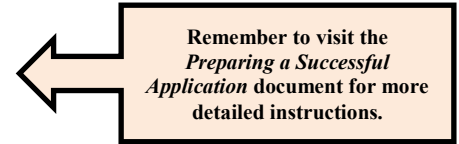


# APPLICATION FOR A BRANCH CAMPUS – PART II

Accrediting Commission of Career Schools and Colleges (ACCSC)

To be submitted by the main school for the establishment of a branch campus.

Please visit the ACCSC website for specific resources and guidance regarding how to successfully complete this application.



**Please Note:** The approval of a branch campus expires if the branch campus is not operational within 12 months after the date of Commission approval of the Application for a Branch Campus-Part I. Once expired, a school must submit a new Application for a Branch Campus-Part I and a new Application for a Branch Campus-Part II, to include the application processing fees.

BRANCH SCHOOL #	NAME OF PROPOSED BRANCH	ADDRESS	CITY	STATE	ZIP CODE

CURRENT ON-SITE DIRECTOR	PHONE	EMAIL

CONTACT PERSON	PHONE	EMAIL

Please complete the following information for the MAIN school:

MAIN SCHOOL #	SCHOOL NAME	ADDRESS	CITY	STATE	ZIP CODE

CURRENT ON-SITE DIRECTOR	PHONE	EMAIL

CONTACT PERSON	PHONE	EMAIL

This application is submitted by the chief executive officer of the branch for which accreditation is sought and that official hereby attests to the following:

1. The branch is a private, postsecondary institution with trade, occupational or technical education objectives.
2. The branch is voluntarily seeking accreditation by the Commission, recognizing that such accreditation may not be specifically required for state licensure, eligibility for government funding, or other purposes external to the Accrediting Commission of Career Schools and Colleges.
3. Main school and branch officials have reviewed the ACCSC *Rules of Process and Procedure and Substantive Standards* in the *Standards of Accreditation*.
4. Main school and branch officials fully accept and support that accreditation is a voluntary, non-governmental process involving peer review and requires a necessary degree of confidentiality in decision-making and record-keeping.
5. Main school and branch officials understand that, in applying for accreditation, the branch:
  - a. Voluntarily submits itself to a periodic review and a reasoned judgment by the Commission as to the school's qualifications;
  - b. Has every opportunity, as part of the accrediting process, to present itself in its best light and to respond to any concerns;

# APPLICATION FOR A BRANCH CAMPUS – PART II

## Accrediting Commission of Career Schools and Colleges (ACCSC)

- c. Assumes an obligation to be forthcoming, complete, and accurate in presenting information to, and answering questions of the Commission;
  - d. Acknowledges that the Commission’s grant of initial accreditation to the proposed branch is dependent on the main school’s assurance that the branch facility is established, faculty and staff are procured, on-site learning resource materials are in place, and that the proposed branch has identified its Program Advisory Committee(s) members;
  - e. Can exercise the right to appeal a decision to deny or withdraw accreditation by the Commission, thereby assuring an independent review; and
  - f. Voluntarily accepts responsibility to comply with the ACCSC *Standards of Accreditation*.
6. The main school and branch will not make any promotional use of this application for accreditation prior to the Commission’s grant of initial recognition or accreditation to the proposed branch.
7. The proposed branch has submitted all required program applications for the proposed programs which have not been approved to be offered at the main school.

DISCLOSURES <i>(Select One):</i>	YES	NO
Has any owner or manager been directly or indirectly employed or affiliated with any school which has lost or been denied accreditation by any accrediting agency during that individual’s period of employment or affiliation? *	<input type="checkbox"/>	<input type="checkbox"/>
Has any owner or manager been directly or indirectly employed or affiliated with any school which has closed or entered into bankruptcy during that individual’s period of employment or affiliation? **	<input type="checkbox"/>	<input type="checkbox"/>
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 owner or manager, or any school with which an owner or manager has been directly or indirectly employed or affiliated, in a civil or criminal forum or proceeding that is not otherwise disclosed in this application? †	<input type="checkbox"/>	<input type="checkbox"/>

\* 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 the answer to Item 3 is yes, please attach a statement to this application which gives full disclosure of the persons and matters involved. Include a statement of the facts and circumstances surrounding the action identifying the owner or manager and the school which is involved. 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, owner, manager or school involved. If the matter is final, provide a copy of the final action documentation.

### CERTIFICATION:

A school seeking or holding accreditation from more than one accrediting agency recognized by the U.S. Department of Education must consistently describe itself in identical terms to each accrediting agency with regard to identity (i.e., main school or branch), purpose, governance, programs, degrees, diplomas, certificates, personnel, finances, constituents served, and must keep each accrediting agency apprised of any change in its status with one or another accrediting body.

I grant permission for the Commission to contact the appropriate state agencies, the state and U.S. Department of Education, other accrediting agencies, or any other organizations appropriate for review of this application.

**I certify that the information herein and attached hereto is correct.**

Don’t forget to sign and date!

NAME	SIGNATURE	TITLE	DATE
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# APPLICATION FOR A BRANCH CAMPUS – PART II

Accrediting Commission of Career Schools and Colleges (ACCSC)

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## ELECTRONIC SUBMISSION FORMAT REQUIREMENTS:

1. *Electronic Submissions may not be transmitted to the Commission via e-mail.*
2. 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.
3. ACCSC has issued the Blueprints for Success Series: [Organizing an Effective Electronic Submission](#). ACCSC encourages the school to review this module prior to submitting this application. More information is available under the [Resources section](#) at [www.accsc.org](http://www.accsc.org).

Take time to review the PDF version after completion to ensure it is readable, the bookmarks work, and all pages are turned for easy viewing.

## REQUIRED SUPPORTING DOCUMENTATION:

1. Processing fee: Please mail a check directly to ACCSC for processing and include a statement identifying the corresponding application(s). **Note:** Please ensure that the **Payment Submission Form** for this application is included.
  - Processing fee of \$2,000
2. Copy of the branch's current state(s) license(s) or approval(s) which provide authority to operate.
3. Evidence that the branch’s physical facility meets fire, safety, and sanitation standards (e.g., occupancy permit).
4. A sketch of floor plan for the branch.
5. Copy of a certificate(s) of insurance showing all coverage carried by the branch.
6. If the branch is required to have its program curricula approved by a state or regulatory agency, attach copies of these approvals.
7. Provide a completed Program Chart for the proposed branch.
8. An Outline of a Non-Degree Program, Outline of a Degree Program, or Allocation of Hours for Clock-Hour Programs, as applicable, for each program.
9. Provide a list of the Program Advisory Committee members (**Note:** *Program Advisory Committees must be comprised of appropriately qualified representatives external to the institution (i.e., non-school employees)*) for each program or group of related programs, using the following chart (*Section II (A)(5)(a)&(b), Substantive Standards, Standards of Accreditation*).

State approval is critical! Without state approval or documentation of licensure by means of accreditation we cannot process the application. Sending in the application while you are waiting for state approval does not put you ahead of others with complete applications in the review queue!

Make sure the Payment Submission Form clearly identifies the school and the type of application. Also, did the school submit a payment for the correct amount?

Must have an Occupancy Permit!

PAC members should be local to the branch campus.

<b>SCHOOL NAME:</b>		<b>SCHOOL NUMBER:</b>	
<b>PROGRAM NAME:</b>		<b>CREDENTIAL:</b>	
PROGRAM ADVISORY COMMITTEE			
	TITLE COMPANY	TELEPHONE NUMBER EMAIL ADDRESS	REVIEW RESPONSIBILITIES (check as applicable)

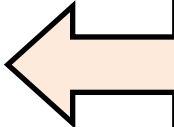
# APPLICATION FOR A BRANCH CAMPUS – PART II

Accrediting Commission of Career Schools and Colleges (ACCSC)

ADVISORY COMMITTEE MEMBER'S NAME	ADDRESS CITY, STATE		EMPLOYER / PRACTITIONER	EDUCATOR, REGULATOR, ETC.	MASTER'S DEGREE	DISTANCE EDUCATION

10. Describe how the branch is monitored and supervised by the oversight school or entity (e.g., the individuals who are responsible, the frequency of communications, and the nature of supervision).
11. An organizational chart showing all staff members who are responsible for the branch's administration.
12. List all branch personnel as described below.
  - a. List all administrative staff for the branch campus. At a minimum, include the **School Director, Director of Admissions and Director of Education**. Report the required information utilizing the charts located below.

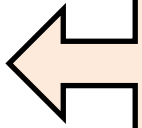
To receive a grant of accreditation for the branch, the school must have sufficient administrative personnel to support the operation of the campus. Remember, the staff should primarily be branch campus staff and not shared across multiple schools.



SCHOOL NAME:			SCHOOL NUMBER:		
ADMINISTRATIVE PERSONNEL					
STAFF NAME	POSITION	DEGREE/ CREDENTIAL EARNED (Year)	DESCRIPTION OF WORK EXPERIENCE AND/OR TRAINING FOR THE POSITION	FROM (M/Y)	TO (M/Y)

- b. **If information for any of the administrative personnel is not available, submit the specific hiring criteria and detailed hiring timeline for each position of the key management staff at the branch.**
- c. List all faculty (technical/occupational and general education faculty if applicable) teaching at the school detailing the program, including the academic credential offered or general education courses taught (*Section III (B), Substantive Standards, Standards of Accreditation*).

If faculty have been hired, please include all the information as requested below. Fill out the charts completely. Be sure to include Month and Year for Practical Work Experience.



SCHOOL NAME:			SCHOOL NUMBER:		
TECHNICAL/OCCUPATIONAL FACULTY					
INSTRUCTOR NAME	PROPOSED PROGRAM COURSE <i>Title(s) / Number(s)</i>	DEGREE EARNED <i>Year &amp; Institution(s)</i>	PRACTICAL WORK EXPERIENCE <i>(Note: Instructional experience does not qualify as practical work experience)</i>		
			JOB TITLE, PLACE OF EMPLOYMENT, AND DESCRIPTION OF WORK EXPERIENCE	FROM (M/Y)	TO (M/Y)

SCHOOL NAME:			SCHOOL NUMBER:		
FACULTY TEACHING GENERAL EDUCATION and OTHER COURSES					

# APPLICATION FOR A BRANCH CAMPUS – PART II

Accrediting Commission of Career Schools and Colleges (ACCSC)

INSTRUCTOR NAME	PROPOSED PROGRAM COURSE <i>Title(s) / Number(s)</i>	DEGREE EARNED <i>Year &amp; Institution(s)</i>	RELATED SUBJECT MATTER CREDITS EARNED			
			COURSE NUMBER & TITLE	CREDITS	TYPE <i>(U/G)</i>	YEAR

- d. **If this information is not available, submit the specific hiring criteria and timelines when faculty will be hired.**
13. Copies of all current instructors' certificates or licenses, if instructors are required to be licensed or certified by the state or federal government.
  14. Describe how the branch recruits students (i.e., geographical recruitment area and how recruiters are selected and supervised).
  15. A description of student services to which students have access at the branch and the way in which these services are provided to students.
  16. The branch's catalog cross-referenced with the Catalog Checklist. (The branch's catalog must not include ACCSC's Complaint Review Process until such time as the Commission has granted initial recognition or accreditation to the branch.)
  17. The branch's enrollment agreement cross-referenced with the Enrollment Agreement Checklist.
  18. Submit the following as separate submissions. **Do not include the following information with this Branch Part II application**, but rather submit each applicable application separately using the ACCSC electronic submission process:
    - a. For each program (non-degree and/or degree) that **has not** been approved by ACCSC to be offered at the main school, submit an appropriate program application with all attachments including the required processing fee (e.g., Application for a New Non-Degree Program, Application for a Degree Program etc.) (*note: Processing Fee required, See Application*).
    - b. For any program that has been approved by ACCSC to be offered at the main school but will be offered with different clock/credit hours at the proposed branch, submit an appropriate program modification application (i.e. Non-Substantive Modification and/or Substantive Modification) with all required attachments (*note: Processing Fee required, See Application*).
    - c. If the branch plans to offer any courses and/or programs via distance education, submit an Application for Initial Distance Education Approval (*note: Processing Fee required, See Application*).
  19. If the branch is seeking to use "university" in its name, in accordance with *Section I (F)(2), Substantive Standards, Standards of Accreditation*, please submit the following, if applicable:
    - a. A detailed narrative and justification for review and consideration by the Commission, to include supporting documentation as necessary, in support of the use of "university" by the school;
    - b. Evidence that the appropriate state authorities approved or will approve the name change to use "university";
    - c. Evidence that the school offers at least one graduate level degree program;
    - d. Evidence that the school offers diverse Schools of Study with a comprehensive learning resource system to support those fields;
    - e. Demonstration that the school is comparable to other schools with university status; and
    - f. Evidence that the school has an established professoriate with a commitment to scholarship.

Note the requirements for separate applications, if appropriate.

Please remember that distance education approval at the main school does not automatically grant distance education approval at the branch.

# APPLICATION FOR A BRANCH CAMPUS – PART II

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Accrediting Commission of Career Schools and Colleges (ACCSC)

**SUBMIT TO:** Executive Director  
Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard / Suite 302  
Arlington, Virginia 22201

**Take a few moments to review your entire application!**

**Does the program information provided on Page 1 align with the program clock and credit hours (if appropriate) on the Non-Degree Program Outline or Allocation of Clock Hours form?**

**Did you provide either a narrative or back-up documentation for all items listed?**

**Is the submission free of typos and discrepancies?**

**Is the narrative succinct, specifically addressing the questions asked?**

**Did you fill out each chart with all the necessary information?**

**Did you attach all supporting documentation (i.e., state approval, program outline, etc.)?**

**Is the PDF one continuous document and bookmarked?**

**Do the bookmarks work?**



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)

## INSTITUTIONAL DEVELOPMENT: PAYMENT SUBMISSION FORM FOR APPLICATION SUBMISSIONS

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SCHOOL(S) #	SCHOOL(S) <i>(Please list all schools applicable to payment)</i>	CITY	STATE

APPLICATION TYPE(S) <i>*Please refer to attached list for application types</i>	PAYMENT AMOUNT(S) <i>(Enter payment amount for each application type)</i>

TOTAL PAYMENT AMOUNT	CHECK NUMBER

NAME OF CONTACT PERSON(S)	TITLE(S)	CONTACT PHONE NUMBER(S)	CONTACT EMAIL(S)

**\* Please submit this payment form with each check payment.**

**Submit To:**                    **Operations Department  
Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302  
Arlington, VA 22201**

**Payment Submission Form**

<b>*APPLICATION TYPE(S)</b>		
Application of Hours for Clock Hour Programs	Application for Continuing Education and Avocational Courses	Application for Approval of a Baccalaureate Degree
Application for Approval of an Academic Associates Degree	Application for Approval of a Master's Degree	Application for Approval of an Occupational Associates Degree
Application for a Branch Part I	Application for a Branch Part II	Application for a Branch Realignment, Part I
Application for a Branch Realignment, Part II	Application for a Change of Location Part I	Application for a Change of Location Part I
Application for a Change of Name Part I	Application for a Change of Control Part I	Application for a Change of Control Part II
Application for Clock to Credit Hour Conversion	Application for a Distance Education Facility	Application for Initial Distance Education
Application for Expansion of Distance Education Approval	Application for a Change of Mission	Application for English as a Second Language Courses
Application for a New Non-Degree Program	Application for a Satellite Location	Application for a Substantive Program Modification
Application for a Substantive Program Modification Addition of Concentration	Modification of Ownership Report	Consortium Partnership Report
Distance Education Consortium Partnership Agreement	Facility Expansion Report	Program Modification Report Non-substantive Modification
Application for a Baccalaureate Degree – Affiliated	Application for an Associate Degree – Affiliated	Application for a New Non-Degree Program – Affiliated
Application for a Substantive Program Modification – Affiliated	Application for a Clock to Credit Hour Conversion – Affiliated	Program Modification – Non Substantive Modification – Affiliated
Application for use of “University” in the School Name Part – I	Application for use of “University” in the School Name Part – II	Application for a Change of Name Part II