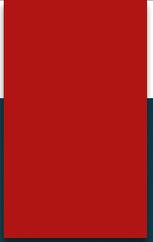




ACCSC Accreditation Workshop

APRIL 11-12, 2024



THURSDAY

Welcome/Standards of Accreditation

**9:00 AM –
11:00 AM**

Starting the Renewal Process

**11:15 AM –
1:00 PM**

**On-Site Evaluation
Response and Commission Actions**

**2:00 PM –
4:30 PM**

FRIDAY

Tying it All Together

**9:00 AM –
12:30 PM**

Workshop Agenda

Timelines



1

**Attend
Accreditation
Workshop**

April 11-12, 2024

2

**Upload
Application for
Renewal of
Accreditation**

May 29, 2024

3

**Upload Self-
Evaluation Report
and Compile
Application
Updates**

October 8, 2024

Ground Rules

Be curious and
considerate

Be flexible – the
agenda is fluid

Engage!



Accrediting Commission of Career Schools and Colleges

ENSURE QUALITY EDUCATION THAT ENHANCES
STUDENT SUCCESS IN THE WORKFORCE

Resources

Did you know that the Commission regularly publishes research, brochures, and newsletters designed to support ACCSC-accredited institutions and enhance the student educational experience? These free resources are all available on the ACCSC website—click the links below for more information!

The **Blueprints for Success** series provides a framework that can help a school gain a better understanding of the expectations and rigor of the accreditation process, as well as sample documentation that a school might consider in order to demonstrate compliance with accrediting standards.

- [Module I: Preparing a Comprehensive Response for Commission Consideration](#)
- Module II: Organizing an Effective Electronic Submission
(Currently Under Construction) See [ACCSC Instructions for Electronic Submission](#)
- [Module III: Preparing for the On-Site Evaluation](#)
- [Module IV: The Graduation and Employment Chart](#)

ACCSC's **Webinars** provide an opportunity to hear updates on recent initiatives, as well as professional development opportunities for a variety of roles at high performing institutions. More webinars and several PDC Power Sessions are available on ACCSC's [Online Training Center \(OTC\)](#); visit the OTC's [Free Resources](#) to access Virtual Trainings and Webinars including:

- Updates to the Standards of Accreditation
- Initial Distance Education Applications
- Virtual Visits
- The Recognition of Essential Workforce Skills
- Faculty Development Series

Visit [Webinars](#) on ACCSC's website for more past webinars, presentations, and certificates.

The **Monograph Series** is designed to provide guidance to ACCSC-accredited schools in the cycle of continuous performance improvement, self-evaluation, and self-improvement processes and practices.

- [Completing a Successful Degree Application](#)
- [Maximizing Program Advisory Committees](#)
- [Learning Resource Systems](#)
- [Faculty Improvement Planning/Implementation](#)
- [Self Evaluation Processes and Practices](#)
- [Institutional Assessment and Improvement Planning/Implementation](#)
- **NEW** [Assessing Student Learning Outcomes](#)

The Commission has created a series of **Letters for Students, Graduates, and Employers**, designed to provide useful information regarding the role ACCSC plays in supporting and enhancing the educational experience.

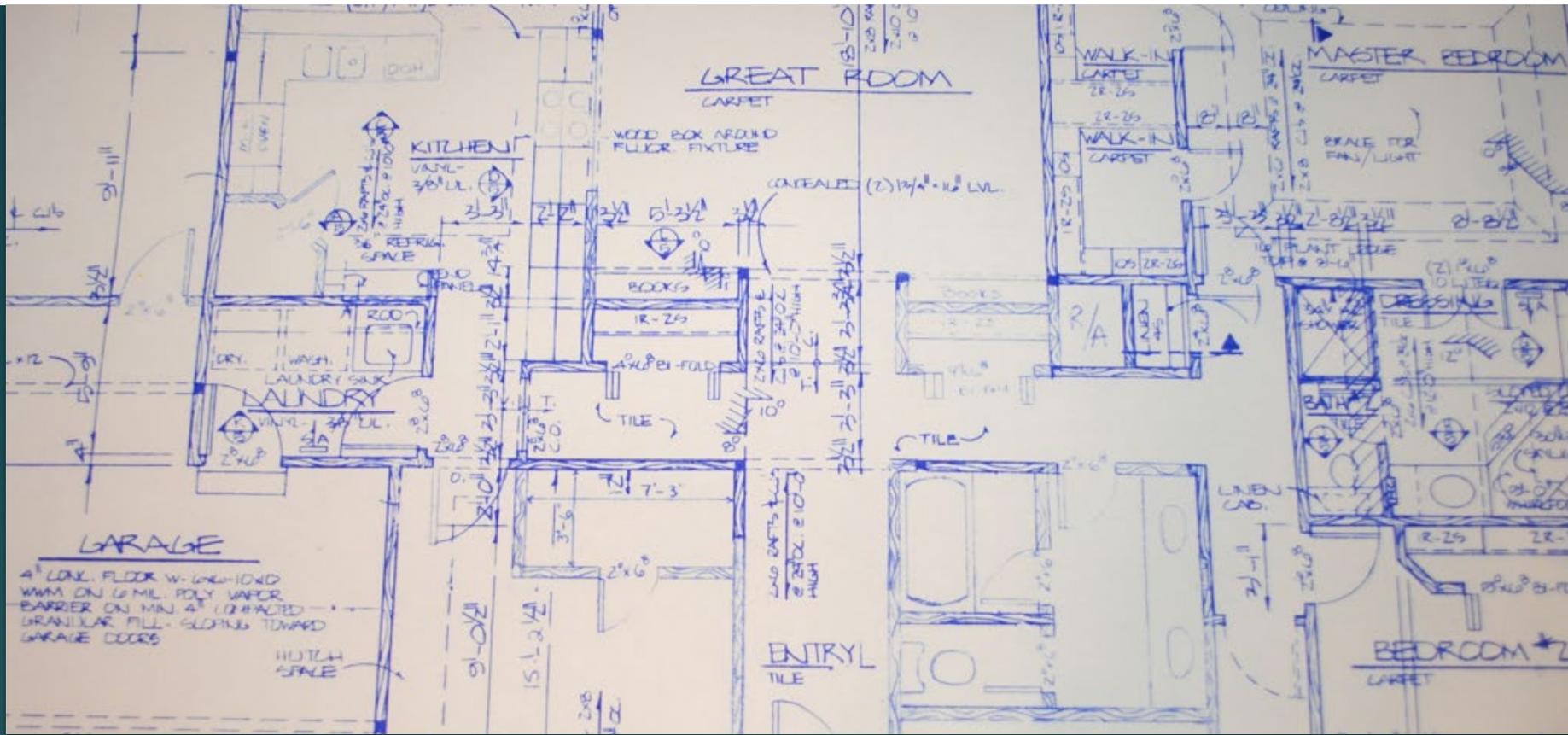
- **New Student** ([Engl.](#) / [Span.](#)) - schools are encouraged to incorporate this letter with any existing orientation packet provided to new students;
- **Graduates** ([Engl.](#) / [Span.](#)) - this letter extends the Commission's congratulations and reminds graduates to stay in touch with their school as a means to provide feedback on the program and the graduate's success in the workplace; and
- **Employer** ([Engl.](#) / [Span.](#)) - this letter is designed to help schools partner with employers in order to assess and verify how successful students are in obtaining employment in the field of study after

The **Spotlight on Excellence** highlights innovation and best practices online being implemented by ACCSC-accredited schools to better support today's students. Written by the schools, the Spotlight on Excellence provides an opportunity for schools to share best practices with each other in the ACCSC community as a means to support student success in the workforce.

CONNECT WITH ACCSC

[FACEBOOK](#)

[LINKEDIN](#)



Standards of Accreditation

BLUEPRINTS FOR SUCCESS



Introduction

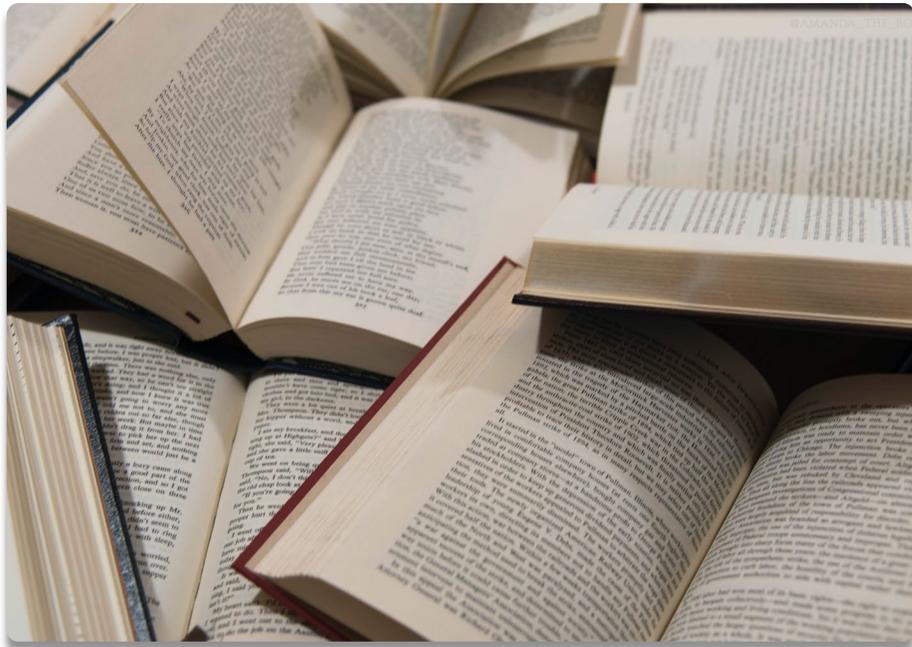
Rules

Substantive

Appendices

By-Laws

Fundamentals



The Commission's deliberations and decisions are based on the **written record**

A school must supply the Commission with complete **documentation of the school's compliance** with all accrediting standards

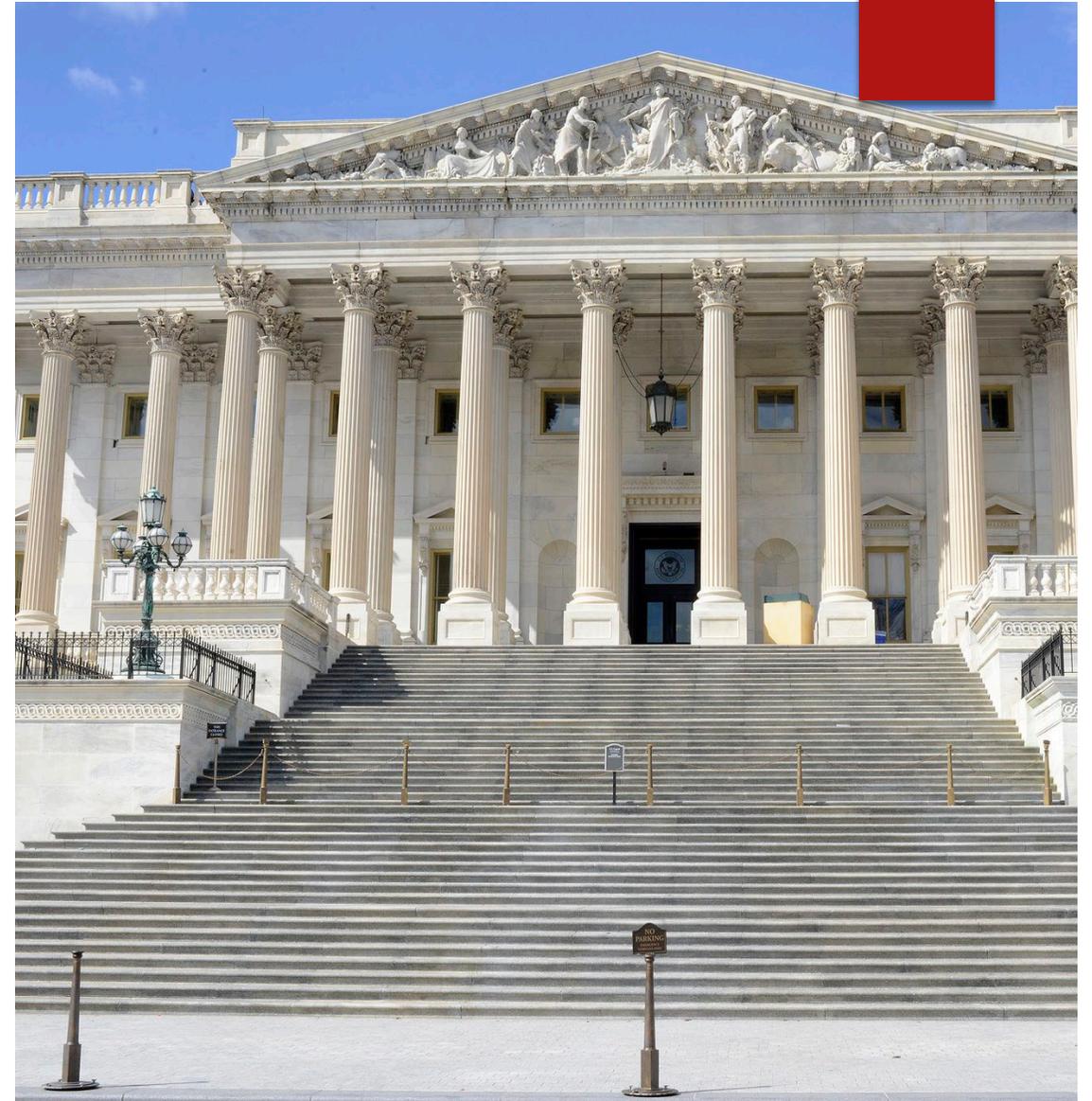
Fundamentals

- The burden rests with the school to establish it is meeting the standards.
- A high level of reliance is placed upon information, data, and statements provided by the school.
- The integrity and honesty of a school are fundamental and critical to the process.



Fundamentals

In cases where accrediting standards and federal or state government requirements differ, the more stringent will apply.





Adequate

- As much as is good or necessary for some requirement or purpose

Sufficient

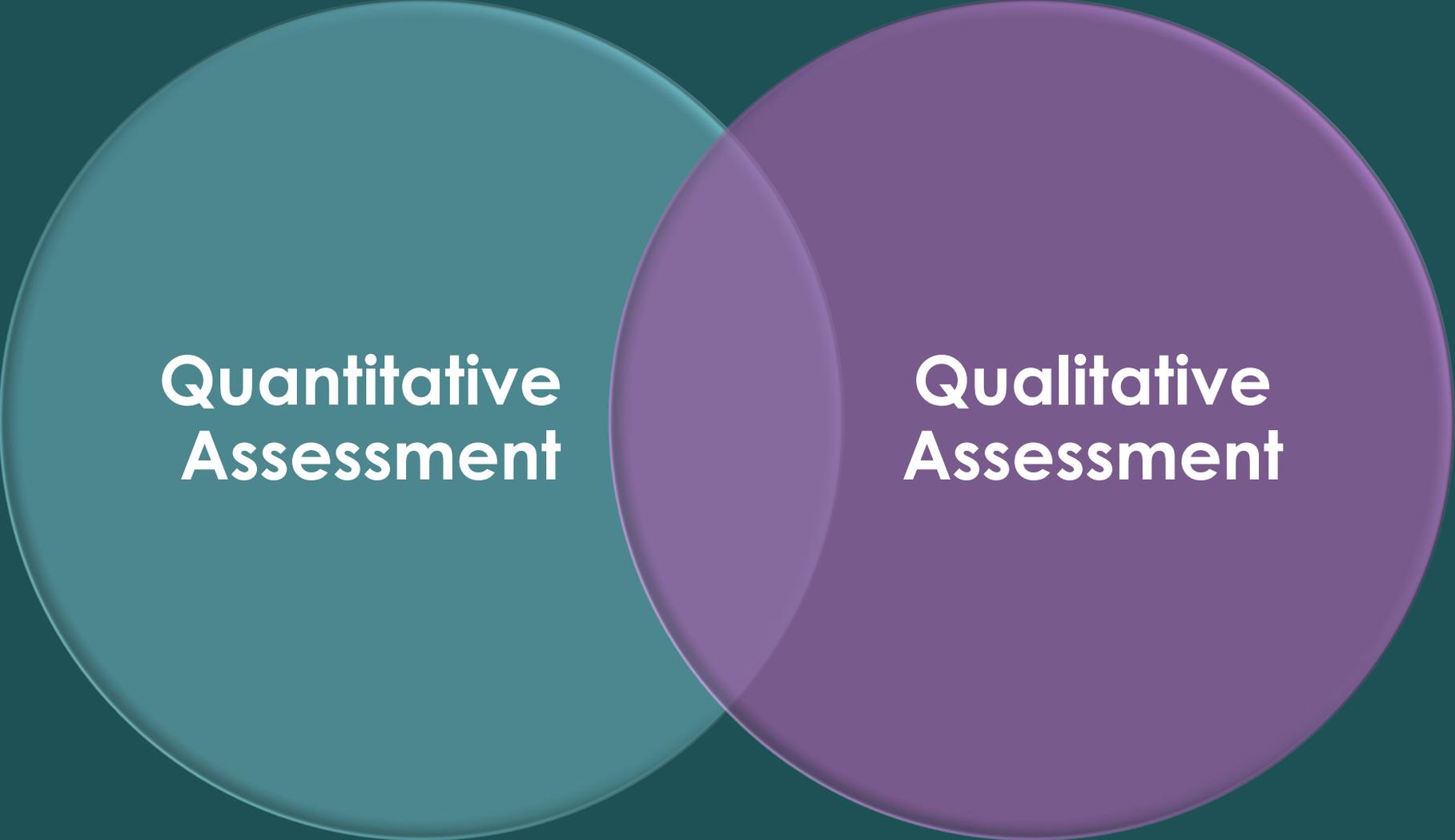
- Adequate for the purpose; enough

Appropriate

- Suitable or fitting for a particular purpose

Reasonable

- Agreeable to reason or sound judgment; logical



**Quantitative
Assessment**

**Qualitative
Assessment**



HIGHLIGHTING

CHANGES TO THE
STANDARDS

Program Evaluation

Evaluate curriculum and course content

Assess the adequacy of program equipment and supporting resource materials

Assess student achievement outcomes and program viability

Make revisions to the curriculum as deemed necessary

Program Evaluation

Comprehensive & Regular

Conducted by faculty and educational administrators

Uses input from internal and external sources

Sources of Input



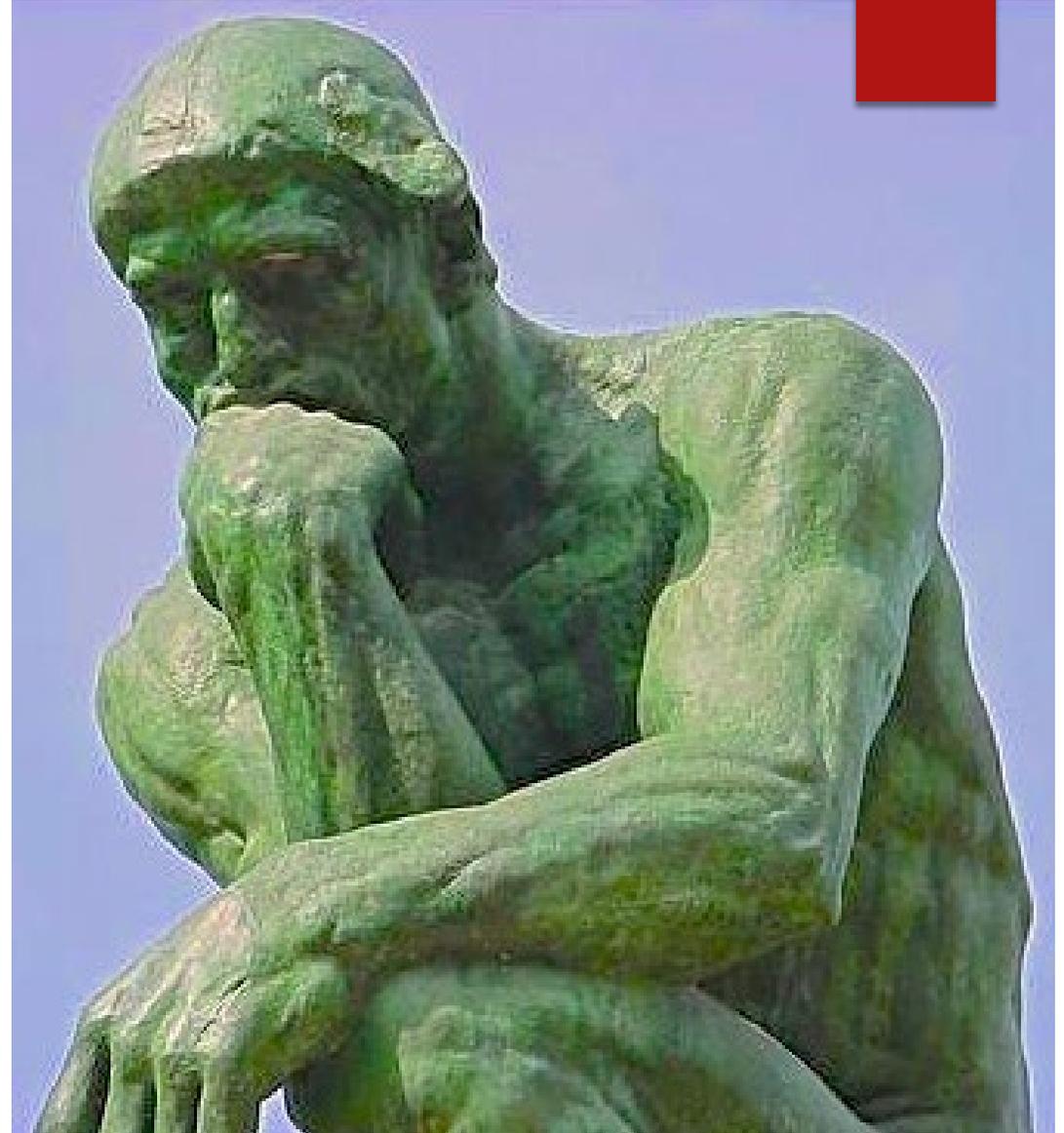
- Program Advisory Committee
- Student and alumni input
- Other external sources

As useful, needed, and appropriate

1. Subject-matter specialists
2. Employers, independent technicians, and practitioners representing industry
3. The teaching and learning professional community
4. Externship, practicum, and clinical sites
5. Professional societies
6. Trade associations

Consideration

Evidence that the school considers the input received from the sources which are a part of its program evaluation process



Program Advisory Committee

An independent and diverse Program Advisory Committee for each program area

Review the established curricula of the program/program area, instructional-related program materials, equipment and facilities, and student achievement outcomes

Comprised of appropriately qualified representatives **external** to the institution (i.e., non-school employees) who can provide a meaningful review of the school's programs and supporting resources and materials

Appendix III - PAC Meetings

- School must conduct at least one meeting of each PAC annually
- If the meeting is not held at the physical campus, the school must provide the committee with a sufficiently detailed description and virtual tour of the equipment and facilities representing current conditions at the school

Appendix III - PAC Meetings

- At least three members representing the employment community must be in attendance
- Written and detailed minutes must be maintained
 - ✓ Description of all members in attendance
 - ✓ Date, time, and location of the meeting
 - ✓ Comprehensive and clear description of the review of and commentary

Other PAC Requirements

PAC review and comment on new programs

Distance Education, Master's Degrees

The school must provide evidence that it gives consideration to Program Advisory Committee input

Section IV (C)(3)

A school discloses, minimally, the graduation rate, graduate employment rate, and as applicable licensure/certification examination pass rate for each program offered as last reported to the Commission

Section VII (A)(2)(d)

The school promotes academic integrity and has policies and controls to discourage academic dishonesty (i.e., cheating, plagiarism, etc.) and clearly communicates the consequences of such behavior. The school may utilize its own methods to prevent, detect, document, and take appropriate action in instances of academic dishonesty.

Appendix VII – Guidelines for Employment Classification

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).

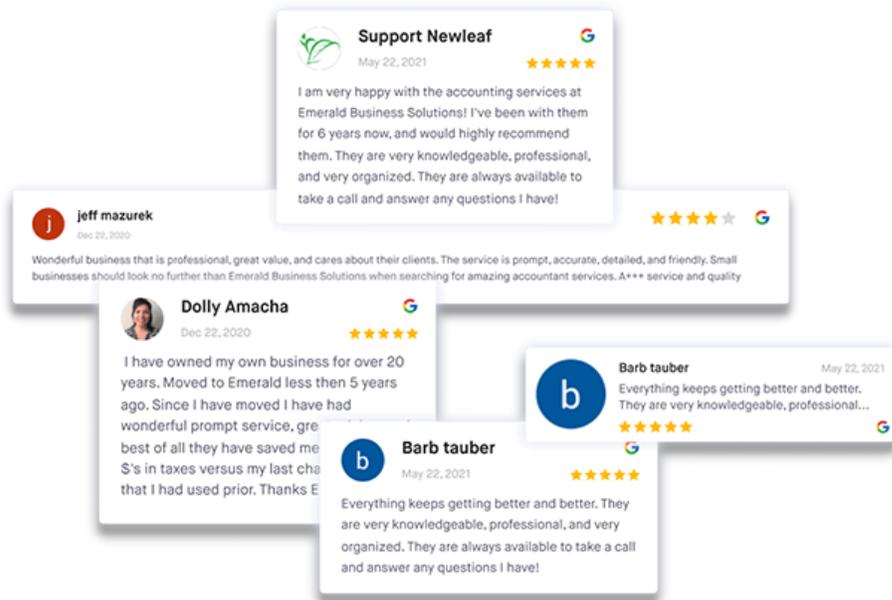
APPENDIX IV – Guidelines for Advertising



Item #12

Distinction between
“endorsements” and
“publicly shared media” is
origination

ENDORSEMENT



If a school solicits an endorsement for its advertising and the endorser gives such written or verbal statements

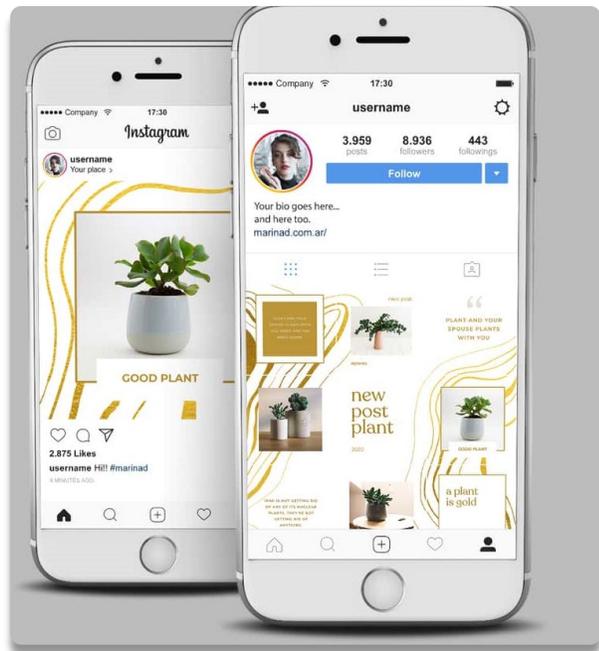
Endorsements

Only use endorsements with the written consent of the authors

Must be a bona fide expression of the author's opinions, strictly factual, and a portrayal of currently correct conditions or facts

May not use endorsements from currently enrolled students

PUBLICLY SHARED MEDIA



If “an individual” – including current students – chooses of their own volition to post a comment using publicly shared media (e.g., a social media site), then the school can use/share that post in its own social media and advertising

Images and Publicly Shared Media

The media must originate with the individual and is bona fide

The media is actually and contextually accurate, and unadulterated

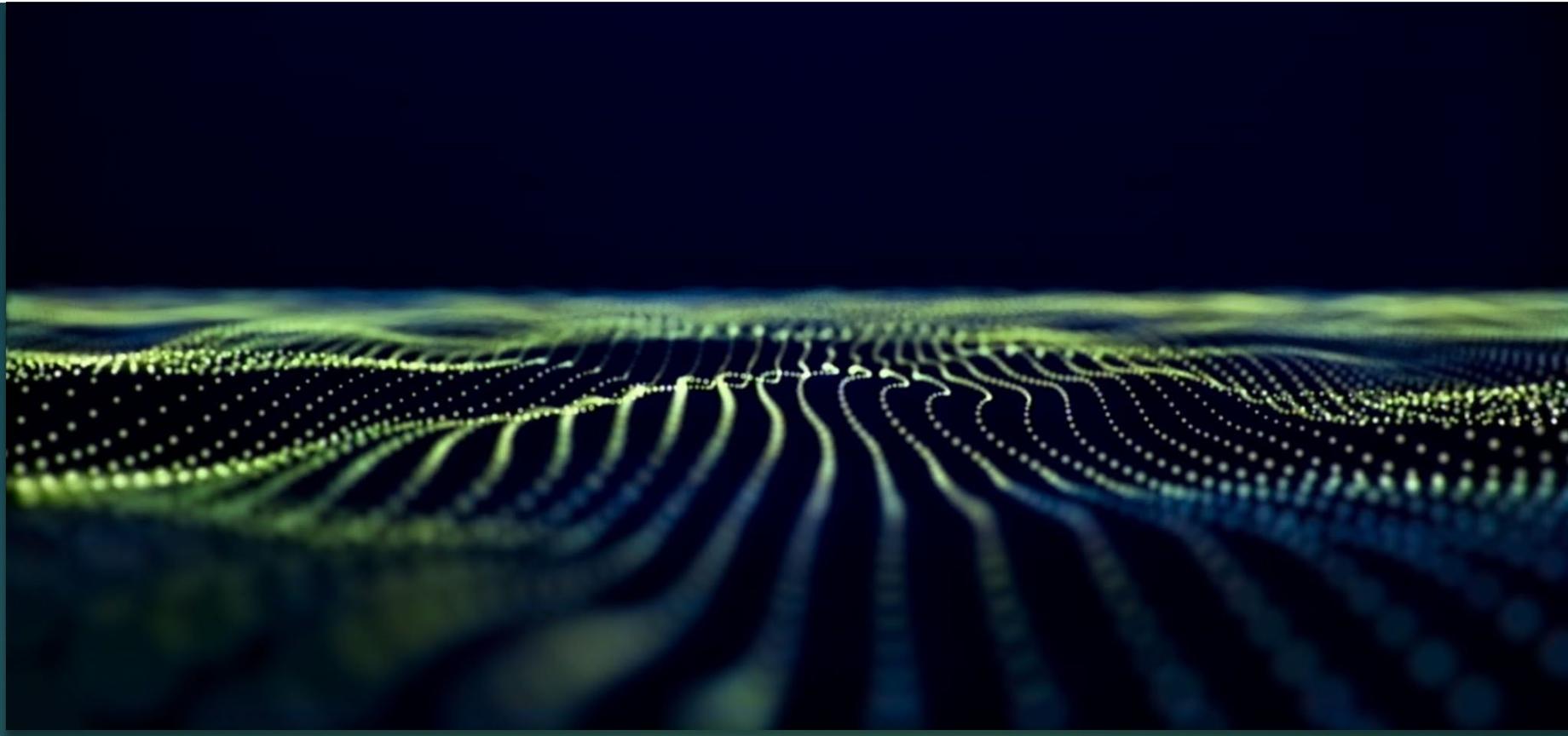
Schools may not compensate or provide any or other consideration for such use

APPENDIX IV – Guidelines for Advertising

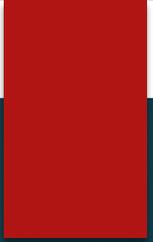
Maintain documentation of the content used as a means to demonstrate context and accuracy

Ensure social media posts reflect current conditions at the school

Remove/ discontinue use of the content at the author's request

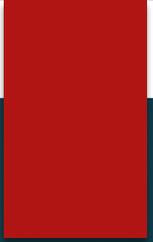


Scenarios



Scenario: A school wishes to post/use in advertising a video it has created of students in action. No comments from students or graduates are shared, only the narrator describing the school's programs and equipment.

Guidance: Pursuant to *Section IV (B)(4)(b)*, the school would need to obtain written consent from the students allowing the school to share their images.



Scenario: A school wishes to post/use in advertising a video it has created of students in action that includes current and former student/graduates providing statements about their positive experience at the school and after graduation working in their chosen field.

Guidance: Pursuant to Section IV (B)(4)(a-b), the school would need to obtain written consent from the former students/graduates allowing the school to share their endorsements and images. However, the school would be in violation of Section IV (B)(4)(a), if in fact the school uses endorsements from currently enrolled students.

Scenario: A current student posts to a social media account about a Blood Drive hosted by the school and the student's "awesome experience" helping people and practicing new skills. The post thanks the faculty and the school director for "making this happen for our community." The school sees this post and re-posts it to its own social media account with the caption "We are so excited to share our student success stories."

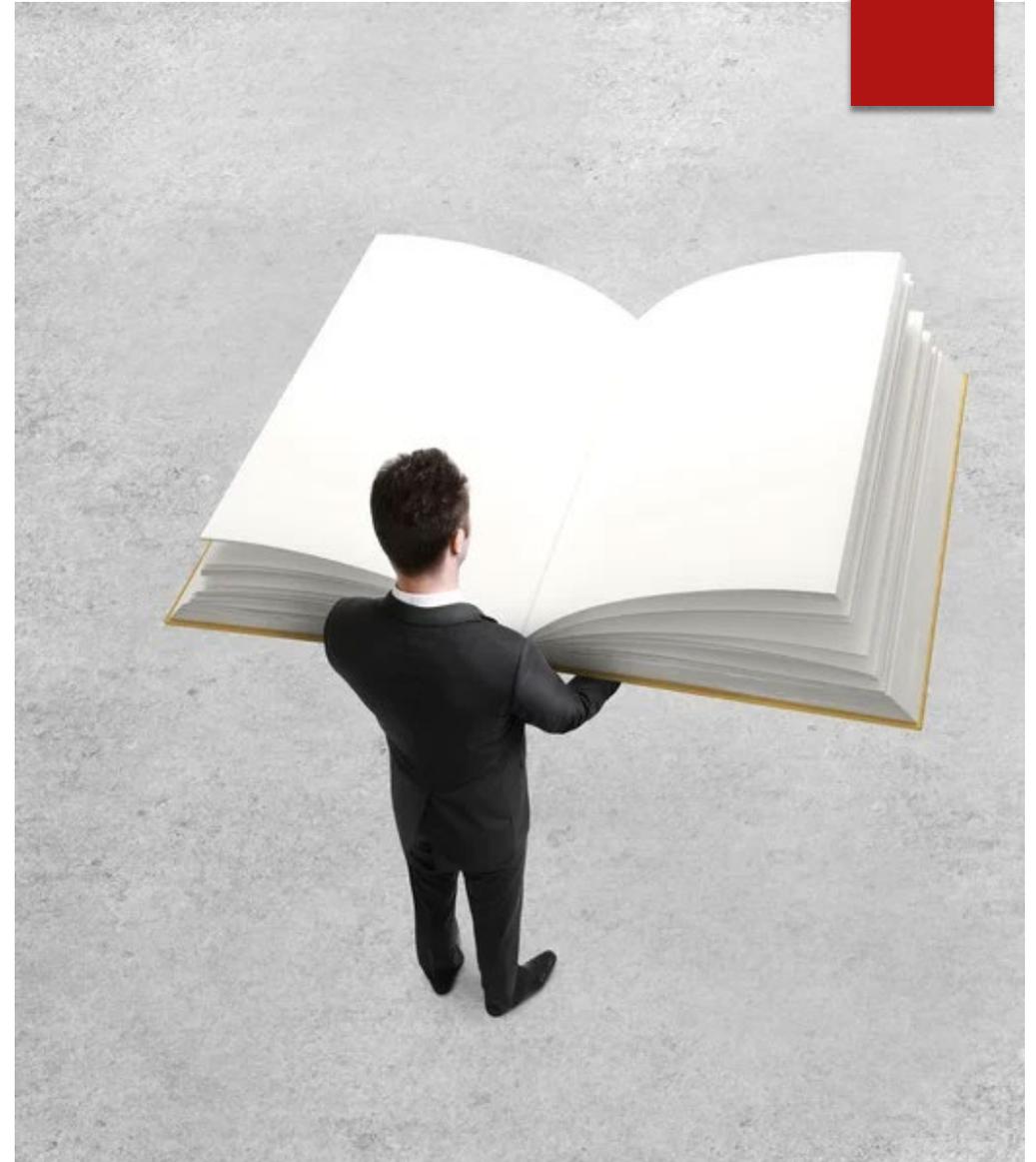
Guidance: Pursuant to Section IV (B)(4)(b), so long as the media originated with the individual (i.e., the current student) and is bona fide, factually and contextually accurate, unadulterated (i.e., not changed), and a faithful representation, then no written consent is required.

Latest and Greatest Standards

CLICK [HERE](#) FOR THE JULY 2023 ACCREDITATION ALERT

CLICK [HERE](#) FOR THE JULY 2023 STANDARDS

CLICK [HERE](#) FOR THE JANUARY 2024 ACCREDITATION ALERT





Starting the Process

Process Timelines

1

- **Attend Accreditation Workshop**
April 11-12, 2024

2

- **Upload Application for Renewal of Accreditation**
May 29, 2024

3

- **Upload Self-Evaluation Report and Compile Application Updates**
October 8, 2024



Purpose of the Process For the School

Provides an opportunity
for the school to conduct
a comprehensive self-
evaluation and draft
findings for improvement



Purpose of the Process For ACCSC

A comprehensive
evaluation to:

- Verify the information
provided by the school
- Assess how well the
school meets its
educational objectives
- Confirm compliance
with the *Standards of
Accreditation*.



Step One - Workshop

Attend an accreditation workshop prior to submission of the application for accreditation



The full-time, on-site director or appropriate management team representative



Step Two - Application for Renewal of Accreditation

DUE MAY 29, 2024

Section I – SCHOOL INFORMATION

Address

Contact
Information

Director

Workshop
Attendance

Name

Ownership

Section IV – SUPPLEMENTAL INFORMATION



Eligibility Criteria



State licensure



Other accrediting body/regulatory agency



Programmatic accreditation

Section V – SUBSTANTIVE CHANGES



A chronological list of all substantive changes since the school's last term of accreditation



Examples are change of ownership; change of location; change of name; addition of a new program; distance education; addition of a separate facility



Provide a copy of the approval letter from the Commission for all substantive changes

Section VI
—
REQUIRED
EXHIBITS



Application Exhibits

1. Application Processing Fee - \$2,250

2. Accreditation Workshop Certificate

3. Ownership of School (10% or More)

4. OPEID # / 3 Years of Cohort Default Rates (Campus Specific)

5. Corporate Affiliations with Other Schools

Licensure,
Approval, &
Accreditation

The diagram features a central circle on the left containing the text 'Licensure, Approval, & Accreditation'. A vertical line extends from the right side of this circle, connecting to six white circular nodes. Each node is positioned at the start of a horizontal bar that extends to the right. The bars are colored in a gradient from light blue at the top to purple at the bottom. The text on each bar is numbered from 6 to 11.

6. Current State License

7. State Program Approvals (Clock / Credit Hour)

8. Other Accreditations (Notices)

**9. Programmatic or Other Regulatory Approval
Required for Employment**

10. State Authorization for Distance Education

11. Consortium Agreements

Program Information

12. ACCSC Program Chart

**13. Allocation of Hours for Clock Hour Programs /
Outline of a Non-Degree Program / Outline of a
Degree Program**

14. Avocational or Continuing Education List

**15. Discontinued Program with Notices to ACCSC
(Since Last Accreditation)**

Personnel &
Program
Advisory
Committee

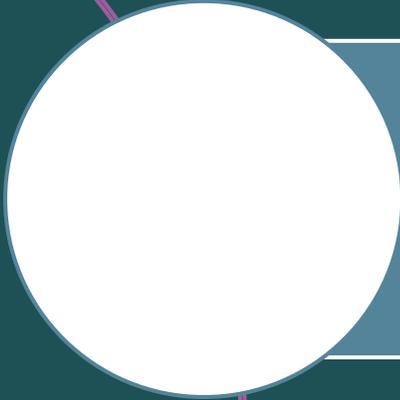
**16. Organization Chart (All
Employees)**

**17. Faculty Listing by Program &
Licenses, if applicable**

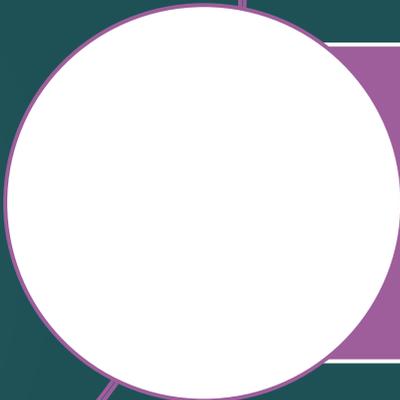
**18. Program Advisory Committee
Membership**



Physical
Facilities



**19. Fire, Safety, Sanitation
Documentation**



20. Certificate of Insurance

Disclosure,
Catalog,
Enrollment
Agreement, &
Advertising

21. Student Achievement Rates Disclosure

22. PDF Cross-Referenced Catalog

23. PDF Cross-Referenced Enrollment Agreement

24. Website URL & Current Advertising

HOMework ASSIGNMENT

- Go to www.accsc.org
- Click on Directory, Search for your School
- Review Institutional Contact Information
- If contact information needs to be updated, go to the ACCSC Annual Report Portal and make change or submit Change of Director Form.
- Review Program Information - Name, Clock Hours, Credit Hours
- The program listed on the website directory are pulled directly from the ACCSC program database.
- If something needs to be updated... let us know!



Section VII – DISCLOSURES AND CERTIFICATIONS

- **Attestations**
- **“This application is submitted by the chief executive officer of the school for which renewal of accreditation is sought, and that official hereby attests to the following”**

Sample attestations

The school has every opportunity to present itself in its best light and to respond to any concerns

The school is postsecondary with vocational objectives

The school is voluntarily seeking accreditation

School officials have read the standards and attended a workshop

School officials fully accept and support the concept of accreditation

Disclosures

Have owners or managers been directly or indirectly employed or affiliated with any school during the individual's period of employment or affiliation

Lost or was denied accreditation

Closed or entered into bankruptcy

Lost or was denied eligibility to participate in Title IV Funding programs

Disclosures

Is any action pending, or has action been taken by any court or administrative body with regard to any owner, manager, or any institution with which any owner/manager has been affiliated?

Has any owner or manager served in a similar capacity in any other school where either that individual or the school has been charged or indicted in a civil or criminal forum or proceeding alleging fraud, misappropriation, or any criminal act?



If the answer
is “**YES**” to
any
disclosure

The school is given the opportunity to provide an explanation of the facts and circumstances surrounding the situations reported in the disclosure section.

CERTIFICATIONS



Acknowledge that the school must be consistently described to all agencies



Grant permission for ACCSC to contact other agencies appropriate to the review of the application



Acknowledge the requirement for a third-party audit of employment records



Certify that the information herein and attached hereto is correct.

Do's



Don'ts



Words to the Wise...

Do This

- Ensure consistency (e.g. ACCSC program approvals vs. state approvals)
- Ownership structure matches College360
- OPEID # vs. campus-specific CDR
- What's a corporate affiliation?
- Other accreditation vs. Programmatic/regulatory approval
- Provide links to advertising and social media



AND this



- State authorization for distance ed for EVERY state in which the school recruits
- Faculty licensure (current)
- Fire, Safety and Sanitation (state regs. vs occupancy permit)
- Student Achievement Disclosures
- Identify the PAC member responsible for Distance Education

Don't Do This

- Section V: Omit the approval letters
- Assume ACCSC can cash a check from a copy included within the application
- Notify the Commission of the change of ownership through the application
- Create your own forms [[Use ACCSC forms and reports](#)]
- Omit staff names from organizational chart
- Forget to cross-reference the Enrollment Agreement and Catalog





Step Three – SELF-EVALUATION

DUE OCTOBER 8, 2024



Self- Evaluation Report



A narrative response to a series of questions, guiding the school through an assessment of its effectiveness in achieving educational objectives and status of compliance with accreditation standards.



Self-
Evaluation
Report

- ✓ **Involve the Entire School**
- ✓ **Improvements due to internal efforts**
- ✓ **Significant and on-going process**



Self- Evaluation Report

- ✓ Includes an introduction, nine sections, and three appendices
- ✓ The sections parallel the *Standards of Accreditation*.
- ✓ The three appendices describe additional information the school will need to prepare for the on-site evaluation.



Self- Evaluation Report

- ✓ Quantitative data, such as number of managers, faculty qualifications, student achievement rates
- ✓ Qualitative reflection: what does the data mean? Are the policies and procedures effective? Is the school successfully meeting its mission?
- ✓ External and internal validation

Do This

- Ensure consistency (e.g. narrative vs. supporting documentation)
- Involve the entire school
- External and Internal validation
- Staff and Faculty Personnel Reports
- Answer the question being asked
- Edit



And this!



Accurate reflection of daily activities/ operations



Secure third-party verifier early on



Regularly check in with third-party verifier



Use the resources available on the ACCSC website



Contact ACCSC staff with questions



Download the most recent version of the SER Form

- Print everything out and then scan it
- Include superfluous documentation
- Ramble
- Provide narrative without supporting documentation
- “We will” or “We intend to”
- Submit the same SER as last time
- Label hyperlinks with only section numbers





Sample SER Prompts

- List all individuals responsible for full-time on-site management of the school (including campus-based and corporate oversight) and include as an exhibit a Staff Personnel Report for each individual listed.
- Provide a detailed description of how each member of the management team is qualified for his or her particular role, including education, training, experience, and demonstrated ability to lead and manage a post-secondary educational institution.



Section I
(A)(1)(b)



Section III
(A)(3)

- What is the average tenure (in years) of the current faculty members?
- What impact has this level of tenure had on educational delivery?



Review your SER responses and ask...

- Does the response answer the question being asked?
- Is the response complete and clear?
- Does the response accurately reflect day-to-day operations?
- Is necessary documentation available to support the response?
- Is supporting documentation complete, clear, and concise?

Third Party Verification



Is this verification of our
verification?

Yes.

Why?

Because...

The process provide an assessment of

The school's compliance with *Section VII (B)(1)(b), Substantive Standards, Standards of Accreditation* and whether the school has “verifiable” records of employment

The extent to which the institution's records can be relied upon in making decisions about a school's compliance with the Commission's student achievement standards

Three circumstances in which third party verification is required

ACCSC engages an independent third party to verify a random sample of employment data submitted with each year's Annual Report

Initial and renewal applicants engage an independent third party to verify the school's most recently reported employment data that will be used for the on-site evaluation process

The Commission may also direct a school to undergo a Third-Party Employment Verification at any time.

THIRD PARTY VERIFICATION

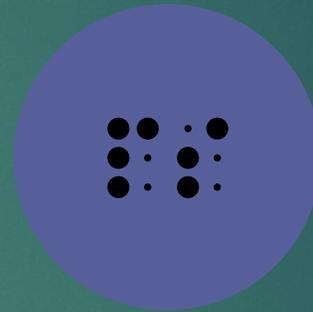
The school must engage an independent third-party to verify the employment data in the Graduation and Employment (“G&E”) Chart(s) submitted in the most recently submitted Annual Report at the time of the due date of the SER as follows:

Workshop	Application Due	SER Due	Annual Report to be Third Party Verified
April 2024	May 29, 2024	October 8, 2024	2023

Step One – Choose an Independent Third Party



Is not affiliated with the school or share any part ownership in the school or its affiliated schools.



Does not provide any other services to the school.



Will only report accurate findings through work conducted in an independent manner.



Understands and applied ACCSC's defined classifications exactly as stated.

THIRD PARTY VERIFICATION

With the SER, the school provides



A signed attestation by the independent third-party that acknowledges the four points from the previous slide,



A description of the methodology that the verification agency used for the **selection of the 50% sample**; and



A description of the methodology that the verification agency used for **the verification process**.

THIRD PARTY VERIFICATION – DISCLOSURES

The same disclosures
that apply to owners
and managers of *the
school*

APPLY TO

Owners or managers
or affiliated
contractors of *the
third-party verifier*

THIRD PARTY VERIFICATION IF THE VENDOR ANSWERS “YES”

- The vendor must provide a narrative explanation for YES answers to the questions above.
- The school must provide an explanation as to why the school chose this vendor despite the vendor’s disclosures and past records.
- The school must also articulate how this vendor can serve as a reliable source to verify the accuracy of the school’s data.



School #: _____ Name of School: _____ Report Date: _____

City: _____ St: _____ Zip: _____ Phone: _____ Email: _____

Program Title: _____ Program Length in Months: _____

Beginning Date of 12 Month Reporting Period: #NUM! Ending Date of 12 Month Reporting Period: #NUM!

Please See the Glossary Tab (below) for a Line-By-Line Reference to All Terms Used in this Chart

															TOTAL	%	%=
1	Class Start Date (month/year)																
2	Number Started														0	100%	
3	Transfers to Another Program/Cohort														0		3/2
4	Transfers from Another Program/Cohort														0		4/2
5	Total Starts plus/minus Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	100%	
6	Unavailable for Graduation														0		6/5
7	Students Available for Graduation	0	0	0	0	0	0	0	0	0	0	0	0	0	0		7/5
8	Withdrawn/Terminated Students														0		8/5
9	Graduates within 150% of Program Length	0	0	0	0	0	0	0	0	0	0	0	0	0	0		9/7
10	GRADUATION RATE	####	####	####	####	####	####	####	####	####	####	####	####	####			9/7
11	Graduates - Further Education														0		11/9
12	Graduates - Unavailable for Employment														0		12/9
13	Graduates - Available for Employment	0	0	0	0	0	0	0	0	0	0	0	0	0	0		13/9
14	Graduates - Employed in Field														0		14/9
15	EMPLOYMENT RATE	####	####	####	####	####	####	####	####	####	####	####	####	####			14/13
16	Graduates - Unrelated Occupations														0		16/13
17	Graduates - Unemployed														0		17/13
18	Graduates - Unknown														0		18/13

Step Two – Records

Provide employment records for each graduate reported on Line 14 in every G&E Chart submitted with the 2023 Annual Report.

THIRD PARTY VERIFICATION

Selecting the sample to verify

The independent third-party must select minimally a 50% sample of employed graduates (classified as “Graduates - Employed in the Field”) on line 14 of each G&E Chart and report the results from that sample.

Once the 50% sample has been selected by the independent third-party, for the purposes of this application, the independent third-party may not alter the sample in an effort to get better results

THIRD PARTY VERIFICATION

Conducting the Verification

The independent third-party verifies employment records with the employer or graduate either verbally or in writing

The independent third-party verifies the employment data in a manner independent from the school. The independent third-party conducts the verifications without assistance from the school



Verification Categories

Verified as Correct

This happens when the third-party verifier finds:

- The same employer as listed in the school's record;
- The start date listed in the school's record is within 45 days of the verified start date; and
- The verified job title is substantively the same as that listed in the school's record, using the following illustrative guidelines



Example: Automotive Technology



Exact Match - The school employment record matches exactly the verified job title e.g., “Mechanic”;



Obvious Match - The school employment record states “Mechanic” and the verified job title of, “Auto Mechanic” is an obvious match; or



Confirmed Match - The school employment record states “Mechanic” but the verified job title is “Technician II” **AND** the employer or graduate confirm that the job responsibilities are substantively the same.

Verified but Different



This happens when the third-party verifier finds:

- A start date that is more than 45 days different from the start date in the school's employment record; or
- A substantively different job title from that in the school's employment record (i.e., any job title that is verified to be different from the school's employment record and is not an obvious match or confirmed match as described above)

Unable to Verify



This happens when the third-party verifier is:

- Unable to obtain verification of the school's employment record from either the employer or the graduate.
- Of note, the school must use this category if the employer uses a third-party company, for example The Work Number

Verified as not correct

This happens when:

- ✓ The graduate is not found in employer's records;
- ✓ The graduate denies having worked in the position as stated in the school's employment record;
- ✓ The position listed in the school's employment record is unpaid or an intern/externship



Step Four - Report

The school must provide the full report from the independent third-party verification of employment data to the ACCSC on-site evaluation team, as directed by Appendix B of the SER.



**Independent Third-Party Initial Employment Verification
Reported Institutional Rates**

Report Date on Graduation and Employment Chart		Name of Third-Party Company	
Total Number of Students Sampled	Total Number of Available Students to Sample	Sample Size Percentage	
Verified as Correct	Verified but Different	Unable to Verify	Verified as Not Correct

THE SCHOOL MUST PROVIDE THIS CHART IN THE SELF-EVALUATION REPORT WITH AGGREGATE INSTITUTIONAL RESULTS ACROSS ALL PROGRAMS



Lessons Learned



Maximize your relationship with the third party

- Get weekly reports while the project is underway
- Ask for the option to update incorrect emails or wrong telephone numbers while the project is underway
- Ask the third-party about the number of calls/emails and the pacing of outreach as to not frustrate your employers/graduates

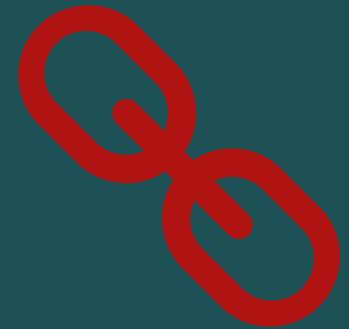
Set Expectations with Students



- Help students to understand their role in the accountability framework
- Begin on the first day of Orientation and continue throughout the program
- Accreditation Resources:

New Student Letter (English / Spanish)

Graduation Letter (English / Spanish)





Set Expectations with Career Services

- Establish protocols for post-graduation activities that can be managed and tracked

Admissions Protocols as Template

- Have students sign a release form that permits the school to obtain employment information

Signed and dated upon graduation, not start, as frequently employers that require a signed release want it to be signed within 12 months of the request

- ✓ Graduate Name
- ✓ Program Name
- ✓ Job Title
- ✓ Descriptive Job Responsibilities
- ✓ Date of Initial Employment
- ✓ Employer Email Address
- ✓ Employer Contact Person
- ✓ Employer Direct Dial
- ✓ Graduate Phone Number
- ✓ Graduate Email (*not the school's assigned email address*)

SET EXPECTATIONS WITH CAREER SERVICES

- Complete Information!
- Use the form!

The Graduate Employment Record must be consistently completed for each graduate classified as employed in field.

Problem areas include:

- Forms that are not complete
- Poor description of job duties
- Insufficient information to show the connection between the educational objectives of the program and the vocational outcomes. For example:

Pharmacy Technician!



Designated Hitter?



Set Expectations with Employers

- Work **proactively** with employers

Set expectations, get feedback

- Batching Verification

For employers who hire multiple graduates, have the third-party do it as one call/email/fax rather than repeated contacts

- Avoid calling employers to “scrub” data in advance of the third-party verification process

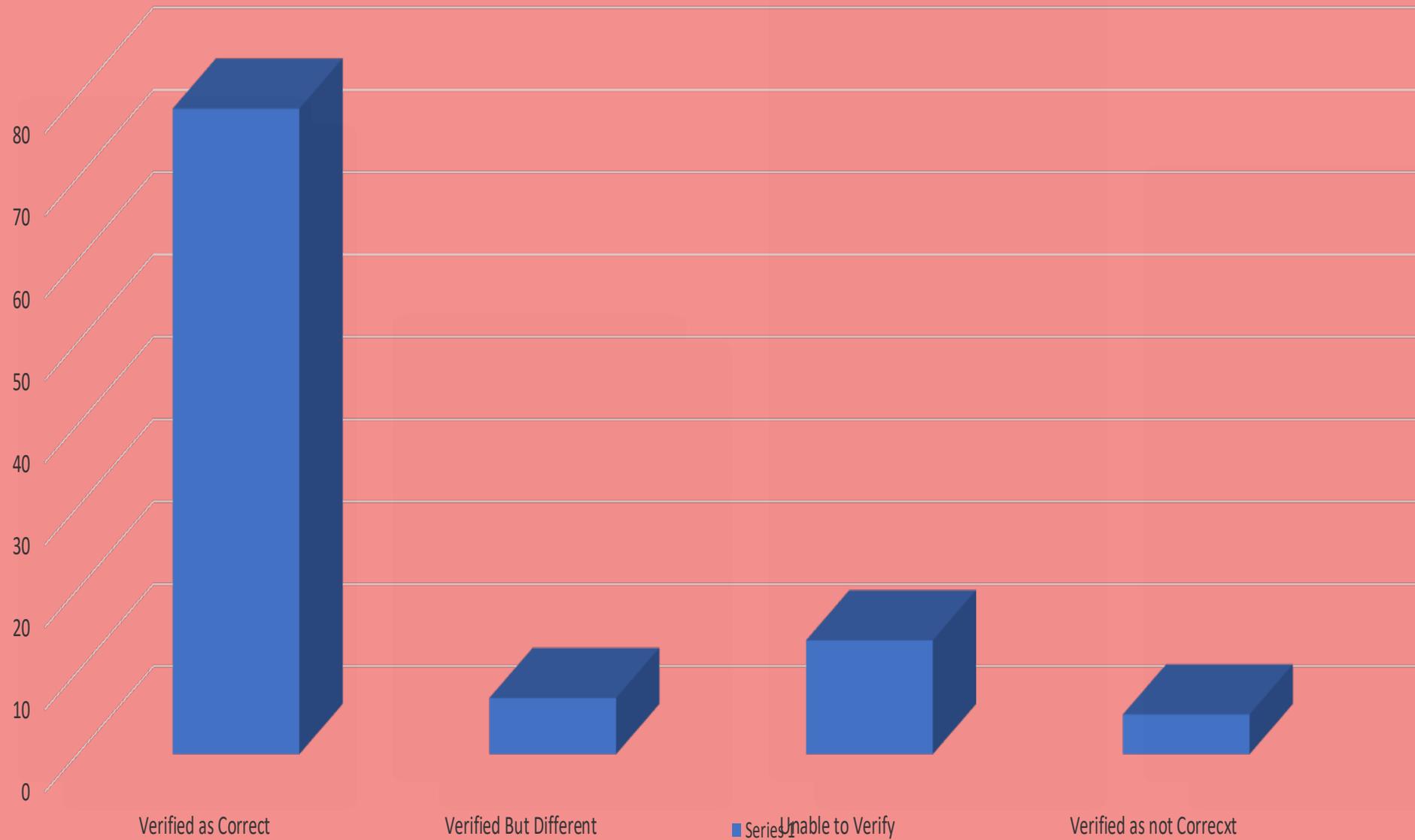
Employers and graduates get frustrated that “they just gave that information”

- Accreditation Resources:

Employer Letter – (English / Spanish)



6,683 Records



RESOURCES



The Guidelines for Independent Third Party Verification are available [online](#)



A live recording of the 90-minute webinar is available at: Online at ACCSC.org under Events/Webinars



The slides from the webinar presentation are available at: Best Practices and Lessons Learned



The Independent Third-Party Employment Verification FAQ is available for download at www.accsc.org.

THE ON-SITE EVALUATION



Purpose of the Virtual/On-Site Evaluation

Verify

Verify data in the school's reports, applications, responses, and any other information

Develop

Develop an understanding and perform an assessment of how well the school meets its objectives

Determine

Determine the extent to which the school complies with the Standards of Accreditation



ON-SITE EVALUATION

The school will be evaluated according to all available information, including:

- Documentation included in the school's Application and SER;
- Information provided by the school to demonstrate compliance with accreditation standards;
- Interviews and surveys of the administration, instructors, other school employees, students, graduates, and employers of graduates;

Focus On

- ▶ Observations of classes, management, and administration of the school; and
- ▶ Documentation of the student achievement data reported to the Commission



Scheduling the Virtual/On-Site Evaluation

A Commission representative will contact you to schedule the on-site evaluation

- One to three months after SER due date
- During “normal” operations
 - Not exam week
 - Majority of students in class
 - Administrators and faculty present

EVALUATION FEES

As of July 2021, based on the number of programs offered by the school

Three or fewer active programs

• \$7,500

Four to Nine active programs

• \$9,000

Ten to Fifteen active programs

• \$12,500

Sixteen to Twenty active programs

• \$14,000

More than twenty active programs

• \$15,000

+ \$500 for each additional program

Additional Fees

- ▶ Institutions with more than 500 students are assessed an additional \$2,000
- ▶ If an evaluation requires additional evaluators, the school will be assessed an addition \$2,000 per evaluator
- ▶ If an evaluation team requires more than two days at the school, then the Commission will assess an additional fee of \$600 per evaluator per day
- ▶ The fee for each combined substantive change evaluation is \$500.
- ▶ If an Occupation/Subject Matter Specialist travels more than 200 miles to participate in an evaluation, the institution will be assessed additional travel based-fees on a direct cost basis.

A hand is shown placing a white puzzle piece with a blue silhouette of a person in a suit into a larger puzzle. The puzzle pieces are arranged on a light blue background with faint, repeating silhouettes of people. The puzzle piece being placed is the central focus, and the hand is positioned at the bottom left, with fingers gripping the piece.

Composition of the Team

- Team Leader/Management Specialist
- Education Specialist
- ACCSC Staff Member
- Occupation Specialist
- Distance Education Specialist
- State Observer (*invited*)

Conflict of Interest – Clearing the Team



Team Leader/Management Specialist

Responsible for leading the evaluation and ensuring that each team member performs the assigned functions

- Management and Administrative Capacity
- Qualifications of Management and Administrative Personnel
- Institutional Assessment Activities
- Physical Facilities

Education Specialist

- ▶ Evaluates the educational administration, faculty qualifications and professional development.
- ▶ Evaluates the various program elements that enable a school to meet its objectives:
 - ▶ Program Length
 - ▶ Course Outlines
 - ▶ Learning Objectives
 - ▶ Instructional Materials and Equipment
 - ▶ Availability and Integration of Learning Resource Materials





- Ensure consistency
- Provide technical assistance and interpretive guidance on accreditation standards and rules
- Serve as the liaison between the on-site evaluation team and the Commission

ACCSC Staff Member

Distance Education Specialist

Evaluates equipment, technology, and other resources and infrastructure associated with distance education in such areas as:

- Admissions
- Student progress
- Student achievement





State Licensing Agency

A person with direct interest in the licensure or accreditation of ACCSC-accredited schools is invited to accompany an evaluation team as an observer.

ACCSC Observers

ACCSC Commissioners, staff, and team members will be permitted to accompany an evaluation team as an observer for training purposes.

Observers



Occupation Specialist

- Instructional materials
- Equipment
- Learning stations
- Safety devices
- Learning resources





- ACCSC on-site evaluation teams are required to include 1 Occupation Specialist to review **each training program** or group of related training programs
- Limit of 3 programs per Occupation Specialist
- Occupational specialist required for a satellite location if more than 50% of a program is offered at that location

Occupation Specialist

Occupation Specialists - Qualifications



Must be a current working professional with **5** years of hands-on experience in the field



Must hold the necessary required certification/license to represent the industry



Cannot be a current or former student or employee of the school;



Cannot be affiliated with the school and has no conflict of interest with the school (i.e., PAC)

Occupation Specialists – Selection

The school completes **Appendix C** which provides Information for **3 to 5** candidates per program (or group of related programs)



ACCSC contacts the candidates and makes a selection.

Occupation Specialists - Materials



- Appendix A of the SER is an instruction guide for assembling Occupation Specialist Information Packages
- Abbreviated version of the SER targeted to the areas of interest to the occupation specialist
- Provide a complete Appendix A for each distinct program or group of related programs. ACCSC will provide guidance via the Application Acceptance Letter.

PREPARATION IS KEY



Meet with all faculty and staff to explain the purpose of ACCSC's on-site evaluation, identify the roles of the team members, and general expectations of the on-site evaluation



Your team should be aware of ACCSC's *Standards of Accreditation*, particularly as those standards pertain to their roles within the organization



Familiarize your team with the Application for Accreditation and Self-Evaluation Report that will be the foundation of the on-site evaluation team's review

Prepare a Work Room



Identify

Identify a secure room that will allow a comfortable work space for the number of team members that will be reviewing your institution

Ensure

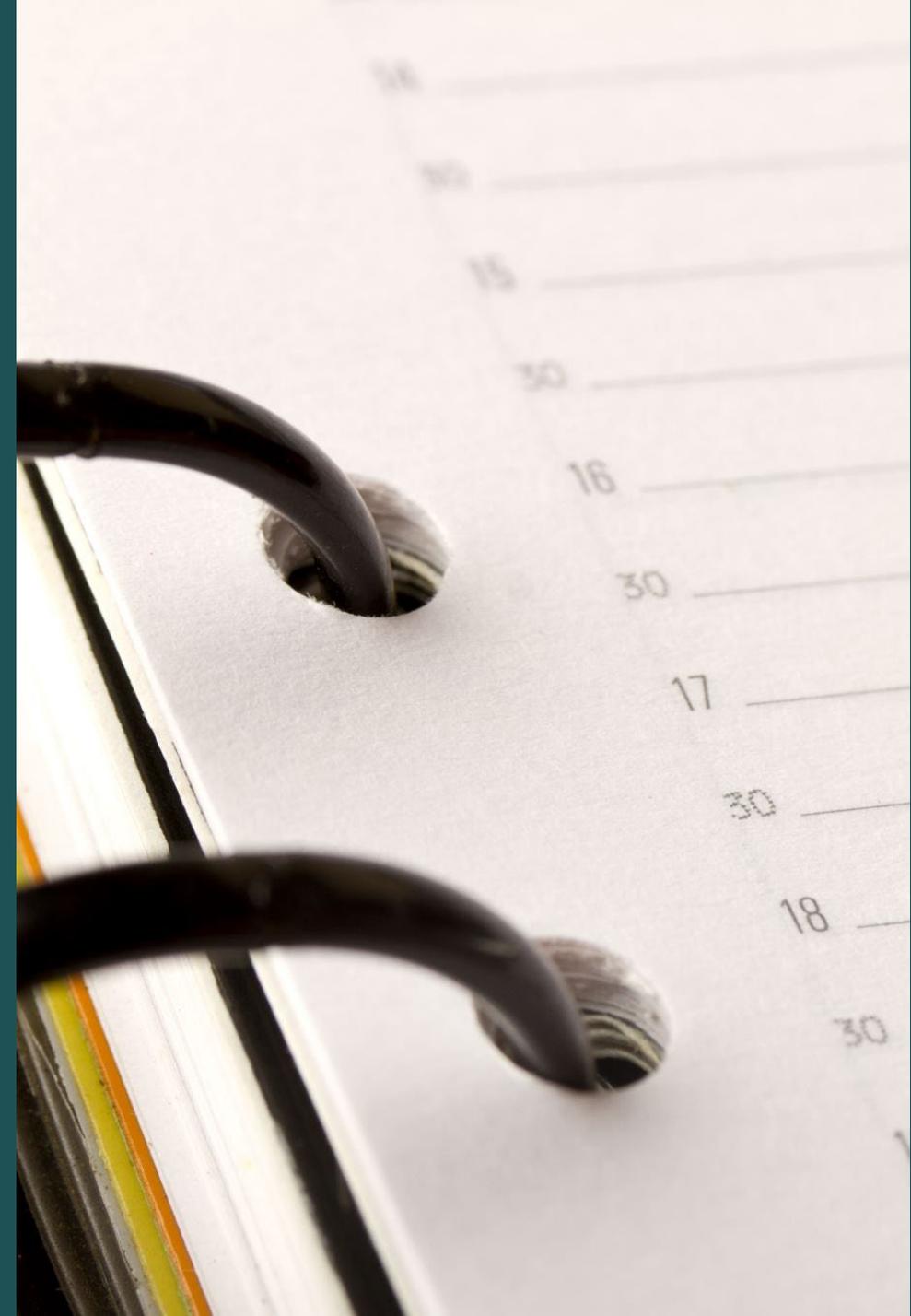
Ensure there are adequate outlets or power strips, and Internet access (provide required access codes)

Access

Access to basic refreshments

Prepare Materials

- Send Student Survey to all students
- Use Appendix B as a guide for furnishing the work room with required documentation
- Label the materials in the room in an organized and understandable fashion





- Documentation is the basis of the on-site evaluation team's verification of the accuracy and compliance of the self-evaluation report
- Prepare by having documentation readily available and organized in a manner that allows prompt response to team requests

Organize Documentation

Appendix B – Upload Materials

30 Numbered Items

- Updated Items from Application Acceptance Letter
- Documentation – Fire/Safety, Emergency Preparedness Plan, PAC Minutes; LRS Orientation Materials; Current Budget; Student Complaints; Insurance; etc.
- Catalog, Enrollment Agreement, Organization Chart, Class Schedules
- Advertising
- Current Staff Listing



Appendix B – Team Room Materials

18 Numbered Items

- Lists – Current Students, Graduate, Withdrawals with Refunds Information, DE, LOA, ATB, Transfer Credit, Independent Study, Faculty List
- Catalog, Enrollment Agreement, Organization Chart, Class Schedules
- Annual Report Backup Documentation
- Third-Party Report
- Program Information – Curricula, Syllabi, Textbooks, etc.
- Denied Admissions Information



Appendix B – Readily Accessible Materials



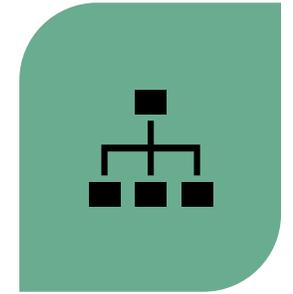
STUDENT FILES



FACULTY FILES –
FACULTY PERSONNEL
REPORT



INSTITUTIONAL
ASSESSMENT ACTIVITIES
DOCUMENTATION



STAFF FILES – STAFF
PERSONNEL REPORT
FOR MANAGEMENT

File Review

Current Students, Graduates, Withdrawn

Documentation of admissions requirements

Fully executed enrollment agreements

Satisfactory progress evaluations

Advising sessions

Transcripts for graduate files

Refund calculations

Evidence refunds were made



The team leader, education specialist and Commission representative will arrive at 9:00 a.m.



If parking is limited, please have spots available for the on-site evaluation team



Have a member of the school staff at the front door ready to greet the team

Day One

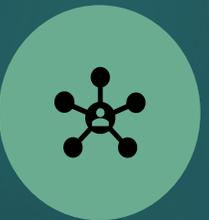




Guide the team to the room that you have set aside. They will need 5-10 minutes to set up.



Provide a **brief** tour of the school - an overview of the physical space so the team can get a feel for the location of key areas

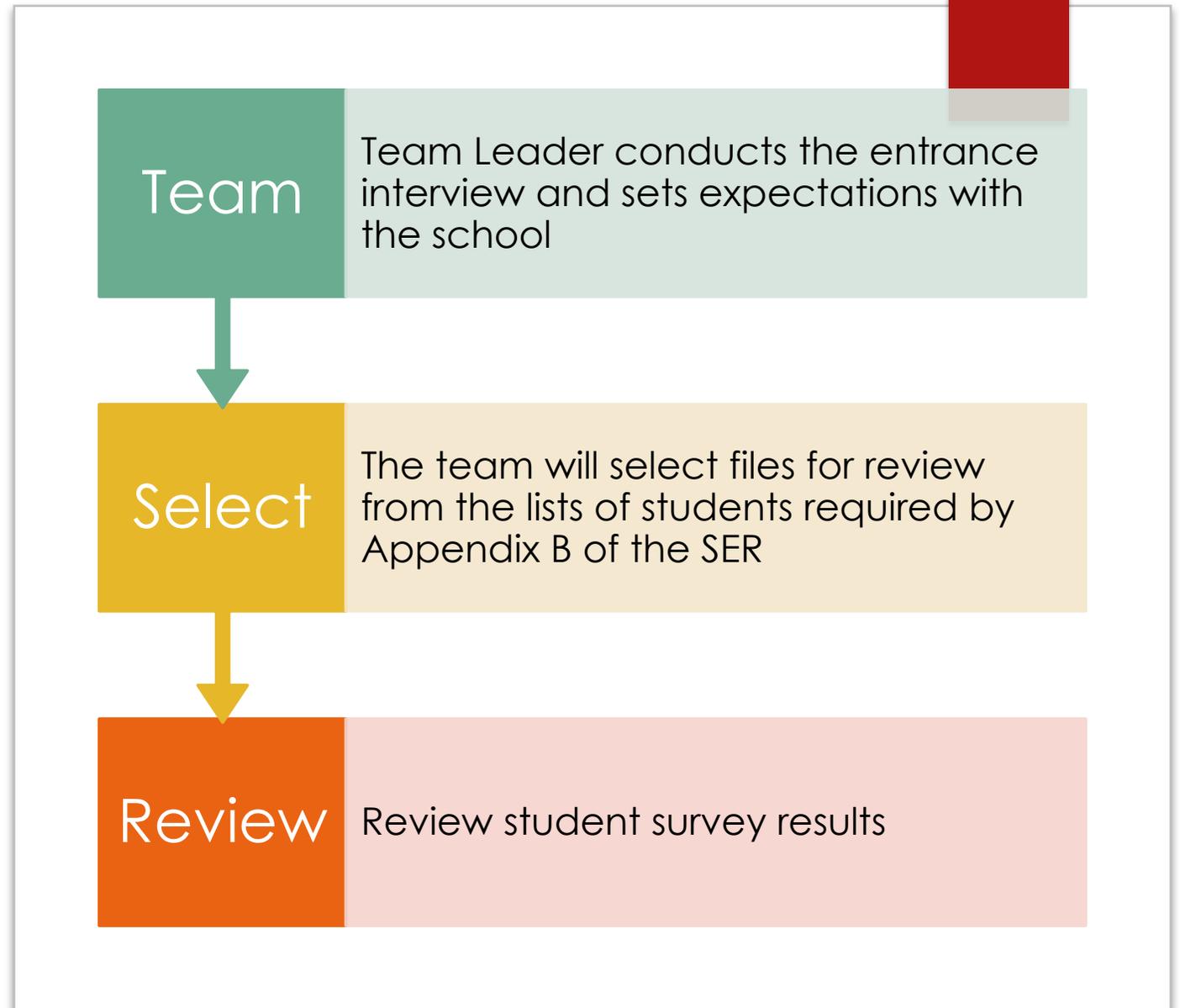


Identify one or two key staff members that can serve as liaisons to the on-site evaluation team. The review will go more quickly when information can be obtained efficiently.

Day One



Day One





Survey additional students, as necessary



Review documentation



Observe classes



Meet with staff and faculty



Verify student achievement data



Review curriculum and supporting resources



Evaluate equipment and facilities



Review all advertising

Day One – Team Activities



Occupation Specialists depart after the completion of their reviews



Throughout the day, team members communicate with school officials regarding the team's progress and potential findings



For evening programs, the team will stay to survey students and observe the operation of the school in the evening



At the conclusion of Day One, the Team Leader will meet with school officials to provide a “debrief” of the day's activities and to outline areas of focus for Day Two

Day One



The team leader, education specialist and Commission representative will return at 9:00 a.m.



Team members address outstanding issues and complete their notes and observations



Evaluation Review Summary

Day Two

Evaluation Review Summary

At the conclusion of an evaluation, the team will convene with the school's leadership team, and will present its PRELIMINARY findings in relation to the school's compliance with accreditation standards

General Tips and Tricks

BRIEF tour rehearsal

Parking

Front Door address/ Google Directions

Access to potable water

Team Room placement

Point person/ people

Administrative access to online learning platform

Internet monitoring

Safety equipment for the team, if necessary

Include team on emergency communications

Electronic documentation (upload, flash drive, etc.)

On-Site Evaluation Report

A factual report and summary of the on-site evaluation team's findings as to the school's compliance with accrediting standards

Serves as the **official record** of the on-site evaluation

THE ON-SITE EVALUATION REPORT

- Cover letter
- On-Site Evaluation Team Record
- Informational Dashboard
- Population information
- Program approvals and G&E rates
- Third-party verification rates
- Accreditation and Substantive Change history



THE ON-SITE EVALUATION REPORT



- School Mission and History
- Reports, Heightened Monitoring, and PIEs/IEEs
- Team Observations
- Evaluation Review Notes
- Student Satisfaction Data
- Team Findings
- Additional Information Required
- Response Submission Information

The background features a dark teal color with faint, overlapping cursive handwriting in a lighter shade. A solid red vertical bar is positioned in the upper right corner.

Commission Review

**ACCREDITATION DECISIONS ARE BASED ON THE WRITTEN
RECORD**

Responding to the OER

It is **NOT** the number of findings in the OER



It **IS** whether the response demonstrates current compliance with standards





When pieces of
the picture are
missing

THE SCHOOL IS GIVEN
AN OPPORTUNITY TO
RESPOND AND PROVIDE
A COMPLETE PICTURE



Arrange the pieces to show
the big (compliant) picture

Successful Responses

Comprehensive
narrative

TELL

Supported by
documentation

SHOW

Introductory Statement

A narrative explanation regarding the overall response

Describe the school's process for addressing compliance findings

Comprehensive Narrative for Each Area

Past: Explain the factors that contributed to the gap in compliance



Present: Demonstrate current compliance with standards

Future: Explain efforts to ensure ongoing compliance

Tips

- Stay focused, don't let your story get derailed by extraneous information
- Don't skip important details
- Avoid Cavalier Responses
- Avoid disparaging the Visiting Team



Documentation

- Shows consistent execution of policies
- Demonstrates systematic compliance over time





Comprehensive.
Precise.
Documentation

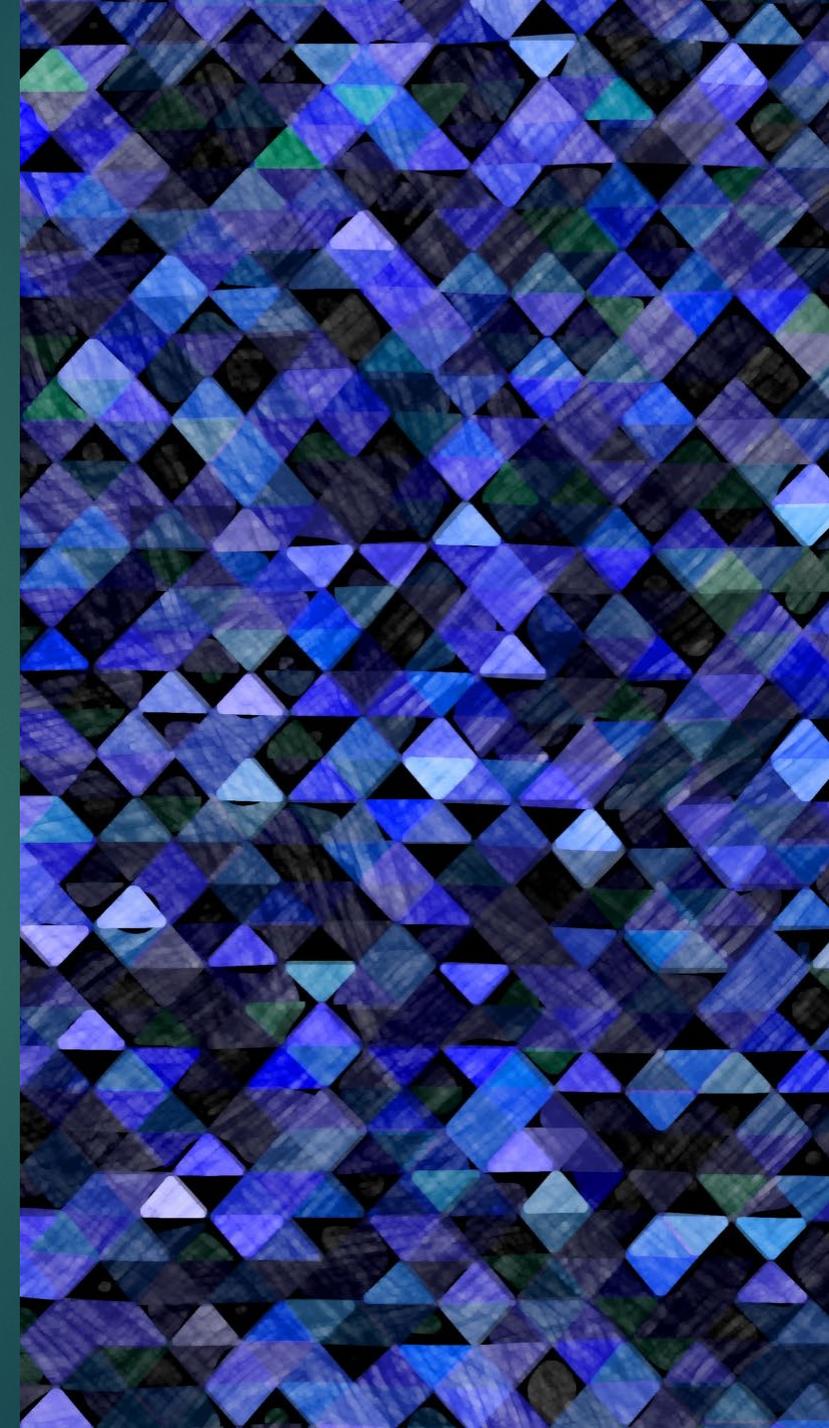
- Illustrate your point
- Avoid the Avalanche

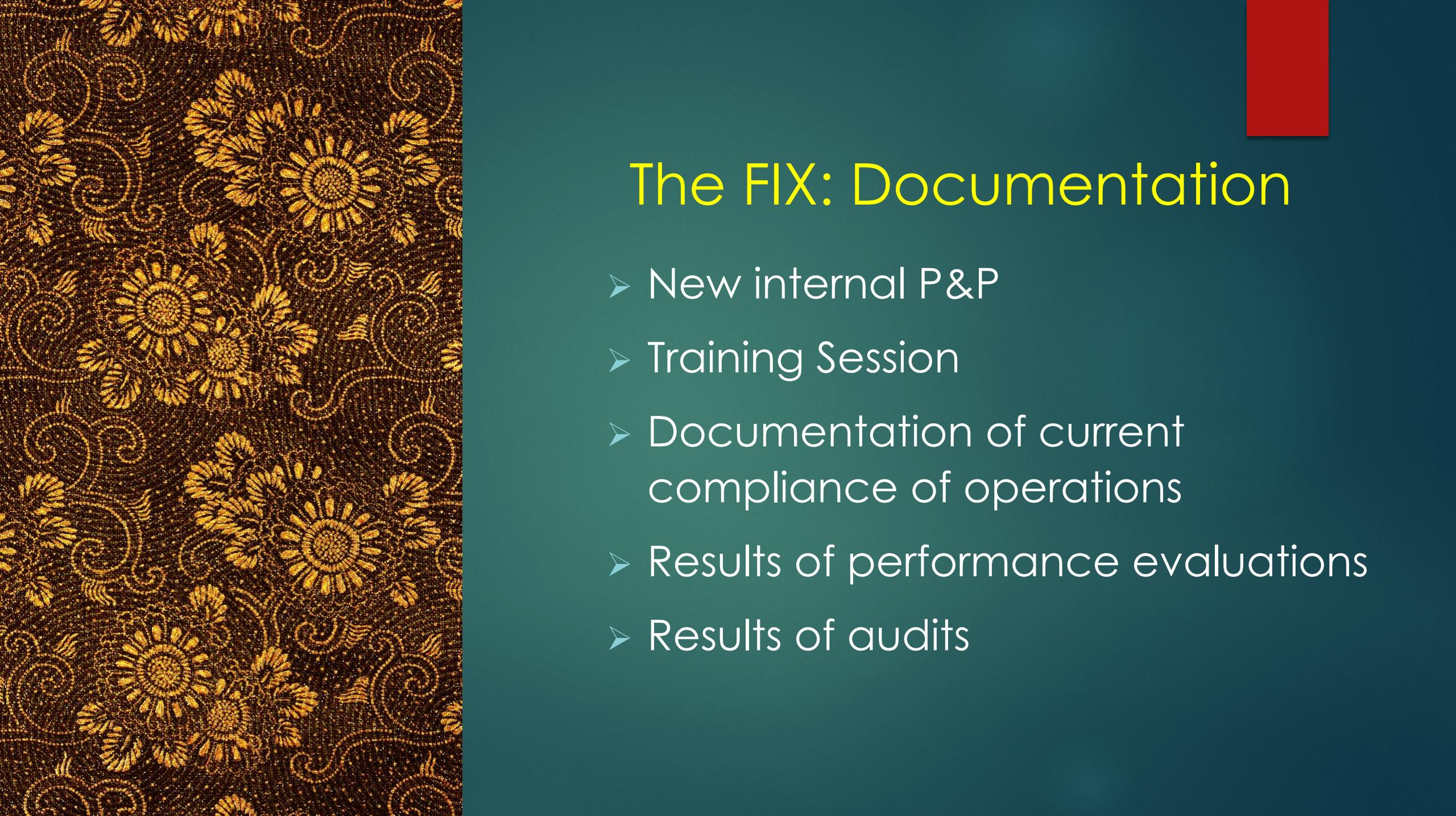
The FIX: Policy

- Updated P&P
- Revised catalog or addendum
- Memo showing distribution of new policy/effective date
- Documentation of implementation of new policy
- Oversight mechanisms to ensure consistent application of new policy

The FIX: Execution

- **Training session**
- **Documentation of current compliance of operations**
- **Results of audits**
- **Results of performance evaluations**



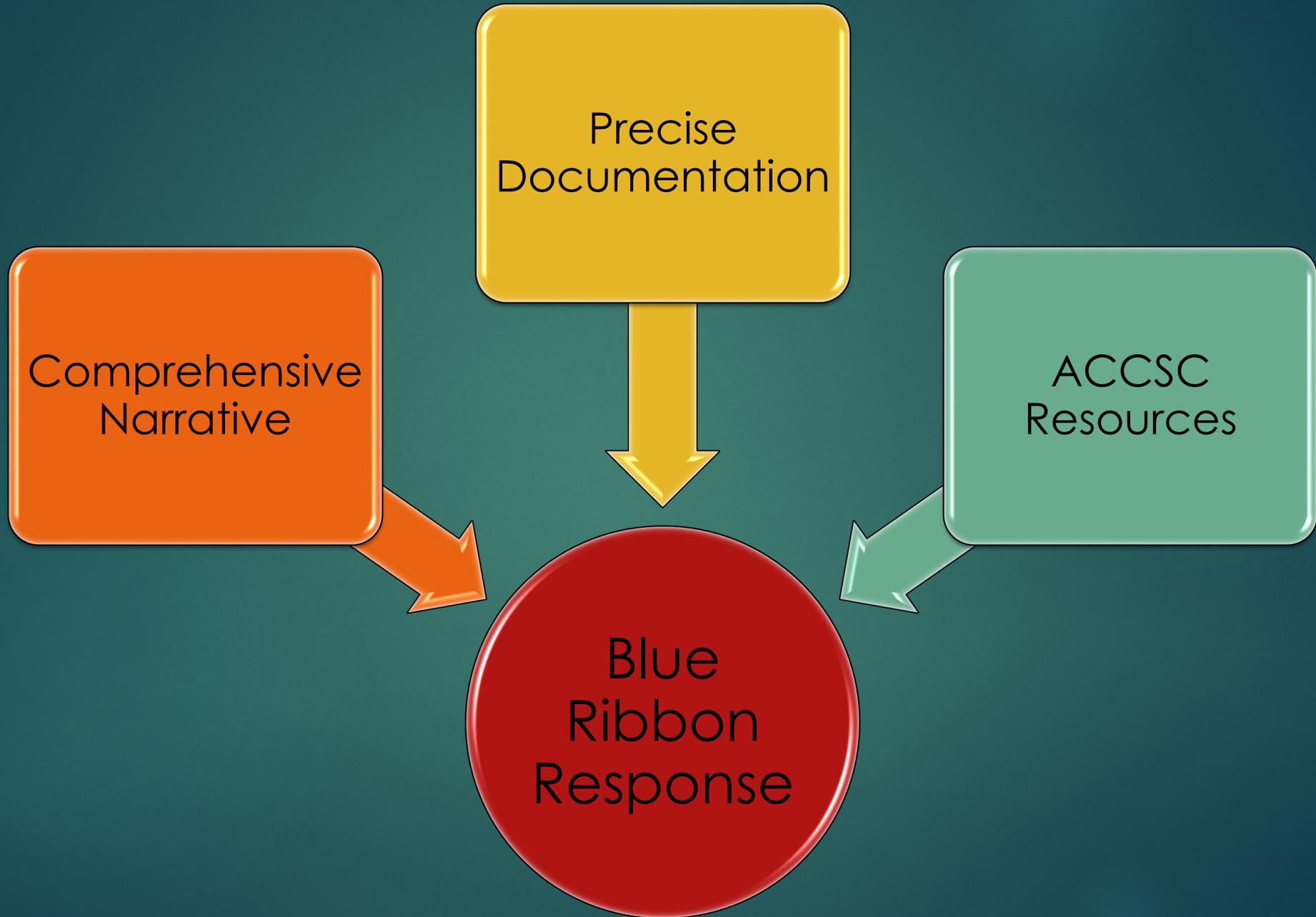


The FIX: Documentation

- New internal P&P
- Training Session
- Documentation of current compliance of operations
- Results of performance evaluations
- Results of audits

The FIX: Management

- Oversight mechanisms
- Results of audits
- Results of performance reviews
- Documentation of current compliance
- Results of metrics assessment



Instructions For Electronic Submission

Compile into one Portable Document Format (“PDF”) file



Prepared using Adobe Acrobat software (version 8.0 or higher) and which has a .pdf extension as part of the file name



Submitted via upload to the School Submission Center

UNIDENTIFIED
OBJECTS IN
LIGHT MOVING
LIGHT WAS A SATELLITE NOT AN
QUENTLY IDENTIFIED AS AT LEAS
S (NFI) ONE WAS A
, MOVING, LIGHTS CROSSED PA
WAS AT AN ALTITUDE OF APP

Remove or redact

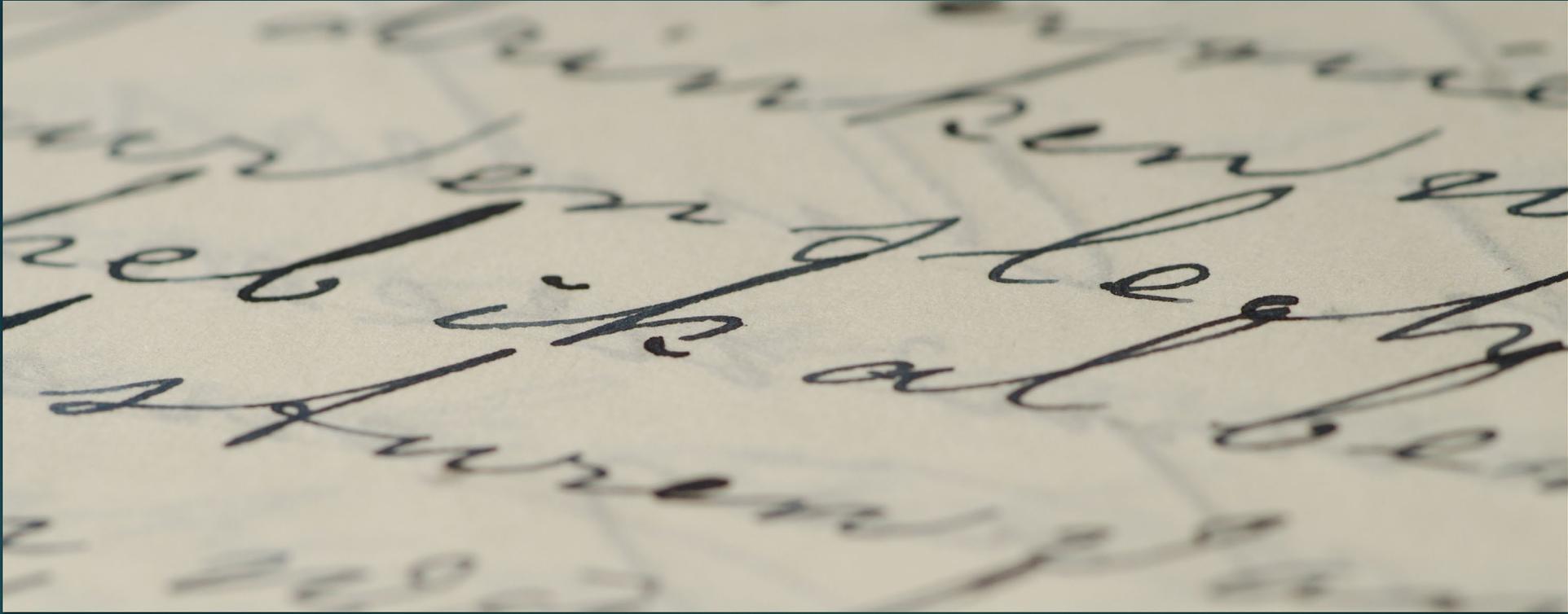
Personal or confidential student or staff information that is not required for the Commission's review (e.g., social security numbers, dates of birth, etc.)

What will happen if
you ask ACCSC
Staff a question?





Reality...!
Just Waiting to be Helpful



Commission Actions

Accredit - Maximum Grants

3

Years Initial

5

Years for Renewal

5

Years for Institutions Accredited
by another Accrediting Agency

6

Years for Institutions Recognized as
an ACCSC School of Excellence

Accredit with Stipulations

Stipulations are generally those questions that can be answered with **documentation** within a relatively short period of time, such as:

- Copy of revised catalog
- Copy of revised advertisement
- Documentation to show implementation of a compliance initiative.

Accredit with Stipulations

All stipulations must be met before a Commission decision to grant renewal of accreditation becomes effective.

Accredit with Reporting

The Commission grants accreditation to a school but requires the submission of an **Interim Report** in order to demonstrate compliance with accrediting standards, such as:

- Outcomes Reporting
- Refund Reporting
- Management Retention Reporting
- Program Advisory Committee Reporting

Deferral

Additional information is required from the school to **demonstrate compliance**.

- Whether the necessary **information** for the Commission to render a decision is lacking
- The extent to which the school can make **significant progress** towards demonstrating compliance within a short period of time

Warning

In cases where the Commission has reason to believe that a school is not in compliance with accreditation standards and other requirements, the Commission may at its discretion, place the school on **Warning**.

A school that receives a **Warning** will be required to demonstrate corrective action and compliance with accrediting standards.

- No substantive changes while the school is under a **Warning**.
- Commission has the discretion to direct the school to notify students of **Warning** status.

Probation

In cases where the Commission has made a determination that a school is out of compliance the Commission may place a school on Probation.

Probation

- ▶ The **Probation** Letter is made public in accordance with *Section X, Rules of Process and Procedure, Standards of Accreditation*.
- ▶ A school subject to a **Probation** must inform current and prospective students in writing that the school has been placed on **Probation**
- ▶ The Commission will not consider substantive changes, a change of location/relocation, or additions to a school or its separate facilities while the school is on **Probation**.

Withdrawal of Accreditation

Following the due process required by these *Rules*, the Commission may withdraw the accreditation of a school any time a school fails to demonstrate compliance with accrediting standards

This action is subject to appeal.



ACCSC

Accrediting Commission of Career Schools and Colleges

Parting Thoughts

Recognize the Deadlines

Upload Application
for Renewal of
Accreditation

May 29, 2024

Upload Self-
Evaluation Report
and Compile
Application Updates

October 8, 2024

Financial Statements
and Sustaining Fees

**June 30, 2024
and
December 31,
2024**

Make a Realistic Plan



Make Staff Assignments



Establish Realistic Deadlines

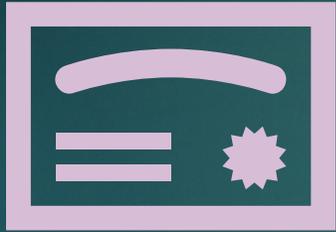


Keep the Work Moving Forward



Take Advantage of Every Opportunity to Show Your Success

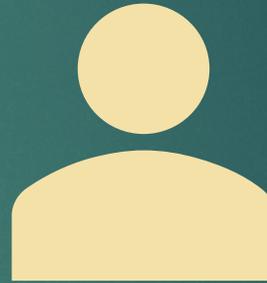
ENGAGE in the Accreditation Process



Reference the
Standards of
Accreditation



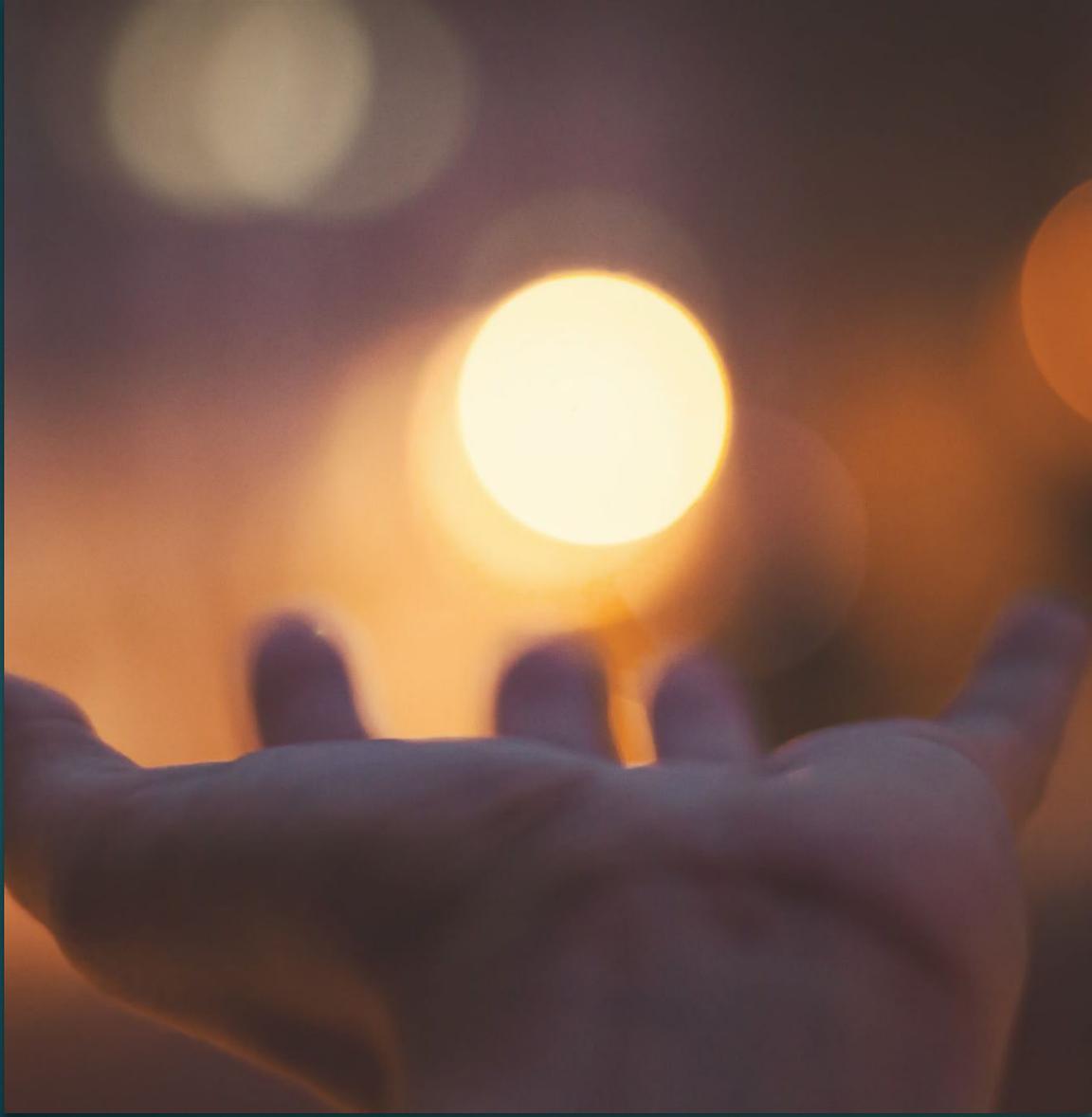
Use ACCSC's
Resources



Contact Your
Designated
Staff Liaison



Be Realistic, Be
Ready



More Than Anything Else

REMEMBER THE GOOD
THAT YOU DO