

**To: Accredited Members and Other Interested Parties**  
**From: DaKenya Douglas, Chair of the Commission and Nominating Committee**  
**Michale S. McComis, Ed.D., Executive Director, ACCSC**  
**Date: July 1, 2024**  
**Re: Call for Nominations to Serve as a Commissioner**

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**ACCSC: Ensuring Quality Education that Enhances Student Success in the Workforce**

**Call for Nominations to Serve as an ACCSC Commissioner**

The Nominating Committee for the Accrediting Commission of Career Schools and Colleges (“ACCSC”) seeks nominations of potential candidates for election and appointment to serve on the ACCSC Board of Directors as a Commissioner. Members of the ACCSC Board of Directors serve as Commissioners in making accreditation decisions and as fiduciaries overseeing the operation of ACCSC as a 501(c)(3) not-for-profit corporation. All Board members are expected to support ACCSC’s mission as stated above.

The ACCSC Nominating Committee is charged with filling the following five (5) upcoming vacancies on the Commission:

- One School Commissioner elected for a two-year term beginning July 1, 2025 and ending June 30, 2027;
- Three School Commissioners each elected for a four-year term beginning July 1, 2025 and ending June 30, 2029; and
- One Public Commissioner appointed for a four-year term beginning July 1, 2025 and ending June 30, 2029.

**Eligibility to Serve as an ACCSC Commissioner**

**School Commissioner Eligibility:**

Specific eligibility requirements for School Commissioners to serve on the Commission are defined in *Section 1.01(d)* of the ACCSC Bylaws as follows:

*School Commissioner. A person who:*

- Is a proprietor, owner, or bona fide executive of a member of the Corporation as described in Section 2.01 hereof that has been accredited by ACCSC for at least five years;*
- Has at least five years of ownership or bona fide executive experience in an ACCSC-accredited school, has participated in at least one full accreditation process with an ACCSC-accredited school, and is active in school operations;*
- Has a past record demonstrating:*
  - A commitment to providing quality education to students;*

2. *A commitment to ethical, fair, and honest practice; and*
3. *Compliance with accrediting standards and applicable federal, state, and local requirements; and*
- iv. *Has been elected or appointed to serve on the Commission pursuant to Section 1.04.*

*The Commission shall not have among its membership more than one (1) School Commissioner affiliated with a single member of the Corporation or multiple members of the Corporation under common ownership and control.*

Specific eligibility requirements for Public Commissioners to serve on the Commission are defined in Section 1.01(c) of the ACCSC Bylaws as follows:

*Public Commissioner.* *A person who:*

- i. *Has experience in industry, government, education (e.g., accreditation, postsecondary, public, private, adult or vocational/career-oriented), or in similar or allied fields;*
- ii. *Is not an employee, member of the governing board, owner, shareholder, or consultant of an institution that is accredited by the Commission, has applied for accreditation by the Commission, or is affiliated with a School Commissioner or any institution or entity which is also affiliated with a School Commissioner;*
- iii. *Is not a member of any trade association or membership organization related to, affiliated with, or associated with ACCSC;*
- iv. *Is not a spouse, parent, child, or sibling of an individual identified in paragraph (ii) or (iii) of this definition; and*
- v. *Has been appointed to serve on the Commission pursuant to Section 1.05 hereof.*

The Nominating Committee in nominating candidates and the Commission in appointing Commissioners will, among other factors, give consideration to:

1. *A nominee's:*
  - a. *Background, level of experience, and knowledge regarding accreditation, postsecondary education, industry, and Board governance;*
  - b. *Affiliation with any school that has lost or been denied accreditation by any accrediting agency, been issued a Warning or Probation by any accrediting agency, entered into bankruptcy, or closed;<sup>1</sup>*
  - c. *Involvement in criminal proceedings and any pending or past action (e.g., investigation, inquiry, etc.) in a judicial, law enforcement, or administrative body; and*
  - d. *Performance and commitment with respect to:*
    - i. *Providing quality education to students;*

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<sup>1</sup> The Nominating Committee may not process a nomination from a candidate whose school (to include any affiliated school within a group) which would be the source of eligibility to serve as a School Commissioner is or within the preceding five years has been subject to an ACCSC-issued Probation or is or within the preceding 12 months has been subject to an ACCSC-issued Warning (see Section 1.09.b.iv of the AACSC Bylaws).

- ii. Ethical, fair, and honest practice; and*
- iii. Compliance with accrediting standards and applicable federal, state, and local requirements;*
- 2. Any comments provided by the Executive Director; and*
- 3. The Commission's goal to achieve a diversity of backgrounds, experiences, and perspectives in order to achieve the purposes of the Corporation.*

### **Election and Appointment Process:**

- The elected School Commissioner seats will be filled through the membership election process (*Section 1.04 (a) of the ACCSC Bylaws*).
- The Public Commissioner seats will be filled through an appointment (*Section 1.05 of the AACSC Bylaws*).

### **Requirements of an ACCSC Commissioner:**

In order to conduct business in an effective manner that is supportive of ACCSC activities and goals, the Commission meets and participates in several activities throughout the year. An annual schedule includes the following:

- Attendance at four (4) four-day meetings per year;
- Attendance at ACCSC's Annual Meeting and Professional Development Conference (3 days);
- Attendance at minimally four (4) conference call meetings, one per quarter (generally 1-2 hours); and
- Committee work in one or more of the Commission's policy areas.

Each Commission meeting requires significant preparation as each Commissioner reads an array of assigned files that contain information garnered through the accreditation process and then contributes to and participates in each accreditation action taken by the Commission. Generally, this can add up to 40-60 hours of preparation per quarter. In addition, each Commissioner is assigned to committee work in areas such as interim monitoring, program review, progress reporting, financial review, and standards review.

Honesty, integrity, impartiality, and good judgement are essential traits to be an ACCSC Commissioner and necessary to ensure that ACCSC meets its mission, conducts its business in accordance with established rules, and makes sound, fair, and consistent accreditation decisions that yield a high level of confidence in ACCSC and the accrediting process. The avoidance of misconduct and conflicts of interest on the part of the Commissioners through informed judgment is indispensable. For this reason, a strict Code of Conduct is required of all Commissioners. Please be advised that ACCSC will conduct a file review regarding the status of a nominee's affiliated school(s) as well as reference and background checks prior to the interview stage.


Serving as a Commissioner for ACCSC requires a strong commitment to vocational and career-oriented education as well as ACCSC's mission and core values. Serving in this capacity also provides an opportunity to:

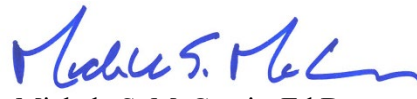
- Help improve institutions and the opportunities for quality education available to students;
- Contribute to the quality of the accreditation process and the ACCSC *Standards of Accreditation*;
- Serve to advance ACCSC's mission; and
- Network with a group of outstanding peers.

If you are interested and eligible to serve as a Commissioner, we hope that you will give serious consideration to submitting a Nomination Form or otherwise to help identify outstanding and qualified candidates to serve on the Commission.

Nominees should submit the Call for Nominations to the Commission Part I & Part II accompanied by a current résumé to the ACCSC office or via e-mail to Michelle Ragland at [mragland@accsc.org](mailto:mragland@accsc.org) by **November 20, 2024**. For any additional information, please feel free to contact Michale S. McComis, Executive Director, at 703.247.4520 or [mccomis@accsc.org](mailto:mccomis@accsc.org).

Thank you in advance for your consideration,

  
DaKenya Douglas  
Chair of the Commission

  
Michale S. McComis, Ed.D  
Executive Director



Accrediting Commission of Career Schools and Colleges

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703.247.4533 fax  
[www.accsc.org](http://www.accsc.org)

**CALL FOR NOMINATIONS**  
**ACCSC COMMISSIONER / BOARD MEMBER**  
Nomination Form–Part I

Nominee Information

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Institution \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
E-Mail \_\_\_\_\_  
Corporation Name \_\_\_\_\_

I am currently a/an (check all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Appeals Panel member         | <input type="checkbox"/> Manager/Executive of an ACCSC-accredited School |
| <input type="checkbox"/> Evaluation Team Member       | <input type="checkbox"/> Former ACCSC Commissioner                       |
| <input type="checkbox"/> ACCSC Committee Member       | <input type="checkbox"/> Former ACCSC Commissioner Applicant/Nominee     |
| <input type="checkbox"/> Other – Please specify _____ |  |

I attest that I have no affiliation with any school that will be represented by a sitting ACCSC Commissioner as of July 1, 2024, and that all information submitted with this nomination is true and accurate to the best of my knowledge & belief. I also understand that if selected to move forward, I will be subject to a criminal background check by ACCSC.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please return this form along with the Nomination Form–Part II and a current résumé **no later than October 1, 2024** to Michelle Ragland via e-mail at [mragland@accsc.org](mailto:mragland@accsc.org)

**CALL FOR NOMINATIONS**  
**ACCSC COMMISSIONER / BOARD MEMBER**  
Nomination Form–Part II

Please provide the following information:

1. Please list all schools with which you are affiliated.<sup>1</sup>

| ACCSC-Accredited Institutions | Other Institutions |
|-------------------------------|--------------------|
|                               |                    |
|                               |                    |
|                               |                    |
|                               |                    |
|                               |                    |

2. Are any of the above-listed institutions currently affiliated with an individual currently serving as an ACCSC Commissioner?
3. Since July 1, 2019, have you been affiliated with any ACCSC-accredited institution that has been placed on Probation?
4. Since July 1, 2023, have you been affiliated with any ACCSC accredited institution that has been placed on Warning?
5. Are any of the above-listed institutions currently operating under a Warning, Show Cause Order, Probation Order, or any other similar status with any accrediting agency or state or federal regulatory agency?
6. Please list your education, work experience and background.<sup>2</sup>
7. Please list your management and leadership experience in postsecondary career-oriented institutions.
8. How do you think your education and experience will support and form your role as an ACCSC Commissioner and Board Member?
9. What motivated you to put forth this nomination to be an ACCSC Commissioner and Board Member?
10. What is your general philosophy regarding accreditation?

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<sup>2</sup> ACCSC will request a copy of official transcripts should the Nominating Committee advance your nomination for election or appointment.

11. Explain how you believe you will have the time to allocate to the significant amount of reading, thinking, and assessment as well as the time to attend all meetings necessary to serve as an ACCSC Commissioner.
12. Have you discussed serving as a Commissioner with your employer and does your employer recognize the time necessary to honor the commitment and support your nomination?
13. What do you think you can contribute to ACCSC and the membership of schools as an ACCSC Commissioner and Board Member?
14. Please provide any other information that you believe supports your nomination.