



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)

## Education Specialist Application Checklist

**Name:**

**Date:**

**For your file to be complete, be sure to include the following:**

- Education Specialist Application
- Current résumé or curriculum vitae demonstrating sufficient administrative experience in a post-secondary technical/vocational educational institution
- Résumé addendum outlining Distance Education experience (if applicable)
- Disclosure of interest form(s)
- Two short essays
- Two letters of recommendation
- Signed Code of Conduct
- Signed and completed Disclosure Form

1. Please submit this form along with other application materials.
2. All application materials must be submitted in electronic format to Mollie Ludwig at [mludwig@accsc.org](mailto:mludwig@accsc.org).
3. Incomplete application packets may not be considered.
4. A screening committee will select candidates who appear to meet the needs of ACCSC based on the information provided in the Education Specialist Application package. The screening committee will notify all appropriately qualified candidates and an ACCSC representative will invite the candidate to attend a Team Member Training Workshop.

If you have any questions, please call Mollie Ludwig, ACCSC Volunteer Coordinator at **(571) 733-6694** or e-mail [mludwig@accsc.org](mailto:mludwig@accsc.org).



## Education Specialist Application

The Accrediting Commission of Career Schools and Colleges (“ACCSC” or the “Commission”) appreciates your interest in applying to serve as an Education Specialist. This volunteer role is essential to the accreditation process and is critical to ACCSC’s mission.

### **ACCSC’s Mission:**

ACCSC's Mission is to Ensure Quality Education that Enhances Student Success in the Workforce.

ACCSC’s Mission has two primary objectives:

- To assure students and the general public of the quality of educational training provided by ACCSC-accredited institutions and their programs and
- To assist institutions in continuously improving themselves and the training they provide students.

### **About ACCSC:**

For over 50 years, ACCSC has been committed to establishing and advancing quality education at postsecondary career schools and colleges. The United States Department of Education has recognized ACCSC as a reliable authority for the establishment of educational standards since 1967.

ACCSC’s scope of recognition with the U.S. Department of Education includes the accreditation of postsecondary, non-degree-granting and degree-granting institutions, including those granting associate, baccalaureate, and master’s degrees predominantly organized to educate students for occupational, trade, and technical careers and those institutions that offer programs via distance education.

ACCSC stimulates, verifies, and recognizes ongoing educational quality and institutional integrity in schools and colleges offering career education programs. ACCSC accreditation assures that an institution and its educational programs meet established standards and will effectively benefit students. Likewise, institutions benefit through continuous self-evaluation and self-improvement.

### **ACCSC Core Values:**

As an organization, ACCSC is dedicated to:

- ***Integrity:*** Accomplishing our mission with a commitment to ethics, honesty, trust, consistency, and fairness.
- ***Accountability:*** Fulfilling our responsibilities to one another, the higher education community, and the public.

- **Continuous Improvement:** Cultivating personal and professional growth through learning, goal setting, innovation, commitment, and participation.
- **Community:** Fostering a free and timely exchange of ideas through the establishment of strong partnerships that emphasize respect and mutual support.

### **Overview of the Accreditation Process:**

Accreditation is a voluntary, non-governmental, peer-review process that provides a means of assisting schools and colleges to become stronger institutions by setting standards of educational quality.

Through the accreditation process, ACCSC assesses the effectiveness of an institution's educational programs by evaluating the infrastructure that supports the delivery of programs, as well as educational outcomes, including the rates of student achievement such as student graduation and graduate employment. ACCSC evaluates each of these factors within the context of an institution's stated mission.

- The Commission's self-evaluation process provides an assessment of the entire school and is conducted by members of the school's administration.
- The process of self-evaluation is a required element of the accreditation process and is expected to be a significant and ongoing experience.
- Through an introspective self-evaluation, an institution compares its programs and services to established standards and identifies areas of strength and that need improvement.
- The results of the self-evaluation are verified on-site by a team of evaluators, which in turn provides an opportunity for discussion with school officials, faculty, staff, students, and other relevant individuals.

### **Overview of the Accreditation Process (Continued):**

- As part of the accreditation process, ACCSC issues an On-Site Evaluation Report, which summarizes the school's compliance with accrediting standards.
- ACCSC-accredited institutions have an opportunity to respond to the On-Site Evaluation Report and to submit any information and documentation that the school may wish to place before the Commission in order to demonstrate compliance with accreditation standards.
- The Commission meets regularly to review the materials of each school on its agenda, is concerned with the totality of each school, and views each school in accordance with all of the available information gathered through the accreditation process.

### **The On-site Evaluation Team:**

An on-site evaluation team will consist of the following individuals:

- **Team Leader** - a representative from ACCSC's membership. This individual is responsible for leading the team and evaluating the managerial and administrative capacity of the school;
- **Education Specialist** - performs the educational review of the institution. Specific areas of evaluation include the school's curriculum, pedagogy, instructor qualifications and training, staff development plan, Program Advisory Committees, and learning resource system;
- **Distance Education Specialist** - (*required only if the school offers a distance education program*) evaluates the distance education program in order to make a determination that the school's delivery methods, instructional staff, resources, and equipment are in compliance with ACCSC Distance Education Standards;
- **Occupation Specialists** - perform the occupational review of the institution's educational programs. Specific areas of evaluation include curricula, facilities, instructional resources, and equipment; and,
- **Commission Representative** - an ACCSC staff member performs the technical compliance review of the institution. Specific areas of evaluation include student surveys, file reviews, an analysis of the institution's compliance with the *Standards of Accreditation*, and other tasks, as necessary.

### **On-site Evaluation:**

The purpose of the on-site evaluation is to verify data included in the school's Self-Evaluation Report, seek additional data, and, in general, develop an understanding of how well the school meets or exceeds its objectives and the *Standards of Accreditation*. Team members confer with the administration, instructors, students, Program Advisory Committee members, graduates, and employers of graduates in the assessment of conditions, programs of training, and effectiveness of the school. An on-site evaluation for the purposes of renewal or initial accreditation is typically two days in length.

### **Services Required of an Education Specialist:**

Education Specialist functions include, but are not limited to, the following:

- The Education Specialist conducts a thorough evaluation of all areas related to the educational delivery of programs including curriculum, learning resource system, faculty qualifications, faculty professional development, etc.;
- The Education Specialist works with the Occupation Specialist(s) to determine whether the training offered at the school reflects current occupations trends and practices;
- The Education Specialist conducts interviews with members of the school's educational administrators, faculty members, and other school staff as applicable;

- The Education Specialist conducts a thorough review of the school's compliance with accrediting standards;
- The Education Specialist approaches and interacts with the staff and faculty of the school in a professional and collegial manner;
- The Education Specialist is fair and balanced in his/her approach and, on an on-going basis throughout the review, keeps the Team Leader apprised of any findings of non-compliance; and
- The Education Specialist discloses all potential conflicts of interest before agreeing to conduct an on-site evaluation.

### **Education Specialist Qualifications and Requirements:**

- At a minimum, a Doctoral degree from an accredited institution<sup>1</sup> with three year's postsecondary teaching/administration experience, or a Master's degree, preferably in education, from an accredited institution with five year's postsecondary teaching/administration experience, which can include involvement in programs related to vocational, technical, adult, or continuing education teacher training;
- Knowledge of: principles of teaching or administration within institutions of higher learning; principles and practices of postsecondary institutions (whether public or private);
- The ability to conduct a thorough evaluation of all areas related to the educational delivery of programs at a post-secondary career college, including: curriculum, instructional materials, learning resource systems, faculty qualifications, faculty professional development, etc;
- A willingness to travel regionally or nationally and to participate in at least 2 on-site evaluations annually; and
- Leadership ability and an academic background commensurate with the institutional level and programs offered at the school.

### **Distance Education Specialist Qualifications and Requirements (if applicable<sup>2</sup>):**

- Applicants must meet all Education Specialist Qualifications and Requirements.
- Three (3) years of instructional or administrative experience in distance education, with an emphasis on teaching, instructional design, or instructional technology in distance education programs or courses of study;
- Knowledge of: principles of on-line learning, teaching techniques in distance education, and principles and practices of distance education in postsecondary institutions (whether public or private);

---

<sup>1</sup> Accredited Institution: An institution accredited by an accrediting body recognized by the U.S. Secretary of Education.

<sup>2</sup> In order to review distance education programs, volunteers must meet all Education Specialist and Distance Education Specialist qualifications.



### **Selection Process:**

A screening committee will select candidates who appear to meet the needs of ACCSC based on the information provided in the Education Specialist Application package. The screening committee will notify all appropriately qualified candidates and an ACCSC representative will invite the candidate to attend a Team Member Training Workshop.

### **Please submit the following documents in electronic format:**

- Education Specialist Application;
- Current résumé or curriculum vitae demonstrating sufficient administrative experience in a post-secondary technical/vocational educational institution;
- Résumé addendum outlining Distance Education experience (if applicable);
- Disclosure of interest form(s);
- Two short essays;
- Two letters of recommendation;
- Signed Code of Conduct; and
- Signed and completed Disclosure Form.

### **Send Via E-mail to:**

Mollie Ludwig  
Volunteer Coordinator  
ACCSC  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201  
571.733.6694  
mludwig@accsc.org



## **EDUCATION SPECIALIST APPLICATION**

The Education Specialist Application, included in this packet, provides information, which demonstrates that you meet the qualifications to participate as an ACCSC on-site evaluator.

### **RÉSUMÉ CONTENT**

Please ensure that the résumé contains the following information:

- a. Employment History (include dates)
- b. Educational Background (include dates)
- c. Professional Experiences
- d. Educational Evaluation Experience
- e. Other Volunteer Service

### **DISCLOSURE OF INTEREST FORMS**

Please provide a separate Disclosure of Interest Form for each of your institutional affiliations to cover, at minimum, the last 10 years. This form discloses your relationship with schools in order for ACCSC to document that there are no conflicts of interest when you participate with an on-site evaluation. If you were a school employee only, please indicate the level of employment and indicate "n/a" in the "Ownership" field, leaving the remainder of the questions pertaining to ownership blank. Please remember to sign and date the Disclosure of Interest Form(s). If you work for a corporation that operates several schools, you may submit an organizational chart that lists all affiliated schools in lieu of disclosure of interest forms for each school.

### **REFERENCES**

Please provide two (2) letters of reference from individuals who are involved in postsecondary education and have known you for at least two (2) years. If at all possible, one of the letters should be from an individual with experience in educational assessment or accreditation. The reference letters should be limited to no more than two pages in length.

### **SHORT ESSAYS**

1. Please discuss how you would apply your post-secondary education experiences and your qualifications to acting as an ACCSC Education Specialist.
2. If applicable, please discuss any previous experience with post-secondary education evaluation. Please include your beliefs about postsecondary career education and the evaluation process in the context of ACCSC's Core Values.



Accrediting Commission of Career Schools and Colleges

### EDUCATION SPECIALIST APPLICATION

Name:	
Title:	
School:	
Address:	
City, State, Zip:	
Email:	
Work Phone:	Home Phone:
Cell Phone:	Fax:

Summary of Experience (*please limit your response to experiences within postsecondary Institutions of higher learning*):

---



---



---



---



---

Upon Completion of the Education Specialist Application and Education Specialist Training Workshop, I will agree to do at least two on-site evaluations per calendar year.

Yes  No

I have _____ years postsecondary teaching/administration experience.
I have _____ years of affiliation with postsecondary career schools and colleges.
I have _____ years of instructional or administrative experience in distance education.
Have you participated as a team member on an accreditation review? If yes, for what agency and when?
Please indicate potential traveling restrictions (e.g., prefer not to fly):

I understand that my participation as an Education Specialist is voluntary ACCSC provides no compensation; however, I also understand that the ACCSC will reimburse expenses incurred during the on-site evaluation.

<b>Signature:</b>	<b>Date:</b>
-------------------	--------------



## **DISCLOSURE OF INTEREST FORM**

Pursuant to the Code of Conduct of the Accrediting Commission of Career Schools and Colleges (ACCSC), I hereby disclose to the Commission my current interests in schools that are accredited or may seek to be accredited by ACCSC. I further certify that this submission fully and accurately sets forth all of my interests, financial and otherwise, in schools that are accredited or may seek to become accredited by ACCSC.

Please complete a separate Disclosure of Interest Form to address, at minimum, the past ten (10) years of school affiliations:

Name of School:			
City, State:			
Dates of Affiliation:	From:		To:

Programs Offered at School:

---



---



---

**Nature of Interest:**

Employment (e.g., employee, consultant, or independent contractor):

Managerial (e.g., corporate director or officer):

Ownership (e.g., partnership, sole proprietorship, ownership of stock or school assets):

Percentage of Interest: Show percentage of interest held by:

Self:	Spouse:	Child:	Other Relative:
-------	---------	--------	-----------------

Other (please describe):

I hereby permit the Selection Committee to conduct a review of Commission files on schools with which I have been associated.

<i>Signature</i>	<i>Date:</i>
------------------	--------------

**CODE OF CONDUCT FOR  
MEMBERS OF THE ON-SITE EVALUATION TEAM**

High standards of honesty, integrity, and impartiality by Team Members are essential to the proper performance of the Commission's business and the maintenance of confidence by accredited schools in the Commission and the accreditation process. This confidence is influenced not only by the way Team Members comport themselves with regard to accrediting actions, but also in the way they conduct themselves in the eyes of accredited schools and the public. The avoidance of misconduct and conflicts of interest on the part of Team Members through informed judgment is indispensable to the maintenance of these standards. Thus, the Commission adopts the following standards of conduct:

1. Team Members shall conduct themselves in a manner which seeks to avoid a conflict of interest or any appearance of conflict of interest. Team Members shall declare to the Executive Director on behalf of the Commission, all current interests, financial and otherwise, in any school that is evaluated by the respective Team Member on behalf of the ACCSC Accrediting Commission. Such interests may include, but are not limited to: ownership of some or all of a school, its assets, or the stock of the company that owns or operates the school; the holding of mortgages, liens, or other debt instruments or interest upon a school or its assets; service as an officer or director of school; employment or consulting arrangements with a school; or the possession of such an interest by a spouse, child, or other relative. Team Members who are graduates of the school to be evaluated, or who are otherwise affiliated with the school, cannot participate in any site evaluation to that school. If a Team Member is uncertain whether a particular interest should be reported to the Commission, the Team Member shall describe the interest in writing to the Executive Director. The Executive Director, on behalf of the Commission, shall review the Team Member's written statement, and issue a binding ruling as to whether the matter in question constitutes a reportable interest.
  
2. Team Members shall declare in advance any interest of the sort described in Paragraph 1 above that they hold in regard to a particular school, and shall not be permitted to evaluate that school. Team Members shall also make such declaration and shall not be permitted to evaluate any school in actual or potential competition with a school as to which they hold an interest of the sort described in Paragraph 1 above. Further, if a school that is scheduled to be evaluated is one in which a close friend, relative or colleague has an interest or with which a Team Member has a relationship such that the Team Member believes that he or she could not impartially evaluate that school, the Team Member shall so declare and shall not be permitted to evaluate that school.

**CODE OF CONDUCT FOR  
MEMBERS OF THE ON-SITE EVALUATION TEAM (CONTINUED)**

3. Members of the Team shall not solicit or accept, for themselves or any other person, gifts, gratuities, loans or other consideration from individuals that own, operate or are otherwise associated or affiliated with a school that has been evaluated, will be evaluated or is currently being evaluated where the circumstances indicate that the consideration may be motivated by the donor's interest in a matter that may pertain to the school evaluation or resulting action by the Commission.
4. Team Members shall not engage in outside employment or other outside activity not compatible with the full and proper discharge of the responsibilities of the on-site Evaluation Team. During the on-site evaluation, Team Members shall not recruit any staff or students, nor shall they take any information or materials for personal interest or gain.
5. Team Members shall not state any opinion or make any prediction concerning action by the Commission that may result from the on-site evaluation to the school. Except for the activities that are part of an on-site evaluation, Team Members shall not consult with any school other than those in which they hold an interest, concerning any aspect of the school's accreditation. Inquiries from a school concerning ACCSC accreditation process and procedures shall be directed to the Commission's staff.
6. Team Members shall treat all information obtained through schools' participation in the accreditation process as confidential, and shall not disclose such information to parties other than Team Members, the Commission and the staff of the Commission except pursuant to valid governmental regulation or judicial procedure. Team Members shall not participate in litigation or other legal proceedings involving schools that are or may seek to become accredited by ACCSC without consulting with counsel to the Commission and the Chairman. Team Members shall not discuss accreditation matters on behalf of the Appeals Panel or Commission with members of the press without first consulting with the Chairman of the Commission.
7. Team Members shall not discuss legal matters involving schools evaluated or to be evaluated with counsel for the schools or any third party. Team Members shall direct inquiries from counsel for such schools or third parties to counsel to the Commission.
8. Team Members shall exercise due diligence in becoming familiar with, and an authority on, ACCSC accrediting standards.

**CODE OF CONDUCT FOR  
MEMBERS OF THE ON-SITE EVALUATION TEAM (CONTINUED)**

9. Team Members must participate in a Team Member training program prior to their participation in on-site evaluations, shall exercise due diligence in preparing for the school on-site evaluation, and shall come to the on-site evaluation familiar with all assigned materials and prepared to fully participate in the process.
10. Team Members shall participate fully in the process and otherwise conduct themselves at the school in a manner consistent with their best, impartial, and unfettered judgment, and in furtherance of the Commission's purpose, without regard for the potential impact of the Appeals Panel's decisions on their own professional or financial interest or those of their friends, relatives, and colleagues.
11. During the on-site evaluation, Team Members shall conduct and comport themselves professionally, impartially, and courteously.
12. Alleged violations of the Code of Conduct shall immediately be brought to the attention of the Commission, which shall investigate the alleged violation and accept a written or verbal statement from the Team Member involved. If the Commission determines that the Team Member has violated the Code of Conduct, it may sanction the offending Team Member through a verbal or written reprimand or prohibit that individual from being a member of any ACCSC team in the future.

**I have read and received a copy of the ACCSC Code of Conduct for Members of the On-site Evaluation Team.**

**Signature:** \_\_\_\_\_

**Name (please print):** \_\_\_\_\_

**Date:** \_\_\_\_\_



Accrediting Commission of Career Schools and Colleges

## **DISCLOSURES FORM FOR MEMBERS OF THE ON-SITE EVALUATION TEAM**

		Yes	No
1.	Have you been directly or indirectly employed or affiliated with any school which has lost or been denied accreditation by any accrediting agency during your period of employment or affiliation?*		
2.	Have you been directly or indirectly employed or affiliated with any school, which has closed or entered into bankruptcy during your period of employment or affiliation? **		
3.	Is any action pending (e.g. court action, audit, inquiry, review, administrative action), or has action been taken, by any court or administrative body (e.g. federal or state court, grand jury, special investigator, U.S. Department of Education, or any state agency) as to any school with which you have been directly or indirectly employed or affiliated, in a civil or criminal forum or proceeding that is not otherwise disclosed in this application? †		
4.	Have you ever been convicted of a felony or any criminal offense such as embezzlement, fraud, larceny, obstruction, or perjury, that would bring into question your integrity, judgment, or ability to serve as an evaluator? †		
5.	Are there <b><u>any</u></b> criminal charges pending against you at this time? †		

\* If the answer to Item 1 is yes, please attach a statement to this application, which details the facts and circumstances surrounding the school's loss or denial of accreditation.

\*\* If the answer to Item 2 is yes, please attach a statement to this application, which details the facts and circumstances surrounding the bankruptcy or school closure.

† If an answer to Items 3, 4, or 5 is yes, please attach a statement to this application, which gives full disclosure of the matters involved. Include a statement of the facts and circumstances surrounding the action. If the matter is not yet final, please describe the procedural status of the matter (i.e., still under investigation, preliminary decision under appeal, etc.) and the position taken by the applicant. If the matter is final, provide a copy of the final action documentation.

**I have read the ACCSC Disclosures Form for Members of the On-site Evaluation Team. I understand this information is strictly confidential. I understand and agree that statements and/or omissions regarding past conduct and/or present situations may be grounds for being withdrawn from participation as an ACCSC Volunteer.<sup>3</sup>**

**Signature:** \_\_\_\_\_

**Name (please print):** \_\_\_\_\_

**Date:** \_\_\_\_\_

<sup>3</sup> I must notify ACCSC within 10 days of any material event or circumstance subsequent to completing this disclosure form that may affect my eligibility to serve as an ACCSC Volunteer.