



Accrediting Commission of Career Schools and Colleges

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March 27, 2026

**ELECTRONIC DELIVERY**

[Redacted]

Director  
Central California School of Continuing Education  
3195 McMillan #F  
San Luis Obispo, California 93401

**School #M065520**  
**Probation**

Dear [Redacted]:

At the February 2026 meeting, the Accrediting Commission of Career Schools and Colleges (“ACCSC” or “the Commission”) considered the previous decision to place Central California School of Continuing Education (“CCSCE – SLO”) located in San Luis Obispo, California on Warning with regard to the school’s Application for Renewal of Accreditation. Upon review of the October 24, 2025 Warning and the school’s response, the Commission voted to place CCSCE – San Luis Obispo on **Probation** with a subsequent review scheduled for ACCSC’s **May 2026** meeting. The reasons for the Commission’s decision are set forth below.

**History of the Commission’s Review:**

**August 2025**

At the August 2025 meeting, the Commission considered the Application for Renewal of Accreditation. Upon review of the May 31, 2025 On-site Evaluation Report (“OER”) and the school’s response to that report. The Commission voted to place CCSCE-SLO on Warning requiring additional information in the areas of Recruiting, IAIA, Budget, Professional Development, Employment Verification, and Branch Oversight.

**February 2026 Meeting Review and Action**

**Areas of Non-Compliance with Accrediting Standards**

1. CCSCE-SLO is responsible and accountable to the Commission for compliance with accrediting standards by its branch campus (*Section VII (B)(1), Substantive Standards, Standards of Accreditation*). At the August 2025 meeting, the Commission reviewed the branch’s response to the OER and found the school has yet to demonstrate compliance in nine areas, including key questions about whether the branch functions as an independent separate entity and whether that campus is adequately managed. Given the extent and nature of the concerns about the branch campuses’ compliance with accrediting standards, the Commission advises CCSCE-San Luis Obispo that the main school bear ultimate responsibility for compliance with accrediting standards by its separate facilities.

In response to the Warning, the school provided three individuals who have been hired for the Coalinga campus in the past year. The school has hired a Branch Manager, an Assistant to the Financial Aid Director and Job Placement Coordinator, and a new Instructor. However, the school was also asked to provide a description as to the oversight mechanisms used by the San Luis Obispo campus regarding the Coalinga branch campus’ compliance with accounting standards. The summary of the new management and administrative staff, while important for explaining the movement toward a more independent branch campus, does not outline the oversight of that campus by CCSCE-SLO.

The response also provides the history of the vacancy of the branch manager position. After the retirement of the previous manager, who had been in the position for 25 years, the school appears to have struggled to fill the role with someone who possesses the required experience. Now, the school has hired an individual to the branch manager position and reports that this individual has done well and requires little oversight at this point.

While the information about the independence of the branch provides helpful information about the branch's ability to operate independently from the main, it does not provide clarity related to the actions the main is taking given its responsibility and accountability for ensuring the branch remains in compliance with accrediting standards. Additionally, the Commission is interested in how the main school has determined the branch remains viable when significant concerns around administration, budget, and student services remain.

Based on the foregoing, the Commission directs CCSCE-San Luis Obispo is directed to submit the following:

- a. A description as to the oversight mechanisms used by CCSCE-San Luis Obispo to ensure the compliance of the Coalinga branch campus with accrediting standards;
  - b. An explanation of the factors that may have impacted the branch campus's ability to demonstrate compliance with accrediting standards;
  - c. An explanation of any changes CCSCE-San Luis Obispo intends to make as a result of the assessment of management and administrative capacity; and
  - d. Any additional information that the school believes will assist the Commission in determining that CCSCE-San Luis Obispo provides sufficient support and management of the branch campus.
2. With regard to financial responsibility, CCSCE-SLO must that (*Section I (C)(2), Substantive Standards, Standards of Accreditation*):
- The school prepares a financial budget for each fiscal year that allocates working capital for expenditures required to ensure the proper operation of the school and the discharge of its obligations to students as well as for institutional improvement and faculty development activities and
  - The school monitors its budgetary projections in relation to actual income and expenses on a regular basis throughout the fiscal year.

In response to the May 31, 2025 OER, CCSCE-SLO provided a document referred to as the "2025 Budget." The Commission noted that the document has only a single entry for revenue titled "Anticipated Tuition" and a listing of expenditures for items such as educational supplies and utilities. The Commission found that the budget does not reflect any variability in tuition or expenditures, as there are identical amounts listed for each month. In addition, the budget does not appear to include resources for institutional improvement or professional development. Also, the school did not provide evidence that the school monitors its budgetary projections in relation to actual income and expenses. Although the response indicates that the CEO meets with the school's accountant once a month to review income and projections, there is no evidence of these reviews provided in the response. As such, the October 24, 2025 Warning directed CCSCE-Coalinga to provide an explanation regarding how the amounts allocated for expenditures are appropriate and a description of how the school monitors its budgetary projections along with a copy of the 2025 budget.

In response to the October 24, 2025 Warning, CCSCE-Coalinga provided a comparison of anticipated income versus actual income for January 2025 through October 2025, expenses by month for the same time period, and monthly profit and loss statements prepared by a CPA. In reviewing this documentation, the Commission found that when comparing these documents, the information provided did not consistently match. For example, the Commission noted that the budget included administrative wages only for the main campus, and not for the branch campus.

Further, the disaggregated formatting of the budget did provide the Commission with the ability to review the school's planned versus actual expenses and income. The Commission reminds CCSCE-Coalinga that it is the school's responsibility to submit documentation that demonstrates compliance and future budget submissions should include information that aligns and is able to be reviewed.

Based on the foregoing, the Commission directs CCSCE-San Luis Obispo to submit the following:

- a. A copy of the school's current fiscal year budget;
- b. An explanation as to how the amounts allocated for expenditures provide an appropriate level of support to the educational resources, programs of study, institutional improvement and faculty development activities;
- c. A description as to how the school monitors its budgetary projections in relation to actual income and expenses on a regular basis throughout the fiscal year;
- d. A copy of the budget for the 2025 fiscal year and documentation of the monitoring (e.g., budget-to-actual analysis) that occurred for the months of September 2025 through November 2025; and
- e. Any additional information that the school believes will assist the Commission in determining the school's compliance with accrediting standards.

### **Other Areas of Concern:**

3. CCSCE-SLO must demonstrate that the school maintains internal verifiable employment records (*Section VI (C)(2), Section VII B (3), Substantive Standards, and Appendix VII, Guidelines for Employment Classification, Standards of Accreditation*). The May 31, 2025 OER indicates that school staff typically conduct employment verification over the phone with the employer, however, the school did not document that verbal verifications were conducted with both the graduate and employer as required. In response to the OER, CCSCE-San Luis Obispo provided a copy of the school's policy regarding the verification of graduate employment, which states that once a student is hired, the Job Placement Coordinator creates a Placement Form. The Placement Form is either emailed, faxed, or hand-delivered to the employer for signature. The graduate is also required to come into the school and sign the Placement Form. The Commission also found that although CCSCE-SLO appeared to have secured written documentation of initial employment, the school has not shown that the timeframe of the verification is sufficient to determine that the employment is for a reasonable period of time, is consistent, and is sustainable – particularly in the case of graduates attesting to employment in the field prior to the initial hire date. Additionally, although the policy suggested that the school follows up after verification to ensure the student employment is sustainable, the Commission noted that the school was not completing follow ups in every instance. As such, the October 24, 2025 Warning directed the school to provide an updated description of the school's process and documentation for the five most recently completed verifications of initial graduate employment.

In its response to the October 24, 2025 Warning, CCSCE-SLO provided an employment verification policy and verification documents for five students. The school's response appears to indicate that the

policy no longer requires that the graduate return to campus to complete the verification form and that the Job Placement Coordinator completes the form. The policy also addresses continued employment verification where the school, after two months of continued employment, follows up. The Commission, however, was left questioning whether the written verifications were completed by the graduates or if the verifications were follow-ups completed by the Job Placement Coordinator. As such, it was not clear to whether the student (or the employer) verifies employment in writing after working for a reasonable amount of time as required by the standards.<sup>1</sup>

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

- a. An updated description of the school’s process and procedures for recording and verifying graduate employment to include information for career advancement graduates;
- b. The current verification form or other tool the school is currently utilizing to verify employment;
- c. For the five most recently completed verifications of initial graduate employment, provide the following (sample text):

Count	Grad. ID	Program	Start Date	Grad. Date	Employment Address & Phone #	Date of Initial Employ.	Date Employ. was Verified	Descriptive Job Title	Job Duties
1	#####	Medical Assistant	6/10/2024	7/1/25	Medical, 123 Sample Way, Anywhere, MD 222.333.1234	9/15/25	11/1/25	Medical Assistant	Maintain records and take patient vitals
2	#####	Medical Assistant	6/10/2024	7/1/25	Maple DDS, 456 Maple Dr. Somewhere, VA 333.444.5678	9/1/25	12/1/25	Medical Assistant	Maintain records and take patient vitals

- d. The following supplementary information for each graduate identified in Chart (c.) above:
  - i. A completed verification form for each graduate employed;
  - ii. For each graduate classified as self-employed, 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,” 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 provide 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

<sup>1</sup> Please see the employment verification tutorial located: <https://www.accsc.org/training-and-resources/resources/tutorials/>

- iv. For any of the above forms that include typed signatures, 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.
4. CCSCE-SLO must demonstrate that the school internally reviews and evaluates its recruiting policies and procedures and the performance of personnel involved in recruiting activities for compliance with accrediting standards and applicable law and regulation at least once annually and maintains documentation of the review and evaluation (*Section IV (A)(9), Substantive Standards, Standards of Accreditation*). The Commission previously found that CCSCE-San Luis Obispo has yet to demonstrate the school is conducting an annual review and evaluation of recruitment policies and procedures and the performance of personnel involved in recruiting activities.

In response to the October 24, 2025 Warning, CCSCE-SLO provided training, policy, and a review for a single individual (AF) involved in recruitment. Where asked to list all staff who participate in any recruitment activities, regardless of whether it was their primary job, the school explained the recruitment activities AF is involved in but did not state whether there are any additional staff members involved in recruitment. Therefore, the Commission has continued questions related to this individual's role as both recruitment and instructional faculty and whether CCSCE-SLO is regularly reviewing and evaluating its recruitment policies and each staff member involved in those activities.

Based on the foregoing, the Commission directs CCSCE-SLO to submit the following:

- a. A description of the school's process for reviewing and evaluating its recruiting policies and procedures for compliance with accrediting standards and applicable law and regulations at least once annually;
- b. Documentation of the most recent review of the school's recent review/evaluation and any findings or areas of improvement identified in that process;
- c. A list of personnel involved in recruiting activities for the San Luis Obispo Campus;
- d. A copy of the most recent performance evaluation for compliance with accrediting standards and applicable laws and regulations for each individual listed above; and
- e. Any additional information that the school believes will assist the Commission in determining the school's compliance with accrediting standards.

#### **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. Given the nature of the findings the maximum timeframe allowed for CCSCE–Coalinga to achieve compliance begins as of the date of this letter and ends on **August 30, 2027**. If the school does not demonstrate compliance within the established timeframe, the Commission may take action to withdraw the school's accreditation. Please also be advised that the Commission is not required to allow the maximum time frame to remedy noncompliance in all instances and may establish shorter time frames as deemed appropriate, including taking immediate adverse action.

**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/continued 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/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).**

**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.

CCSCE-SLO 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>2</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.

CCSCE-SLO 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 and 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:

- **A copy of the notice provided to students of this Probation to ACCSC's College 360 School Submission Portal uploaded no later than April 6, 2026;**
- **The school's response to the substantive items included in this letter along with a signed certification attesting to the accuracy of the information uploaded to the College360 School Submission Portal no later than April 20, 2026;**
- **An updated Institutional Teach Out Plan Approval Form submitted as part of the response due April 20, 2026.**

If the responses, the required \$1000 processing fee, and the certification attesting to the accuracy of the information is not received in the Commission's office **on or before April 20, 2026**, the Commission will consider further appropriate action.

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

Sincerely,

[REDACTED]

Michale S. McComis, Ed.D.  
Executive Director

c: [REDACTED] [REDACTED]

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<sup>2</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*.