August 23, 2021

Director
Institute of Professional Careers
4448 South Eastern Avenue
Las Vegas, Nevada 89119

Dear [Name],

At the August 2021 meeting, the Accrediting Commission of Career Schools and Colleges ("ACCSC" or "the Commission") considered its previous decision to place Institute of Professional Careers ("IPC") located in Las Vegas, Nevada on Probation in conjunction with IPC’s Application for Renewal of Accreditation. Upon review of the Commission’s May 25, 2021 letter and IPC’s response, the Commission voted to direct IPC to receive a Commission-Directed Announced On-site Evaluation as part of the continued Probation status. The Commission will review the On-site Evaluation Report and IPC’s response at its November 2021 meeting.

Pursuant to the Commission’s Rules, when the Commission determines the need to review or verify a school’s compliance, the Commission may direct a special evaluation or fact-finding on-site evaluation to determine prior and continuing compliance with accrediting standards (Section III (B)(4), Rules of Process and Procedure, Standards of Accreditation). In the case of IPC, the Commission considered this action to be warranted insofar as significant questions remain regarding the school’s operations and compliance with accrediting standards. Accordingly, the Commission voted to direct IPC to receive an Announced On-site Evaluation tasked to verify IPC’s response to the Commission’s May 25, 2021 letter and to assess the school’s compliance with accreditation requirements per that response in the areas including, but not limited to, the following:

1. Section I (G)(2)(b), Rules of Process and Procedure, Standards of Accreditation requires schools to maintain continuous operation as a school providing education and training to students in accordance with its primary educational objectives and maintain its ability to meet its obligations to students on an ongoing basis.

2. Section I (C)(1) Rules of Process and Procedure, Standards of Accreditation states that a school’s primary educational objective must be to prepare students for entrance or advancement in one or more occupations requiring technical or career oriented competencies and skills.

3. Other operational expectations and approvals: The on-site evaluation team will interview staff, faculty, and students as well as inspect equipment and assess other operational aspects and regulatory approval statuses expected of an ACCSC-accredited school.

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1 Section I (A)(10) Rules of process and Procedure, Standards of Accreditation defines “continuous operation” as a school operating without cessation – with the exception of regularly scheduled breaks, vacation periods, or an approved change of location – providing education and training to students in accordance with its primary educational objective(s), and with continuous licensure by the state granting approval to do so. For initial applicant schools, such continuous operation must be immediately preceding and contiguous to the submission of the Application for Initial Accreditation. For accredited schools, such continuous operation must be ongoing.
The visit will occur on [redacted] and the on-site evaluation team will consist of an ACCSC Team Leader (Management and Operations Specialist) and a Commission representative. The enclosed On-Site Evaluation Team Announcement identifies the team and their affiliations. If IPC believes any conflict of interest exists with any member of the on-site evaluation team, the school will be provided with an opportunity to notify the Commission of the conflict. Any such notice must be in writing, must state clearly the reason that the school believes that a conflict exists, and must be received in the ACCSC office within two days of this letter - by August 25, 2021 (Section III (E), Rules of Process and Procedure, Standards of Accreditation). If a response is not received by August 25, 2021, the school will be considered to have no conflict with the team members.

During the Announced On-site Evaluation, team members will interview school personnel, survey and interview students, examine institutional records, and examine facilities and equipment to determine compliance with accrediting standards. The on-site evaluation team may evaluate any portion of IPC’s response to the May 25, 2021 Probation Order and may evaluate other operational expectations of an ACCSC-accredited school. The state licensing agency will also be invited to send a representative to participate in the on-site evaluation.

**On-Site Evaluation Report:**

The Commission will provide IPC with a copy of the report prepared by the on-site evaluation team and will be afforded the opportunity to respond to the report. IPC is reminded that refusal to cooperate in a required on-site evaluation may be grounds for removal of an institution from the accredited list standards (Section VII (P)(1)(e), Rules of Process and Procedure, Standards of Accreditation).

By applying for accreditation, a school accepts the obligation to demonstrate continuous compliance with the Standards of Accreditation. While the Commission employs its own methods to determine a school’s compliance with accrediting standards, the burden rests with the school to establish that it is meeting the standards. The Commission’s deliberations and decisions are made on the basis of the written record and thus a school must supply the Commission with complete documentation of the school’s compliance with accrediting standards.

For further assistance or additional information, please me a [redacted]

Sincerely

Michale S. McComis, Ed.D.
Executive Director

c: [redacted]

Encl: ACCSC On-Site Evaluation Team Announcement
ACCSC ON-SITE EVALUATION TEAM ANNOUNCEMENT

Purpose: Commission-Directed On-site Evaluation (Announced)

Date: [Redacted]

School: Institute of Professional Careers
School #M070756
4448 S. Eastern Ave.
Las Vegas, Nevada 89119
[Redacted]
702.734.9900

Team Members:

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<th>Team Leader</th>
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Commission Representative: [Redacted]