraw Hollywood Cosmetology Center's accreditation for failure to provide reports and fees as required and as directed.

APPEAL AND REAPPLICATION PROCESS AND PROCEDURE

Hollywood Cosmetology Center may opt to appeal the Commission's decision to withdraw the school's accreditation or to reapply for accreditation. Details regarding the reapplication and appeal procedures are outlined in the *ACCSC Rules of Process and Procedures, Standards of Accreditation*.

- If Hollywood Cosmetology Center elects to appeal this decision, the school must sign and return the enclosed Letter of Intent to Appeal a Commission Decision, along with the Appeal Expense Fee of \$6,000.00, **on or before June 1, 2017.**

³ See the March 24, 2017 Warning letter.

⁴ Check received in ACCSC's office May 5, 2017, after the established May 1, 2017 deadline.

⁵ Given the Commission's action to withdrawal Hollywood Cosmetology Center's accreditation, ACCSC will issue a refund of the school's submission of \$2,600.00 in outstanding fees.

- If Hollywood Cosmetology Center elects to appeal this decision, the school's [Application for Appeal of a Commission Decision](#) and Grounds for Appeal must be submitted **on or before June 21, 2017**
- If Hollywood Cosmetology Center elects not to appeal this decision, the Commission's decision to withdraw the school's accreditation will become effective **June 1, 2017**. The school may submit comments **on or before June 1, 2017** in accordance with the enclosed Public Comment Disclosure Form. Comments submitted by the school will accompany any public disclosure of a final Commission action pursuant to *Section X (D)(4), Rules of Process and Procedure, Standards of Accreditation*.

TEACH-OUT PLAN

Pursuant to federal law, an accrediting agency recognized by the U.S. Department of Education must require a teach-out plan from an institution subject to an adverse accreditation decision to withdraw accreditation. Therefore, in accordance with *Section IV (F)(1)(c) Rules of Process and Procedure, Standards of Accreditation* the Commission, requires that Hollywood Cosmetology Center submit a completed [ACCSC Institutional Teach-Out Plan Approval Form](#), to demonstrate how the school will ensure the opportunity for all students to complete their program of study. The school Teach-Out Plan should be submitted **on or before June 21, 2017**.

NOTIFICATION

In accordance with *Section X (D)(3), Rules of Process and Procedure, Standards of Accreditation*, the Commission, at the same time it notifies the school, will make public an action subject to appeal. The reasons for the Commission's action will also be made public along with information pertaining to the ACCSC appeal process. Additionally, in accordance with *Section X (C)(3), Rules of Process and Procedure, Standards of Accreditation*, the Commission, at the same time it notifies the school, will provide the same notice to the U.S. Department of Education, the appropriate state licensing agency, and other accrediting agencies, of an action subject to appeal along with the reasons for the Commission's action and information pertaining to the ACCSC appeal process.

Should you have any questions regarding the Commission's decision, please contact Christopher Lambert at 703.247.4516 or clambert@accsc.org.

Sincerely,



Michale S. McComis, Ed.D.
Executive Director

Encls: Letter of Intent to Appeal Commission Decision
Public Comment Disclosure Form
ACCSC Standing Appeals Panel Members



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LETTER OF INTENT TO APPEAL A COMMISSION DECISION

To Be Submitted No Later Than June 1, 2017

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

Dear Dr. McComis:

This letter serves to provide notice that Hollywood Cosmetology Center located in Norman, Oklahoma intends to appeal the recent decision of the Commission to withdraw the school’s accreditation and remove the school from the list of ACCSC-accredited institutions. Attached is a check in the amount of \$6,000 as required by accreditation standards. I understand that this fee is non-refundable.

I understand that the ACCSC Appeals Panel will meet to consider the appeal of the school and that I will receive final confirmation of the hearing at a later date. I have reviewed *Section VIII, Rules of Process and Procedure of the Standards of Accreditation* pertaining to appeals and noted that I am entitled to a transcript of the proceedings and to have representatives, including legal counsel, present with advance notification to ACCSC.

I understand that it is the right of a school to appeal an adverse action taken by the Commission on the grounds that the decision was arbitrary, capricious, or otherwise in disregard of the criteria or procedures of the Commission, or not supported by substantial evidence in the record on which the Commission took the action (*Section VIII (B), Rules of Process and Procedures, Standards of Accreditation*). I understand that because the appeal must be based on evidence in the record at the time that the Commission took the adverse action, no new evidence may be submitted during the appeal process, other than information related to the financial solvency and condition of the school.

I understand it is the right of a school intending to appeal a Commission decision to indicate whether there is good cause as to why any member of the Commission’s Standing Appeal Panel should not hear the appeal. I have reviewed the list of Standing Appeal Panel members and have included with this notice any objections to any member of the Standing Appeal Member with the reasons and cause why I believe a member should not hear the school’s appeal. I understand the absence of a submission with this notice indicates my approval to allow any member of the Standing Appeal Panel to sit for the school’s appeal.

I understand that the [Application for Appeal of Commission Decision](#) with the school’s Grounds for Appeal are due to ACCSC **on or before June 21, 2017** and I agree to submit that material on or before that date. I understand that failure to submit these required documents by the due date could prevent consideration of the school’s appeal.

Signature

Date

Name/Title



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ACCSC Standing Appeals Panel Members

Panel Member	Affiliation	Term Ending
Gary Baker	U.S. Department of Education (Retired) Springfield, Virginia <i>Public Member</i>	2019
Paul Bott, Ed.D.	Pacific College Costa Mesa, California <i>Public Member</i>	2020
Nancy Bradley	Daytona College Ormond Beach, Florida <i>School Member</i>	2020
Mary Cano	Western Technical College El Paso, Texas <i>School Member</i>	2018
Paul Fitzgerald	Erie Institute of Technology Erie, Pennsylvania <i>School Member</i>	2019
Lorne P. Gauthier	Northwest Technological Institute Southfield, Michigan <i>School Member</i>	2017
William James	U.S. Department of Education (Retired) Public Member Concord, North Carolina	2019
Timothy McMahon	Triangle Tech Pittsburgh, Pennsylvania <i>School Member</i>	2020
Kathleen J. Steinberg	Midwest Technical Institute Lincoln, Illinois <i>School Member</i>	2018
Raymond Tuttle, Ph.D.	University of Mary Washington Fredericksburg, Virginia <i>Public Member</i>	2020



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PUBLIC COMMENT DISCLOSURE FORM

To Be Submitted No Later Than June 1, 2017

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

RE: Hollywood Cosmetology Center (School #M057753)
1708 W. Lindsey Street
Norman, Oklahoma 73069

Dear Dr. McComis:

I understand and agree that the Commission, pursuant to *Section X (C)(4)&(D)(4), Rules of Process and Procedure, Standards of Accreditation*, will make public a summary of the reasons for the decision together with any comments submitted by the school. I further understand that the summary will be accompanied by the attached comments.

I understand and agree that the attached comments constitute Hollywood Cosmetology Center’s public comments on the adverse accreditation action that are to be disseminated with the public notice of the Commission’s **May 2017** decision including, but not limited to, dissemination to appropriate federal, state and other accrediting agencies and posting to the ACCSC website (*Section X (C)(4)&(D)(4), Rules of Process and Procedure, Standards of Accreditation*).

I understand and agree that the school is not obligated to submit public comments and acknowledge that the attached comments are provided voluntarily.

I understand and agree that the public comments must be in summary format, professional in tone, and free of profanity and calumnious statements. I acknowledge that any comments which do not meet these requirements will not be disseminated or posted along with the summary of the reasons for the adverse accreditation decision.

I understand and agree that the Commission will release its summary of the adverse accreditation decision to the public pursuant to the Commission’s *Rules of Process and Procedure, Standards of Accreditation* and that the school’s written comments will not be added to this disclosure if this form and comments are not submitted in the required format **on or before June 1, 2017**.

I understand and agree that the Commission has no responsibility for how the school’s comments may be used once they are put in the public domain.

Signature

Date

Name/Title