

To: Accredited Members and Other Interested Parties
From: Michale S. McComis, Ed.D., Executive Director, ACCSC
Date: July 3, 2025
Re: Call for Nominations to the ACCSC Nominating Committee

On behalf of the Accrediting Commission of Career Schools and Colleges (ACCSC) and in accordance with the organization's *Bylaws*, ACCSC seeks the nomination of individuals from its membership of accredited institutions to stand for election to the ACCSC Nominating Committee. The Commission is currently seeking to fill the following vacancies:

- One (1) open seat for a two-year term ending June 30, 2027

The ACCSC Nominating Committee plays an important role in vetting and recommending candidates for appointment and election to serve as an ACCSC Commissioner. Nominating Committee members must have a working knowledge of the ACCSC accreditation standards and process, as well as a sense of the kind of traits and experiences that nominees must possess in order to fulfill the role of Commissioner/Board Member and to best serve the needs of ACCSC and its accredited institutions.

As per the ACCSC *Bylaws*, *Section 1.09 (b)*, the composition, scope, and charge of the Nominating Committee are as follows:

Nominating Committee:

- i. The Nominating Committee shall consist of five (5) persons as follows:*
 - 1. The Chair and Vice Chair of the Commission;*
 - 2. One (1) person appointed by the Chair and confirmed by the Commission from among the following categories: a current member of the Standing Appeals Panel established by the Commission under the Standards of Accreditation, a person who has served as a leader of visiting teams used by the Commission for site visits to accredited institutions, a former School Commissioner or Public Commissioner as defined in Section 1.01, or a representative of the public with special knowledge, interest and expertise in career education and training; and*
 - 3. Two (2) representatives of the members of the Corporation with each one (1) nominated and elected by the members biennially in alternate years in accordance with the voting and election procedures provided in Section 2.07 hereof.*
- ii. The Commission shall inform the members of the Corporation and other interested parties of the vacancies on the Nominating Committee and request the submission of nominations to fill those vacancies. The Commission will review the Nominating Committee nominations received, select those deemed most appropriate to serve, and will put forth for election minimally two nominations for each vacancy to be filled on the Nominating Committee, unless*

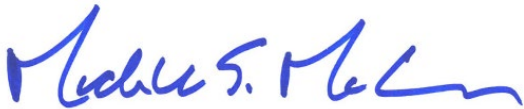
the Commission does not receive a sufficient number of nominations to fulfill this requirement in which case the Commission will put forth as many nominations that are deemed appropriate and as are available.

- iii. *The Nominating Committee shall nominate at least a greater number of candidates than there are vacancies on the Commission and shall report its nominations to the Commission and the members of the Corporation, except as provided in Section 1.08 hereof.*

Individuals interested in standing for election to the ACCSC Nominating Committee should complete the Call for Nomination Form and return it via e-mail to Michelle Ragland at mragland@accsc.org no later than **July 31, 2025**. Minimally, the Commission will select two qualified individuals who are not affiliated with any sitting Commissioner to run for election to fill the two vacant seats on the Nominating Committee. The individual that receives the most votes will be elected to serve the two-year term ending June 30, 2027.

For any additional information please contact Michale S. McComis, Executive Director via e-mail at mccomis@accsc.org.

Thank you,



Michale S. McComis, Ed.D.
Executive Director



Accrediting Commission of Career Schools and Colleges

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703.247.4212
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ACCSC NOMINATING COMMITTEE

Nominee Information:

Name: _____

Title: _____

Institution: _____

Address: _____

City, State, Zip: _____

Phone: _____

E-Mail: _____

Corporation Name: _____

I am a (check all that apply):

☐ Appeals Panel Member

☐ Team Leader

☐ ACCSC Committee Member

☐ Executive/Manager of an ACCSC-accredited School

☐ Former ACCSC Commissioner

☐ Other – Please specify _____

I attest that I have no affiliation with any school represented by a sitting ACCSC Commissioner and that all information submitted with this nomination is true and accurate to the best of my knowledge & belief.

Signature

Date

Nomination Submission Requirements

Please return this form along with the items below in one continuous PDF document to the attention of Michelle Ragland at mragland@accsc.org **no later than July 31, 2025**:

- a. A statement of interest indicating the nominee's qualifications and why the nominee wishes to serve on the Nominating Committee;
- b. A list of all ACCSC-accredited institutions with whom the nominee is affiliated; and
- c. A current résumé.