

# ACCSC STANDARDS OF ACCREDITATION

## APPENDIX VII – GUIDELINES FOR EMPLOYMENT CLASSIFICATION

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### 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 internal 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 consistent and sustainable.
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 documentation of verbal verification that includes the following:
      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 consistent training-related income; and
- An attestation that any required licensure for employment has been achieved, if applicable - (e.g., this would not apply in cases where the state or regulatory entity would allow an individual to work under a licensed practitioner before obtaining licensure).

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c. Career Support/Advancement:

Students that are already employed in the field of study at the time of graduation<sup>1</sup> 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 support or 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. The school maintains employment files and records that contain sufficient information to be verifiable by third parties such as the Commission, including the following information:
- Graduate Name and Contact Information (contact information may be maintained in the school's electronic database);
  - Program Name;
  - Date of Graduation;
  - Date of Initial Employment;
  - Place of Employment;
  - Employer Address;
  - Employer Contact Person/Supervisor and direct contact information; and
  - Descriptive Job Title (please also provide job duties if the job title is insufficient to demonstrate alignment with program name).

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.

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<sup>1</sup> 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).