



Accrediting Commission of Career Schools and Colleges

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ELECTRONIC DELIVERY

██████████
Director
Central California School of Continuing Education
139 North 5th Street
Coalinga, California 93210

██████████
School #B072603
Warning

Dear ██████████

At the February 2021 meeting, the Accrediting Commission of Career Schools and Colleges (“ACCSC” or “the Commission”) considered the Commission’s previous action to place Central California School of Continuing Education (“CCSCE”) located in Coalinga, California on **Warning**¹. Upon review of the Commission’s October 21, 2020 letter and the school’s response, the Commission voted to continue CCSCE on **Warning** with a subsequent review scheduled for ACCSC’s August 2021 meeting. The reasons for the Commission’s decision and the Commission’s requirements for the school to demonstrate compliance are set forth below.

History of the Commission’s Review:

August 2020

At the August 2020 meeting, the Commission considered CCSCE’s Application for Renewal of Accreditation and Branch Verification, the Commission’s March 6, 2020 On-site Evaluation Report, and the school’s response and voted to place CCSCE on Warning. The Commission’s decision to place the school on Warning was based on the outstanding questions surrounding the school’s compliance with accrediting standards in the following areas:

- Sufficient management at the campus;
- Accurate program representation in the school’s catalog;
- Program and course design in accordance with generally accepted practices in higher education;
- Sufficiently detailed Program Advisory Committee minutes;
- Employment verification classifications;
- Institutional assessment and improvement activities appropriate to the school;
- Regular assessment of students’ academic progress;
- Leave of absence policies;
- Furnishing of signed enrollment agreements to students;
- Full execution of enrollment agreements; and
- Securing admissions documentation prior to enrollment.

¹ See Commission letter dated October 21, 2020.

February 2021

In reviewing the Commission's October 21, 2020 letter and CCSCE's response, the Commission acknowledged CCSCE's work in addressing several of the concerns noted above and encourages CCSCE to continue its efforts. In furtherance of those efforts, the Commission strongly recommends CCSCE follow the guidance located within the [Organizing an Effective Electronic Submission](#) and [Preparing a Comprehensive Response for Commission Consideration](#) Blueprints for Success. In particular, the Commission directs CCSCE's attention to the importance of including detailed narrative in the school's response in order to assist the Commission in understanding CCSCE's work. Finally, the Commission directs CCSCE's continued attention toward ensuring that the school does not include personal or confidential student or staff information that is not required for the Commission's review (e.g., social security numbers, dates of birth, etc.) on any applications, reports, forms or in any response to the Commission. The Commission noted the use of social security numbers and CCSCE's attempt to blackout the information. If the school is using student social security numbers as an identifier, then the Commission urges the school to instead create and use its own unique student identifier. The school should evaluate the need for a student's social security number on any form and delete the request for this information if it is not necessary.

1. CCSCE must demonstrate that the school maintains written and detailed minutes of each Program Advisory Committee ("PAC") meeting to include a comprehensive and clear description of the review of and commentary made by the school representatives and the PAC members (*Section II (A)(6)(c), Substantive Standards, Standards of Accreditation*). The Commission previously noted that the attributions for PAC commentary were not consistent throughout the PAC meeting minutes and that there was not sufficient detail to determine whether the meeting content covered all required topics. In response, CCSCE provided a set of PAC minutes covering its Diagnostic Medical Ultrasound program, Diagnostic Medical Vascular Ultrasound program, and Medical Assistant program. In reviewing the submitted set of minutes, the Commission noted that of the three present PAC members, one member had no title given and one other member had no affiliation given. Additionally, the Commission noted that while the minutes contained commentary regarding the number of graduates, the minutes do not contain commentary regarding the programs' graduation and employment rates as required.

In order to give CCSCE an additional opportunity to show that its PAC meetings and minutes meet ACCSC standards, the Commission determined that additional monitoring is required. Accordingly, the Commission directs CCSCE to submit minutes from at least one PAC meeting for each program area hosted in 2021 that each include:

- a. The date, time, and location of each meeting;
 - b. A comprehensive and clear description of the review of and commentary made by each of the school's PACs;
 - c. The PAC's review and commentary regarding student achievement outcomes, learning resources, the adequacy of facilities and equipment; and
 - d. The school's consideration of PAC input.
2. CCSCE must demonstrate that employment classifications are verified by the school and verifiable by third parties in accordance with (*Section VII (B)(1)(b), Appendix VII, Substantive Standards, Standards of Accreditation*). The Commission previously noted that CCSCE's employment verification form lacked a signing date and description of a job title. In response, CCSCE provided five completed employment verification forms. In reviewing the forms, the Commission noted that three of the five

forms were completed within one to two days of initial employment without any verification of continued employment, which raises questions regarding the sustainability of the employment

In order to give CCSCE an additional opportunity to show that the school’s employment verification process contains the appropriate policies and procedures to verify continued and sustainable employment, the Commission directs CCSCE to submit the following:

- a. The school’s policies and procedures for verifying employment;
- b. For each graduate who gained employment in the career field for which the school provided education from December 1, 2020 to May 31, 2021, provide the following information:

Count	Student ID	Program	Graduation Date	Employer, Contact, Address & Phone #	Date of Initial Employment	Descriptive Job Title
1	12345	HVAC Technician	01/10/2018	HVAC Repair Industries, John Doe, 123 Sample Way, Anywhere, MD 222.333.1234	2/1/2018	HVAC Technician
2	23456	HVAC Technician	01/10/2018	AC Service, Jane Smith, 456 Maple Dr. Somewhere, VA 333.444.5678	3/1/2018	HVAC Technician

and

- c. A copy of the school’s completed verification form for each graduate employed as identified in chart (b.) above.
3. CCSCE must demonstrate that for every program there are detailed and organized instructional outlines and course syllabi showing a scope and sequence of subject matter sufficient to achieve the program objectives and to acquire the necessary knowledge, skills, and competencies (*Section II (A)(3)(a), Substantive Standards, Standards of Accreditation*). The Commission previously noted that CCSCE’s curriculum copy did not show a scope or sequence of course subject matter and that the outline of the Diagnostic Medical Ultrasound Program contained the same notes and subjects copied from one week to the next for large sections of the course. In response, CCSCE submitted program syllabi for its Diagnostic Medical Ultrasound program, Diagnostic Medical Vascular Ultrasound program, and Medical Assistant program. In reviewing the submitted materials, the Commission found that the materials appear to be program syllabi that do not clearly show a detailed scope or sequence of subject matter for each course within the programs.

In order to give CCSCE an additional opportunity to demonstrate there is a detailed and organized instructional outline and course syllabi, the Commission determined that additional monitoring was required. Accordingly, the Commission directs CCSCE to submit course syllabi or curriculum copy showing the distinct scope and sequence of subject matter for the Diagnostic Medical Ultrasound program, Diagnostic Medical Vascular Ultrasound program, and Medical Assistant program courses.

4. CCSCE must demonstrate that the school:
- Executes an enrollment agreement for all enrolled students (*Section IV (C)(2)(b), Substantive Standards, Standards of Accreditation*),
 - Furnishes to the student prior to the student starting class a final copy of the enrollment agreement signed by both parties (*Section IV (C)(2)(d), Substantive Standards, Standards of Accreditation*), and

- Secures documentation to demonstrate that each applicant meets all admissions requirements prior to enrollment (*Section V (A)(4)(b), Substantive Standards, Standards of Accreditation*).

The Commission previously requested documentation to show implementation of enrollment agreement changes and noted that CCSCE did not show documentation that students received a copy of the fully executed enrollment agreement. In response, CCSCE submitted completed enrollment agreements and financial aid file checklists.

In reviewing the completed enrollment agreements, the Commission found that one of the three agreements (located on page 244 of CCSCE’s response) was not fully executed. In reviewing the submitted checklists, the Commission noted that while the checklist has a line for the Enrollment Agreement/Contract, the checklist does not document that students receive a copy of the fully executed enrollment agreement. Additionally, the Commission noted that the checklist contains written notes describing student’s auditing of courses which caused the Commission to question whether students were being conditionally accepted, in practice, prior to CCSCE’s securing of all enrollment documentation.

In order to provide CCSCE with an additional opportunity to provide documentation that CCSCE fully executes enrollment agreements, ensures that students receive a copy of the fully executed enrollment agreement, and does not enroll students prior to receipt of documentation of meeting admissions requirements, the Commission directs CCSCE to submit the following:

- a. A copy of the school’s policies and procedures for ensuring that students receive a copy of the fully executed enrollment agreement;
- b. Evidence that students receive a copy of the fully executed enrollment agreement (e.g., copy of an email, letter, checklist with student signature);
- c. A copy of the school’s policies and procedures for auditing courses;
- d. For each student who was admitted to the school from December 1, 2020 to May 31, 2021, provide the following information:

Count	Student ID	Program	Date of Student Signature	Date of School Representative Signature	Date(s) of Admission Documentation Receipt	Start Date
1	123456	HVAC Technician	01/10/2018	1/29/2018	1/8/2020, 1/9/2020	2/1/2018
2	234567	HVAC Technician	01/10/2018	2/24/2018	1/9/2020	3/1/2018

- e. A copy of the school’s completed fully executed enrollment agreement for **each** student identified in item chart (d.) above; and
- f. The document(s) secured to demonstrate that each applicant meets all admissions.

Warning Restrictions:

Pursuant to *Section VII (K)(9), Rules of Process and Procedure, Standards of Accreditation*, the Commission will not consider substantive changes, a change of location/relocation, or additions (i.e., separate facilities, new programs) to a school or its separate facilities while the school is under a Warning.

Notification to Students

The Commission requires the school to inform current and prospective students in writing that the school has been placed on Warning and to provide a summary of the reasons for the Warning Order (*Section VII (K)(8) Rules of Process and Procedure, Standards of Accreditation*).

Response Requirements:

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.

CCSCE must provide a response to the items expressed above that provides the information requested along with any additional information that the school believes supports a demonstration of compliance with accrediting standards.² If the school's response contains documentation that includes personal or confidential student or staff information that is not required for the Commission's review (e.g., social security numbers, dates of birth, etc.), please remove or redact that information.

CCSCE must upload the school's electronic response directly to ACCSC's College 360 Database. The ACCSC College 360 database can be accessed by [clicking here](#). Please note that the password utilized by the institution to access the Annual Report Portal is the same to access the School Submission section of the College 360 database. The Instructions for Electronic Submission can be found [here](#). A detailed overview on how to upload a school submission can be found [here](#).

Keep in mind, 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.

The school's response must also include a signed certification attesting to the accuracy of the information and be received in the Commission's office **on or before June 10, 2021**. If a response, the required fee,³ and the certificate of attesting to the accuracy of the information is not received in the Commission's office **on or before June 10, 2021**, the Commission will consider further appropriate action.

For assistance with the password or for any other questions regarding the electronic submission requirements, please contact [REDACTED]. Please note that any password requests to access College 360 must be made by the school director, or designated member of the school's management team, via e-mail.

² ACCSC has issued two modules of the **Blueprints for Success Series** – [Organizing an Effective Electronic Submission](#) and [Preparing a Comprehensive Response for Commission Consideration](#) – which provide a framework for submitting a well-documented, organized, electronic response for Commission consideration. ACCSC encourages the school to review these modules when formulating its response to this letter. More information is available in the [Resources section](#) at www.accsc.org.

³ ACCSC assesses a \$500 processing fee to a school placed on Warning.

For further assistance or additional information, please contact [REDACTED] or [REDACTED].

Sincerely,



Michale S. McComis, Ed.D.
Executive Director

c: [REDACTED]
[REDACTED]