



Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
703.247.4212
703.247.4533 fax
www.accsc.org

December 23, 2025

ELECTRONIC DELIVERY

██████████
President/Director
Hamrick School
1156 Medina Road
Medina, Ohio 44256

School #M054638
Probation

Dear ██████████

At the November 2025 meeting, the Accrediting Commission of Career Schools and Colleges (“ACCSC” or “the Commission”) considered the Application for Renewal of Accreditation and Student Satisfaction Report submitted by Hamrick School located in Medina, Ohio. Upon review of the September 17, 2025 On-site Evaluation Report (“OER”) and the school’s response to that report, the Commission voted to place Hamrick School on Probation with a subsequent review scheduled for ACCSC’s May 2026 meeting. The reasons for the Commission’s decision are set forth below.

Area of Non-Compliance with Accrediting Standards

Hamrick School failed to demonstrate that the school has adequate management and administrative capacity in place that includes full-time on-site supervision by an individual or team with the appropriate combination of education, experience, and demonstrated ability to lead and manage a postsecondary educational institution in compliance with accrediting standards (*Section I (A)(1)(a), Substantive Standards, Standards of Accreditation*). In interviews during the on-site evaluation, both school owners indicated active involvement in daily operations; however, the on-site evaluation team observed that ██████████, the Assistant School Director/Education Director, appeared to be primarily responsible for the school’s day-to-day management. When asked about operational procedures, compliance standards, or documentation, both owners consistently redirected inquiries to ██████████, indicating limited direct engagement with these aspects of school management. The team also observed that school staff relied on what appeared to be outdated and inefficient processes which further appeared to hinder their ability to operate the school consistently in compliance with accrediting standards.

In response to the team’s finding in this regard, the school Assistant School Director/Education Director ██████████ shared the on-site evaluation team’s concerns and brought forth issues about the adequacy of the school’s administrative capacity. The response, written by ██████████, states that “[a]fter over four years of employment at Hamrick School as the Assistant School Director, it is not clear that administration has demonstrated the ability the lead a post-secondary educational institution” (October 17, 2025 Hamrick School Response, pg. 16). The response indicates that staff serve multiple roles with lack of support from school ownership. The response cites limited engagement from the owners with a focus on admissions and economics rather than students and education and indicates student and employee concerns related to “outdated training equipment, facilities not maintained to proper standards, instructor effectiveness” without owner consideration (*Id.*, pg. 16-17). Page 16 of the response specifically states, “Hamrick School employees and students take many of their issues to the Education Director who has taken on the role of attempting to basically protect students from the whims of ownership.” Regarding staffing, the response indicates that school staff are reactive rather than proactive in terms of education and student needs because of staff serving multiple roles. For example, Career Services staff have duties related to registration, and the training manager serves as an instructor while being responsible for the training yard and road simultaneously. The Commission found that the inadequacy of the school’s management and administrative

capacity as expressed in the on-site evaluation report and the school's response appears to have had an institution-wide impact on the school as are expressed below.

For starters, the school has not demonstrated its ability to ensure that all submissions and notifications to the Commission are organized and prepared in accordance with any specific instructions issued by the Commission (*Section I (H)(1) Rules of Process and Procedure, Standards of Accreditation*). As part of the accreditation renewal process, the school submitted a Self-Evaluation Report ("SER") that omitted information in more than 23 required areas. These omissions contributed to inconsistencies and confusion during the on-site review, as the team encountered difficulties reconciling the information provided with what had been requested. In response to the OER, Hamrick School stated the following regarding lack of support, assistance, and resources by school ownership:

As with all correspondence with ACCSC and all other regulatory bodies governing Hamrick School, one individual is responsible for the renewal of accreditation and the self-evaluation report: The Assistant School Director/Education Director. While this is a monumental and unreasonable task to put on one individual even if they had the time, the reality is that the Assistant School Director was not given adequate time or any help in preparing the Self-Evaluation report. It is virtually impossible for one individual to complete that obligation along with meeting the daily challenges and obligations that come with essentially running a school. Though the Assistant School Director/Education Director voiced concern over his inability to devote proper time to that report, there were no accommodations made [by the school's owners] to ensure that he was given ample time to complete the report.

These omissions were not done out of a lack of care or attention, but simply due to the fact that the lone individual responsible for the report was not given adequate time by the school. It is not a complicated explanation. One individual – with multiple essential responsibilities – will not be able to complete such a task sufficiently without accommodation to do so (Id., pg. 20).

Although the school re-submitted the SER in response to the OER, the previously omitted areas remain incomplete. While the on-site evaluation team was able to complete a review during their time at the school, the Commission found that Hamrick School did not demonstrate that all submissions and notifications to the Commission were organized and prepared in accordance with specific instructions issued by the Commission or that all information submitted for Commission consideration was submitted within required time. This has made the work and efforts of both the on-site evaluation team and the Commission more difficult and challenged the thoroughness of ACCSC's accreditation process.

The Commission's self-evaluation process (i.e., the SER) provides an assessment of the entire school, conducted by faculty and students, as well as by the school administration. The self-evaluation process should involve the entire school and provide an opportunity for the staff and faculty of the school, whether it is a small, highly specialized school or a large, departmentalized school, to examine itself and to draft findings and recommendations for its own action. Improvements within a school should be due primarily to its internal efforts rather than to an on-site evaluation by an outside team. The process of self-evaluation is a required element of the accreditation process and is expected to be a significant and ongoing experience. The Commission has an expectation that each school will incorporate the self-evaluation process as a permanent part of its operations (*Section II (B) Rules of Process and Procedure, Standards of Accreditation*).

So, not only was the SER incomplete, based on the response to the OER, Hamrick School has not made the self-evaluation process itself a significant and ongoing experience or involved the entire school. The failure of the school to complete the SER in the original timeframe or in response to the OER reflects poorly on the school's ownership and management. The assessment by [REDACTED] that he is the only individual capable of completing the SER but was unable to do so based on lack of support and time constraints shows lack of ownership support and failure of an individual or team to lead and manage a postsecondary educational institution in compliance with accrediting standards.

The OER requested that Hamrick School include an organizational chart as part of the school's response. Although the school submitted an organizational chart, the response states that "it does not appear that Hamrick School possesses any updated formal job descriptions for those responsible for school administration" (*Id.*, pg. 19). The Commission also noted that the organizational chart does not specify an individual responsible for admissions. According to the response,

*On paper, the managers consist of the School Director, School Vice-President (also Head of Admissions), Assistant Director/Education Director, Training Manager, and Garage Manager. The School Director has very little involvement in the actual daily operations of the school. The majority of her four hour workday is spent in her office. The majority of her interaction is with the school's admissions representative. This interaction consists of her giving lists of students for the admissions agent to call. The majority of these calls are based upon student interest submitted through the website. However, as Head of Admissions, she is not a licensed agent through the Ohio Board of Career Colleges and Schools (a requirement to act in this capacity in the state of Ohio.) In addition, she has not ever taken an admissions appointment nor has she called or responded to a potential student (*Id.*, pg. 18).*

It is unclear if the response refers to the Head of Admissions as [REDACTED], listed as the President and School Director on the organizational chart, or [REDACTED], Vice-President and Financial Aid Administrator. Regardless, the Commission is interested in learning if the school is in compliance with the Ohio State Board of Career Colleges and Schools.

As part of the response, the school provided its policies consisting of an Americans with Disabilities Act ("ADA") policy; an admissions policy; documentation retention policy; policy on drug test failures; sexual harassment policy; and practice training policy. The Commission found that the response does not include policies related to financial aid, attendance, and career and student services.

Based on the narrative response and the lack of formal job descriptions, the Commission found that it does not appear that Hamrick School has sufficient management in place with the appropriate combination of education, experience, and demonstrated ability to lead and manage a postsecondary educational institution in compliance with accrediting standards. It appears that staff serve multiple roles, and this may be detrimental in providing students with the proper educational experience and ensuring that the school is attentive to its students' needs.

Lastly, *Section I (H)(4) Rules of Process and Procedure, Standards of Accreditation* states that all information submitted for Commission consideration must be certified as true and correct by the highest-ranking official at the school. Given that the response starts with a cover sheet and certification¹ from the

¹ The response contains a certification signed by the Assistant School Director/Education Director, but this individual is not the highest ranking official, and the certification is only specifically related to the graduation and employment information (pg 3 of the school's response).

Assistant School Director/Education Director and alleges that the school's ownership is not adequately managing the school and providing the necessary resources, the Commission is interested in ensuring that a) the school's ownership is aware of this letter, b) is involved in the response to the Commission, and c) that the school's response to this Probation includes a certification as true and correct by the highest ranking staff member at the school and by the school's controlling owner(s).

Based on the foregoing, the Commission directs the school to submit the following:

- a. An Organizational Chart listing all positions and names of personnel for each position to include the individual responsible for admissions;
- b. A Staff Personnel Report² for each manager and administrator listed above;
- c. Documentation of qualifications for all key management-level staff to demonstrate experience and ability to manage a school in compliance with accrediting standards;
- d. For each operational area below, explain how this area is managed and all staff who are responsible for providing these support services to students:
 - Admissions;
 - Billing;
 - Financial Aid;
 - LRS Orientation/Assistance/Maintenance;
 - Academic Advising;
 - Student Services;
 - Student Records/Grades/SAP; and
 - Career Services/Employment Assistance;
- e. A justification as to how the management structure and administrative capacity are adequate to support the school's operations, student services, and educational programs;
- f. A justification that the ownership and controlling entity are sufficiently qualified to operate Hamrick School in compliance with ACCSC accrediting requirements taking into account the number and scope of the findings contained in this letter;
- g. An explanation of the school's process for developing, reviewing, and updating the school's administrative and operational policies and procedures;
- h. A copy of the school's administrative and operational policies and procedures documents to include information as to when the school last updated information for each document;
- i. Documentation to demonstrate that staff whose primary responsibilities include recruiting and admissions activities are licensed in compliance with the Ohio State Board of Career Colleges and Schools; and
- j. Any additional information that the school believes will be useful to the Commission in making a determination regarding the school's compliance with ACCSC's requirements in ensuring that the

² Available for download on the ACCSC website at: <https://www.accsc.org/SchoolPersonnelReport>

school has sufficient managers and administrative employees in place to manage and support school operations.

Additional Areas of On-Going Concern

1. Hamrick School must demonstrate successful student achievement by maintaining acceptable rates of student graduation and employment in the career field for which the school provided education (*Section VII (B)(2)(b), Substantive Standards, Standards of Accreditation*). In its 2024 ACCSC Annual Report using a July 2024 Report Date on the Graduation and Employment Charts, Hamrick School reported employment rates in the 4-month 600 Master Truck Driver Training (Certificate), 2-month Advanced Truck Driver Training (Certificate), and 3-month Advanced Truck Driver Training programs that fell below ACCSC’s benchmark rates. In response to the September 17, 2025 OER in this regard, the school provided summary information of student starts and employment information but the response omits Graduation and Employment Charts. In reviewing the summary rosters, the Commission found that the school submitted incomplete employment information. Specifically, while Hamrick School’s employment rosters show the graduate ID, program name, start dates, graduation dates, and employer names, the information provided does not include employer addresses and contact information, dates of initial employment, descriptive job titles and responsibilities, or source of employment verification.

In addition, between the three programs, the school listed 25 graduates in the “Unavailable for Employment” category. For 23 of these 25 graduates, the school shows the reason for placing students in this category as “Did not pass licensure test; Does not want to pursue vocation” or “Does not want to pursue vocation.” The Commission reminds Hamrick School that the only allowable reasons for classifying a graduate as Graduates – Unavailable for Employment are: death, incarceration, active military service, the onset of a medical condition that prevents employment, or international students who are enrolled on the basis of a student or work visa and are ineligible for sustainable employment in the United States post graduation. The response does not contain any further information to show that these graduates fall into any one of those categories.

Given that the response is missing the Graduation and Employment Charts and complete employment information and the school may be using the Unavailable for Employment category incorrectly, Hamrick School must submit further information to demonstrate successful student achievement. Based on the foregoing, the Commission directs the school to submit the following:

- a. Graduation and Employment Charts for the 4-month 600 Master Truck Driver Training (Certificate); 2-month Advanced Truck Driver Training (Certificate); and 3-month Advanced Truck Driver Training (Certificate) programs using a **July 2025 Report Date**.
- b. Summary information for each Graduation and Employment Chart organized according to the corresponding **cohort start date** reported on the chart (line #1) as follows:
 - i. For each student who started in the program, provide the following (sample text):

Count	Student ID	Program	Start Date	Graduation Date	Withdrawal/Termination Date
1	12345	600 Master Truck Driver Training	1/5/2024	4/30/2024	N/A
2	12346	600 Master Truck Driver Training	1/5/2024	N/A	2/15/2024

- ii. For each student classified as “Unavailable for Graduation” (line #6), provide the following:

Count	Student ID	Program	Start Date	Reason Unavailable	Description of the Documentation on File
1					

iii. Supporting and verifiable documentation for each student in (ii.) above to include minimally, external documentation such as military orders, letter from physician/doctor, death notice/obituary, public record of incarceration.

iv. For each graduate classified as employed in the field³ (line #14), provide the following:

Count	Graduate ID	Program	Start Date	Grad. Date	Employer, Contact, Address, & Ph. #	Date of Initial Employ.	Descriptive Job Title and Responsibilities	Source of Verification (i.e., graduate or employer)
1								

v. From the list in (iv.) above, for each graduate classified as employed in a training related field, that is “self-employed,” provide the following:

Count	Graduate ID	Program	Start Date	Graduation Date	Description of the Documentation on File
1					

vi. From the list in (iv.) above, for each graduate classified as employed in a training related field, that is “Career Advancement,” provide the following:

Count	Graduate ID	Program	Start Date	Graduation Date	Description of the Documentation on File
1					

vii. For each graduate classified as “Graduates-Further Education” (line #11) or “Graduates-Unavailable for Employment” (line #12), provide the following:

Count	Graduate ID	Program	Start Date	Classification on the G&E Chart	Reason	Description of the Documentation on File
1						

viii. Supporting and verifiable documentation for any graduate classified in (vii.) to include, minimally, external documentation such as transcripts/enrollment agreements for “Graduates-Further Education” and military orders, letter from physician/doctor, death notice/obituary, public record of incarceration, etc. for “Graduates-Unavailable for Employment.”

- c. For any program that has a reported rate of student graduation and/or graduate employment that is below the ACCSC benchmark, provide:
 - i. An assessment of the factors impacting the rates of student achievement;
 - ii. A description of the strategies implemented by the school and how the strategies are designed to target the factors identified in the assessment described above, and
 - iii. A description of the methods the school is using to measure the effectiveness of those strategies.
- d. Any additional information, to include contemporaneous retention, graduation, or employment data, that the school believes will be useful to the Commission in determining the school’s compliance with ACCSC’s student achievement outcomes requirements.

³ See Appendix VII – Guidelines for Employment Classification, Standards of Accreditation.

2. Hamrick School must demonstrate that the school supports student achievement rates through the school’s verifiable records and documentation of initial employment of its graduates (*Section VII (B)(4), Substantive Standards and Appendix VII, Standards of Accreditation*). During the on-site evaluation, the school submitted employment verification forms that lack graduation dates, making it difficult for the review team to determine whether employment was verified before or after graduation. Additionally, Career Services was unable to confirm a defined timeframe for assessing sustainable graduate employment, and the school did not provide written policies or procedures outlining the employment verification process. In addition, the team reviewed at least four employment records where verification appeared to rely solely on verbal confirmation from the student rather than both the employer and graduate. Interviews further revealed that Career Services staff were unaware of the documentation requirements for classification of a graduate as employed in the field who falls under the Career Support/Advancement provision of the *Guidelines for Employment Classification*.

In response to the OER, Hamrick School submitted its Career Services Policies for Verification. The school’s policy includes the statement “Career Services working file can be shredded and the name on the Verify list can be deleted” (Id., pg. 248). Although it is unclear if the working file differs from the finalized employment verification documentation, the Commission reminds Hamrick School that schools must maintain verifiable records of each graduate’s initial employment for five years per *Section VI (C)(2), Substantive Standards, Standards of Accreditation*. In addition, the Commission found that the policy does not include information about graduates who fall under the Career Support/Advancement provision of the *Guidelines for Employment Classification*.

The school also included employment verification documentation for recent graduates who gained employment in the career field for which the school provided education. The employment verification form for “244 Day” program student #13836 shows the initial hire date as August 22, 2019, several years before the student started at Hamrick School. The Commission reminds the school that per ACCSC’s *Guidelines for Employment Classification*, students that are already employed in the field of study at the time of graduation⁴ 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.

The form provided by the school does not include this written documentation.

In reviewing the employment verification documentation, the Commission noted that many forms include written notes by Career Services personnel attesting to receiving verbal employment information by the employee/employer. Per the *Guidelines for Employment Classification*, in cases where a school can show diligent efforts have been made to secure such written documentation without success, the school must maintain documentation of verbal verification that includes the following:

⁴ 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).

1. The graduate’s and employer’s name and contact information;
2. An attestation by school staff confirming the verbal employment verification with the employer and the date of verification; and
3. An attestation by school staff confirming the verbal employment verification with the graduate and the date of verification.

The school’s verification forms do not include all of these components.

In addition, the Commission found that Hamrick School reported Advanced Truck Driver Training-Day program graduate [REDACTED] as a General Inspector. The “Student Self-Verification” form shows the job duties as inspecting pipe. The response does not contain any further information to show that this student gained employment in the truck driving field.

Based on the aforementioned questions regarding the school’s employment verification policy and incomplete documentation provided, the Commission directs Hamrick School to submit the following:

- a. An updated description of the school’s process and procedures for recording and verifying graduate employment. Please include information as to how the school documents graduates classified as “Career Support/Advancement”;
- b. A copy of the current verification form or other tool the school is currently utilizing to verify employment;
- c. For up to 10 graduates whose in-field employment was verified since the school’s response to the September 17, 2025 OER, provide the following information (sample text):

Count	Graduate ID	Program	Start Date	Graduation Date	Employer, Contact, Address & Phone #	Date of Initial Employ.	Date Employment Verified	Descriptive Job Title	Job Duties
1	12345	Advanced Truck Driver Training	9/1/25	10/15/25	ML Driving, John Smith, 123 Main St., Akron, OH 330.333.1234	11/1/25	12/1/25	Truck Driver	Transport goods using heavy vehicles, securing cargo, performing pre/post-trip inspections
2	12346	Advanced Truck Driver Training	9/1/25	10/15/25	123 Trucking Company, Chris Jones 123 1 st Ave., Medina, OH 330.444.5678	11/1/25	12/15/25	Truck Driver	Transport goods using heavy vehicles, securing cargo, performing pre/post-trip inspections

- d. The following supplementary information for each graduate identified in the chart above:
 - i. A copy of the school’s completed verification form for each graduate employed;

- ii. For each graduate classified as self-employed, provide a signed statement from the graduate verifying that the employment is valid, 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
 - In cases where licensure is required for employment, an attestation that such licensure has been achieved;
 - iii. For each graduate classified as “career advancement,” provide supporting and verifiable documentation for each graduate to include a signed statement from the graduate or employer acknowledging that the training allowed the graduate to maintain the employment position due to the training provided by the school or that the training supported the graduate’s ability to be eligible or qualified for advancement due to the training provided by the school; and
 - iv. For any of the above forms that include typed signatures, provide corresponding materials to support the validity of the electronic signature (DocuSign, Adobe Digital ID, email submission of form, etc.); and
 - e. Any additional information that the school believes will assist the Commission in determining the school’s compliance with accrediting standards regarding employment verification.
3. Hamrick School must demonstrate compliance with accrediting standards relative to the Program Advisory Committee (“PAC”) in the following areas:
- a. The school must demonstrate that the school’s program evaluation process is comprehensive and uses input from internal and external sources (*Section II (A)(4)(b) & Appendix III, Substantive Standards, Standards of Accreditation*).
 - b. The school must demonstrate that the school’s PAC review and comment activities include discussion of equipment, facilities, and graduation and employment rates (*Section II (A)(4)(b) & Appendix III (2)(c)(i-ii), Substantive Standards, Standards of Accreditation*). The documentation provided for the 2025 PAC meeting does not include a discussion of facilities, equipment, or graduation and employment rates.
 - c. The school must demonstrate that written and detailed minutes of each meeting must include the location of the meeting (*Section II (A)(4)(b) & Appendix III (2)(b)(ii), Substantive Standards, Standards of Accreditation*).
 - d. The school must demonstrate that the school’s program evaluation process includes evidence that it gives consideration to the input received from the sources which are part of its program evaluation process (*Section II (A)(4)(c) & Appendix III, Substantive Standards, Standards of Accreditation*).

In response to the OER, Hamrick School included meeting minutes and completed questionnaires from an October 11, 2023 PAC meeting and an agenda and completed questionnaires from an April 29, 2025 PAC meeting. Although the response does not include a narrative, based on the minutes provided, it does not appear that the school conducted a PAC meeting in 2024.

Regarding the 2025 meeting, the school included a sign-in sheet signed by industry representatives and school staff. The meeting agenda lists sign-in at 12:00 PM, lunch/discussion from 12:15-1:30, 1:30-1:45 for questionnaire completion, and the closing of the meeting at 1:45. While the agenda shows the school name and address, it is not clear if the meeting occurred at the school or at a different location. Instead of meeting minutes, the school provided questionnaires completed by the industry representatives. The questionnaire includes a series of yes/no questions in areas such as program objectives; structure and length; outlines, texts, and teaching materials; and industry standards. Although the questionnaire may be helpful in the school's program evaluation process, the written responses do not constitute meeting minutes. Specifically, the response does not show a comprehensive and clear description of the review of and commentary made by the school representatives and the Program Advisory Committee members. In addition, while the questionnaire includes space for PAC members to include comments with about half of the members submitting some type of written response, the questionnaire does not show commentary as to the appropriateness and adequacy of the program objectives and length; curriculum content; learning resources; equipment; and facilities or discussion of student graduation, graduate employment, and state licensure examination outcomes.

Overall:

- The on-site evaluation team found that the school did not provide documentation of a PAC meeting for 2024 and the documentation for the 2025 PAC meeting does not include a comprehensive description of PAC member input;
- The documentation provided for the 2025 PAC meeting does not include a discussion of facilities, equipment, or graduation and employment rates;
- The 2025 PAC meeting minutes do not include a location of the meeting; and
- The on-site evaluation team found that it did not appear that the documentation provided for the 2025 PAC meeting included consideration given to PAC member input, and the school's response did not show consideration as well.

Based on the foregoing, the Commission directs Hamrick School to provide the following:

- a. Written and detailed minutes for all the PAC meetings held since April 29, 2025 that include:
 - i. A description of all members in attendance (i.e., titles and affiliations);
 - ii. An annotation as to which members represent the employment community and/or practitioners from the program area;
 - iii. The date, time and location of the PAC meeting;
 - iv. A comprehensive and clear description of the review of and commentary made by PAC members in compliance with *Section II (A)(4)(b), Substantive Standards & Appendix III, Standards of Accreditation*. PAC review and comment activities must include all items outlined in *Appendix III, Standards of Accreditation*);
 - v. If the PAC meeting is not held at the physical campus of the school, evidence that the school provided a sufficiently detailed description and virtual tour of the equipment and facilities representing current conditions at the school;
 - vi. A detailed record of PAC commentary and review including, but not limited to, student graduation, graduate employment, and state licensing examination outcomes of each program;

- vii. Evidence to show that the school gives consideration to the recommendation from the PAC;
and
 - b. Any additional information that the school believes will assist the Commission in determining the school’s compliance with ACCSC’s requirements in this regard.
4. Hamrick School must demonstrate that current faculty teaching technical and occupationally related courses in non-degree programs have a minimum of three years of related practical work experience in the subject areas taught (*Section III (B)(5), Substantive Standards, Standards of Accreditation*). In addition, Hamrick School must verify prior work experience of all faculty members to demonstrate compliance with applicable *Standards of Accreditation (Section III (A)(4), Substantive Standards, Standards of Accreditation)*. During the on-site evaluation, the school was unable to provide documentation of verified past work experience for 4 of 6 current faculty in order to document that all faculty members possess the appropriate years of related practical work experience in the subject area taught. In response to the OER, the school stated the following:

Hamrick School is in the midst of creating a policy for verifying prior work experience. It does not appear that Hamrick School has ever had a written policy in regard to verifying work experience for instructors. It is likely that the verification process will involve using a third-party servicer (Id., pg. 26).

The school also provided a faculty roster. Despite the foregoing, Hamrick School did not provide evidence to show that the school has verified that all faculty members possess a minimum of three years of related practical work experience in the subject areas taught.

Based on the foregoing, the Commission directs Hamrick School to submit the following:

- a. The school’s policy for verifying faculty prior work experience;
 - b. A list of all current faculty members;
 - c. Documentation to demonstrate that all faculty members listed in item (b.) possess a minimum of three years of related practical work experience in the subject areas taught; and
 - d. Any additional information that the school believes will assist the Commission in determining the school’s compliance with accreditation standards.
5. Hamrick School must demonstrate that the school discloses, minimally, the graduation rate, graduate employment rate, and as applicable licensure/certification examination pass rate for each program offered as reported to the Commission in the school’s most recent Annual Report (*Section IV (C)(3), Substantive Standards, Standards of Accreditation*). Upon review of [the school’s website](#), the Commission found that the graduation, employment, and licensing examination statistics reflect those from the 2020 ACCSC Annual Report. Therefore, the school must provide updated disclosure information to ensure that all rates match those reported to the Commission in the 2025 Annual Report.⁵

⁵ The school may also disclose updated student achievement rates so long as those rates have also been reported to ACCSC in conjunction with monitoring or Reporting requirements directed by the Commission (e.g., Probation action, Outcomes Reporting, etc.).

PROBATION REQUIREMENTS:

In cases where the Commission has made a determination that a school is out of compliance with one or more accreditation standards or other requirements, the Commission will place a school on Probation. A school subject to a Probation must demonstrate corrective action and compliance with accrediting standards. **Failure of the school to demonstrate compliance with accrediting standards or other accrediting requirements by the due date set forth herein may result in a revocation of accreditation action.**

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 on Probation. However, a school that is subject to Probation may seek the Commission’s approval for the transfer of accreditation that would result from a change of ownership as described in *Section IV, Rules of Process and Procedure, Standards of Accreditation (Section VII (L)(6) Rules of Process and Procedure, Standards of Accreditation)*.

In accordance with *Section X, Rules of Process and Procedure, Standards of Accreditation*, the reasons for the Probation is made public and provided to the U.S. Department of Education, appropriate State agencies, and appropriate accrediting agencies.

Teach-Out Plan Requirement:

Given the serious nature of the issues outlined herein, the Commission directs the school to provide an [Institutional Teach Out Plan Approval Form](#), **which must be submitted as part of the response for the items listed above.**

MAXIMUM TIMEFRAME TO ACHIEVE COMPLIANCE:

According to *Section VII (N), Rules of Process and Procedures, Standards of Accreditation*, when the Commission has found an area in which a school is out of compliance with accreditation standards or requirements, the Commission will provide the institution with a written timeline as set forth in the Commission’s notification for coming into compliance that is reasonable based on the nature of the finding, the current period of review, the school’s stated mission, and the educational objectives of the institution. *Section VII (N)(2), Rules of Process and Procedures, Standards of Accreditation* states that the maximum allotted time frame, together with the time for the Commission’s decision, will not exceed the lesser of 150% of the length of the longest program offered at the school or three years unless there is good cause to extend the maximum time frame for achieving compliance. Hamrick’s longest program is four (4) months. Given the nature of the finding of noncompliance, the maximum timeframe allowed for Hamrick School to achieve compliance, including the time for the Commission’s decision, begins as of the date of this letter and ends on June 22, 2026. Thus, if the school does not demonstrate via the response due on or before March 17, 2026, that the school has remedied the area of noncompliance established above, the Commission may take action to withdraw the school’s accreditation unless there is good cause to extend the period for the school to achieve compliance.

Notification to Students:

Within **seven days** of receipt of the Probation notification and for the duration of that action, the school must:

- a. Inform current and prospective students in writing that the school has been placed on Probation and provide such notice on the school’s website;

- b. Provide a summary that accurately describes the reasons for the Probation; and
- c. Provide the uniform resource locator (URL) where that action can be obtained from the Commission’s website.

The school must **within seven days** inform current and prospective students in writing that the school has been placed on Probation, provide a summary of the reasons for the Probation, and indicate where that action can be obtained from the Commission’s website. (*Section VII (L)(7) Rules of Process and Procedure, Standards of Accreditation*). **The school must upload a copy of the notice provided to students to ACCSC’s College 360 Database (directions below) by January 5, 2026.**

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.

Hamrick School 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.⁶ 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. In addition, the Commission assesses a \$1,000 processing fee for Probation Orders.

Hamrick School 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 College 360 DMS Submissions 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.

In summary, the school’s response is to include the following:

- **The school’s response to the substantive items included in this letter**
- **A copy of the notice provided to students of this Probation to ACCSC’s College 360 School Submission Portal uploaded no later than January 5, 2026;**

⁶ ACCSC has resources for submitting a well-documented and organized response for Commission consideration. As a reminder *Section I (H)(1) Rules of Process and Procedure, Standards of Accreditation*, states that all submissions and notifications must be organized as required by the *ACCSC Instructions for Electronic Submission*. More information is available on the [ACCSC website](#) under [Resources](#) and [Forms and Reports](#).

- A certification attesting to the accuracy of the information signed by the highest-ranking staff official and the school’s controlling owner(s);
- A \$1,000 Processing Fee; and
- An [Institutional Teach Out Plan Approval Form](#).

The response must be uploaded to the College360 School Submission Portal no later than March 17, 2026. If items annotated above are not received in the Commission’s office **on or before March 17, 2026.** 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.

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

[REDACTED]

Michale S. McComis, Ed.D.
Executive Director

c: [REDACTED]