

December 18, 2025

**ELECTRONIC DELIVERY**

██████████  
President  
Professional Technical Institution  
Calle Comercio Final Km.20.5 Bo. La Aldea  
Bayamon, Puerto Rico 00959

**School #M067313**  
**Probation**

Dear ██████████:

At the November 2025 meeting, the Accrediting Commission of Career Schools and Colleges (“ACCSC” or “the Commission”) considered the matter of delinquent fees and reports regarding Professional Technical Institution (“PTI”) located in Bayamon, Puerto Rico. Upon review of the record as described below, the Commission voted to place PTI on **Probation** with a subsequent review scheduled for ACCSC’s **February 2026** meeting. The reasons for the Commission’s decision are set forth below.

PTI has failed to demonstrate fundamental eligibility criteria for ACCSC accreditation as the school has failed to fulfill all process requirements and pay all required fees (*Section I (G)(2)(c&e), Rules of Process and Procedure, Standards of Accreditation*). Failure to provide reports and fees to the Commission may result in an action taken by the Commission consistent with *Section VII of the Rules of Process and Procedure (Section I (H)(5) and Section I (J), Rules of Process and Procedure, Standards of Accreditation)*.

PTI has not submitted the late fee for the Fiscal Year 2024 and 2023 Audited Financial Statements, Fiscal Year 2025 sustaining fee, Fiscal Year 2025 Annual Report Processing Fee, other late payment fees, On-site Evaluation fee, or Application for Renewal of Accreditation fee. Below is a description of the record reviewed by the Commission.

- On March 27, 2025, ACCSC staff emailed PTI invoice #4632 to remind the school that Fiscal Year 2025 Sustaining fee, Fiscal Year 2025 Annual Report Processing Fee are due along with a Late Fee and instructed the school to remit payment according to terms of the invoice. The school replied to confirm receipt of ACCSC’s email on March 27, 2025.
- On April 30, 2025, ACCSC staff emailed the school indicating that the payment was not received.
- On June 5, 2025, ACCSC staff emailed the school indicating that the payment is 60 days past due with a new due date of June 26, 2025.
- Via email on July 3, 2025, ACCSC staff requested an update on the Fiscal Year 2025 sustaining fees, Annual Report Processing fee and late fee (Invoice #4632); the late fee for Fiscal Year 2024 audited financial statements (Invoice #4917); and the Renewal of Accreditation Application Fee in the amount of ██████████
- On August 7, 2025, after speaking with the school, ACCSC staff sent the school an email with invoices (#4632 and #4917) for the outstanding items.
- ACCSC’s August 18, 2025 acknowledgement letter for PTI’s renewal application notified the school that the required On-site Evaluation Fee of ██████████ was due on October 8, 2025.<sup>1</sup>

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<sup>1</sup> The August 18, 2025 letter also stated that the school’s Self-Evaluation Report was due on October 8, 2025. Although the school’s Renewal of Accreditation visit is tentatively scheduled for February 12-13, 2026, this visit will not take place without the submission of the fees as outlined in this letter and the Self-Evaluation Report.

As of the date of this letter the school has not submitted [REDACTED] broken out as follows:

Item	Assessed Fee Amount
On-site Evaluation fee	[REDACTED]
Renewal of Application fee	[REDACTED]
Fiscal Year 2025 Annual Report Processing fee	[REDACTED]
Fiscal Year 2025 Sustaining fee	[REDACTED]
Fiscal Year 2025 Sustaining fee Late Fee	[REDACTED]
Late fee for the FY 24 Audited Financial Statements	[REDACTED]
Total:	[REDACTED]

Failure to provide reports and fees to the Commission may result in an action taken by the Commission consistent with *Section VII, Rules of Process and Procedure, Standards of Accreditation* including withdrawal of accreditation (*Section I (J)(4), Rules of Process and Procedure, Standards of Accreditation*).

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#### **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.

#### **NOTIFICATION TO STUDENTS:**

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

- Inform current and prospective students in writing that the school has been placed/continued on Probation and provide such notice on the school's website;

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<sup>2</sup> The Fiscal Year 2025 sustaining fee in the amount of [REDACTED] was an estimate. Subsequently, PTI submitted the Fiscal Year 2024 Financial Statements providing the actual gross tuition revenue. Based on the Fiscal Year 2024 Financial Statements, the recalculated sustaining fee reflects an additional [REDACTED] (see attached invoice #6139).

- 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/continued 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*). **Within 10 days the school must upload a copy of the notice provided to students to ACCSC's College 360 Database (directions below).**

#### **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. Given the nature of the finding set forth herein, the maximum timeframe allowed for PTI to achieve compliance begins as of the date of this letter and ends on **January 19, 2026**. If the school does not demonstrate compliance by **January 19, 2026** the Commission at its **February 2026** meeting may take action to withdraw the school's accreditation.

#### **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.

PTI 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.<sup>3</sup> 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.

PTI must upload the school's electronic response directly to ACCSC's College 360 School Submission Portal. The ACCSC College 360 School Submission Portal can be accessed by [clicking here](#). Please note

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<sup>3</sup> 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](#).

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, **PTI must provide ACCSC with:**

- **A copy of the notice provided to students of this Probation no later than December 28, 2025.**
- The school's response is due **no later than January 19, 2026 and must include:**
  - **The payment of all outstanding dues and fees assessed in this letter in the amount of [REDACTED] and**
  - **An [Institutional Teach Out Plan Approval Form](#)**

If the items listed above<sup>4</sup> and the certification attesting to the accuracy of the information is not received in the Commission's office **on or before January 19, 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 Michale McComis at [REDACTED].

Sincerely,

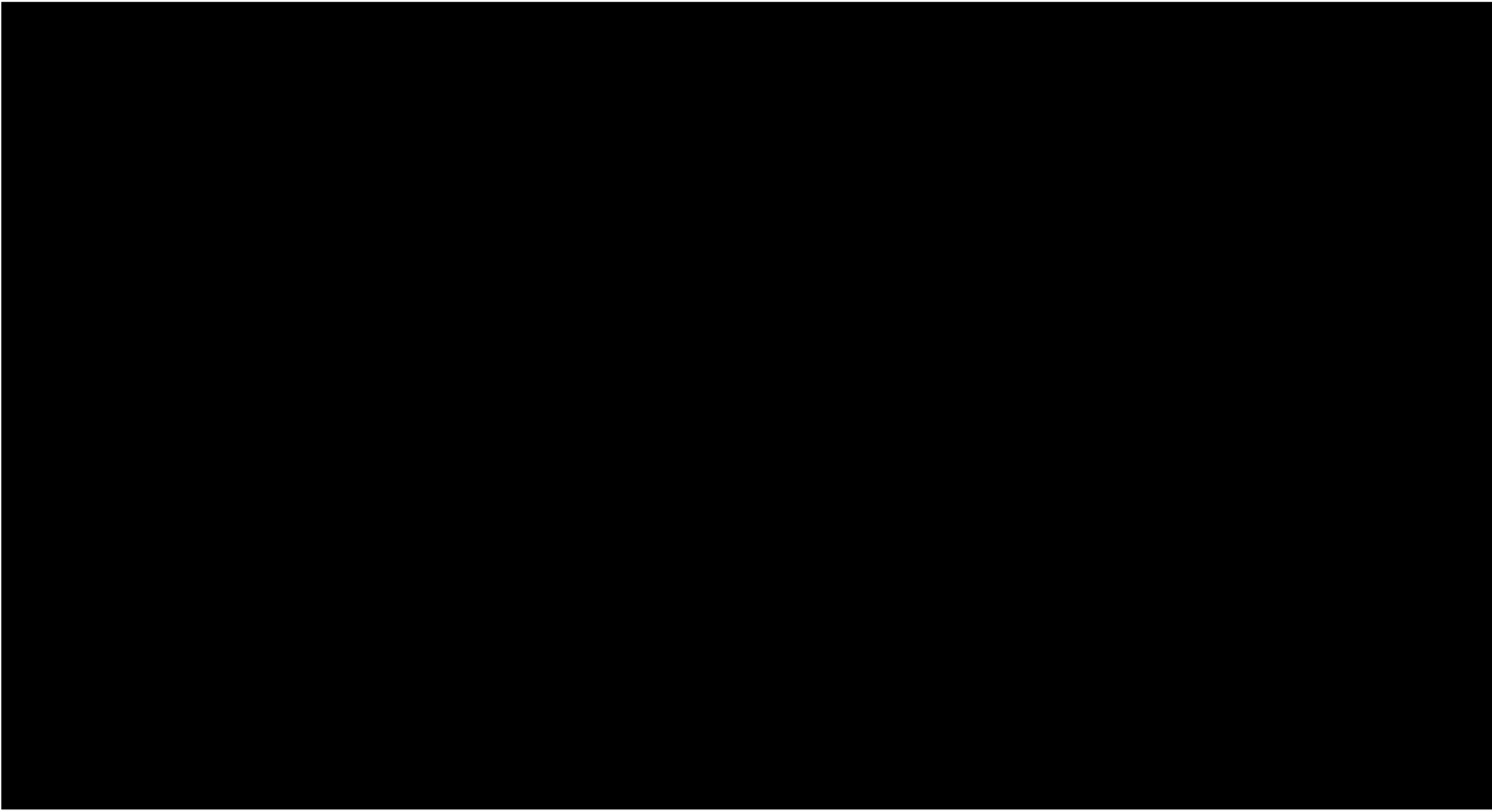
[REDACTED]

M  
Executive Director

Encl: Invoice #6139  
Credit Authorization Form

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<sup>4</sup> Per Appendix I, ACCSC assesses a \$1,000 processing fee to a school placed on Probation. In this case, the Commission is not requiring payment of this fee at this time.





Accrediting Commission of Career Schools and Colleges

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