

ACCSC STANDARDS OF ACCREDITATION

APPENDIX VII – GUIDELINES FOR EMPLOYMENT CLASSIFICATION

GUIDELINES FOR EMPLOYMENT CLASSIFICATION

The school must be able to justify the classification of each graduate as employed in a training related field and maintain verifiable employment records using the following guidelines. In accordance with *Section I (A)(1)(d) Substantive Standards, Standards of Accreditation*, the school should have and adhere to policies or protocols in regard to these guidelines (reasonable time period, sustainability, relatedness, etc.).

1. The employment classification is appropriate and reasonable based on the educational objectives of the program.
2. The employment is for a reasonable period of time, is based on program objectives, and can be considered sustainable (e.g., not a single day of employment).
3. The employment is directly related to the program from which the individual graduated, aligns with a majority of the educational and training objectives of the program, and is a paid position.
4. The employment classification is verified by the school (and verifiable by third parties such as the Commission) as follows:
 - a. Regular Employment:
 - i. The school secures written documentation from the employer verifying the employment and that the employment is related to the student's program of study at the school; or
 - ii. The school secures written documentation from the graduate verifying the employment and that the employment is related to the student's program of study at the school; or
 - iii. In cases where a school can show diligent efforts have been made to secure such written documentation without success, the school maintains employment verification records that include:
 1. The graduate's and employer's name and contact information;
 2. A signature of school staff attesting to verbal employment verification with the employer and the date of verification; and
 3. A signature of school staff attesting to verbal employment verification with the graduate and the date of verification.

- b. Self-Employment:

The school secures written documentation from the self-employed graduate verifying that the employment is valid including, at a minimum, a statement signed by the graduate which includes the following:

- The graduate's name and contact information;
- An attestation that the self-employment is aligned with the individual's employment goals, is vocational, and is based on and related to the education and training received;
- An attestation that the graduate is earning training-related income; and
- In cases where licensure is required for employment, an attestation that such licensure has been achieved.

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c. Career Advancement:

Students that are already employed in the field of study at the time of graduation¹ can be considered employed when completing the program of study as follows:

- i. The school shows with written documentation from the employer or the graduate that the training allowed the graduate to maintain the employment position due to the training provided by the school; or
- ii. The school shows with written documentation from the employer or the graduate that the training supported the graduate's ability to be eligible or qualified for advancement due to the training provided by the school.

5. A verifiable employment record includes the following information:

- Graduate Name and Contact Information (e.g., home phone number, mobile phone number, e-mail address, etc.);
- Date of Initial Employment;
- Place of Employment;
- Employer Address;
- Employer Contact Person/Supervisor and direct contact information (e.g., phone number, e-mail address, etc.); and
- Descriptive Job Title and Duties.

In addition to these guidelines, the Commission expects that schools will regularly gather information from employers as a means to assess the preparedness of graduates for employment and make program modifications as may be necessary based on that feedback.

¹ The intent of this provision does not apply in cases where a student secures employment toward the end of the program but prior to graduation, where the employment is based on the near anticipated completion of the program (e.g., externship to hire prior to graduation).