



Accrediting Commission of Career Schools and Colleges

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March 27, 2026

ELECTRONIC DELIVERY

██████████
Director Manager
Central California School of Continuing Education
226 Coalinga Plaza
Coalinga, California 93210

School #B072603
Probation

Dear ██████████:

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-Coalinga”) located in Coalinga, California on Warning with regard to the school’s Application for Renewal of Accreditation and Application for a Change of Location-Parts I and II. Upon review of the October 30, 2025 Warning and the school’s response, the Commission voted to place CCSCE - Coalinga 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-Coalinga on Warning. Specifically, the Commission noted the previous concerns regarding the branch campus operations including questions regarding the sufficient number of managers and administrative employees and directed the school to provide additional information in the areas of branch independence, management and administrative capacity, fiscal responsibility, employment verification, student attendance, and recruitment evaluation.

February 2026 Meeting Review and Action

Areas of Non-Compliance with Accrediting Standards

1. CCSCE-Coalinga did not demonstrate that the school is a facility that is an independent additional location established by a main school that:
 - Has its own faculty and administrative or supervisory organization (*Section VIII (A)(1)(b)(iii), Substantive Standards, Standards of Accreditation*);
 - Has its own budgetary and hiring authority (*Section VIII (A)(1)(b)(iv), Substantive Standards, Standards of Accreditation*); and
 - Provides all necessary educational resources and student services (e.g., advising, testing, library resources, financial aid, employment assistance, etc.) as required (*Section VIII (A)(1)(b)(v), Substantive Standards, Standards of Accreditation*).

Administration

The May 31, 2025 OER indicates that CCSCE-Coalinga is located approximately 100 miles (2.5-hour drive time) from the main school in San Luis Obispo and that a majority of administrative staff and faculty are shared between both locations and primarily travel to Coalinga from the San Luis Obispo area despite the distance. In response to the May 31, 2025 OER, the school provided a list of its administrative staff and faculty for the Coalinga campus, however, as noted in the October 30, 2025 Warning seven of eight of the administrative staff for the campus also held additional responsibilities either as faculty and/or in the same staff role at the main location. Specifically, although [REDACTED] has been hired as the “full-time” branch manager, [REDACTED] is also listed as an instructor at the campus. Both [REDACTED] and [REDACTED] have key administrative responsibilities at both locations, in addition to serving as faculty members in both locations. The other individuals listed as faculty for the Coalinga campus also have instructional responsibilities at the main school. There is only one individual whose responsibilities are solely carried out at the Coalinga campus. Given the extent to which responsibilities are intermingled between the two campuses, the Commission directed CCSCE-Coalinga to demonstrate that the campus has its own faculty and administrative or supervisory organization.

In its response to the October 30, 2025 Warning, CCSCE-Coalinga submitted a list of personnel assigned to both the main and the Coalinga campuses, as follows:

Staff Initials	Title(s)	Administrative / Management Hours per Week		Instructional Hours per Week	
		Branch	Main	Branch	Main
[REDACTED]	Assistant to Administrator		16	16	8
[REDACTED]	CEO, Administrator	8	32		
[REDACTED]	Director of Education & Manager		40		
[REDACTED]	Campus Manager	30		10	
[REDACTED]	Financial Aid Assistant & Job Placement	40			
[REDACTED]	Financial Aid Director	8	32		
[REDACTED]	Instructor/Job Placement		16	8	16

The Commission found that while the response indicates that the school has hired three new individuals who do not split time with the main campus, including the Campus Manager, Financial Aid Assistant/Job Placement person, and an instructor, the remaining staff members continue to have responsibilities at both locations. While CCSCE-Coalinga stated in the response that the school is actively seeking to fill positions at the campus, the school did not specify which roles are currently being recruited. Notably, the response indicates that the CEO administrator, the assistant to the administrator, the financial aid director, and the job placement coordinator divide time between the main and branch campuses. Furthermore, the response does not clarify whether the new hires would be for instructional or administrative roles. Additionally, it is unclear what independent authority there is for the campus operationally and in what areas the school still heavily relies on the control of the main campus administratively and instructionally.

Budgetary

The May 31, 2025 OER indicates that CCSCE-Coalinga did not produce a budget specifically for the campus, making it unclear whether the branch has hiring or budgetary authority. In response to the May 31, 2025 OER, the school submitted a document referred to as the 2025 budget for the Coalinga campus. The Commission found that the presentation of a budget, with no information about how the budget is

prepared and monitored, does not show that the Coalinga campus has budgetary authority. In fact, the “Fiscal Condition and Budget” section of the institutional assessment and improvement plan included in the response, appears to indicate that [REDACTED] has sole budgetary authority. As such, the Commission directed the school to provide a description of how the campus prepares a financial budget for each fiscal year and monitors its budgetary projections in relation to actual income and expenses on a regular basis throughout the fiscal year.

In response to the October 30, 2025 Warning, CCSCE-Coalinga stated that: “[t]he Administrator and Branch Manager review the monthly projected budget with the P&L on a monthly basis” (December 13, 2025 CCSCE-Coalinga Response, pg. 23). Further, the budget attachment states that “[e]ach month [REDACTED], CPA meet to review the budget and the actual income and expenses and draw up the P&L for that month” (*Id.*, pg. 47). Therefore, it appears that only the CEO is involved in the financial planning of the Coalinga campus and then meets with the branch manager to debrief the financial decisions and as such, it does not appear that this individual is involved in any budgetary planning for the branch. This does not reflect the Coalinga campus having its own budgetary authority.

Student Services

The May 31, 2025 OER indicates that all student services are available only at the main school, requiring students to travel approximately 100 miles in order to access support services. In response to the May 31, 2025 OER, CCSCE-Coalinga provided an excerpt from the school’s catalog outlining the available services. However, the Commission found that this response does not clarify whether students can obtain support services at the Coalinga campus or if travel to the main campus remains necessary. Although, CCSCE-Coalinga provided a listing of library check-outs, two resumes created as part of job placement assistance, and a picture of a bulletin board listing the school’s services to demonstrate that students are receiving services at the branch, the documentation does not identify the campus at which the service occurred. As such, the October 30, 2025 Warning directed the school to provide a copy of the school’s written policies and procedures for student services, including a description of where each service is available to students. In response to October 30, 2025 Warning, CCSCE-Coalinga stated that all services take place at the Coalinga campus and provide a list of services and the Coalinga campus personnel responsible for each. However, despite the extensive list of student services offered, CCSCE-Coalinga did not provide any documentation for utilization of student services.

Further, at issue is the requirement that students must travel to the main campus to complete the admissions process and whether the school’s recruitment efforts describe the enrollment process fully and accurately to prospective students. In response to the May 31, 2025 OER, CCSCE-Coalinga provided an excerpt from the catalog which informs applicants of the requirement to travel to the main school in order to complete the admissions process, referred to as “registration.” The school’s policy indicates that the admissions process starts with an informational orientation; however, it is not clear where this takes place. Subsequently, financial aid arrangements are made at the Coalinga campus and then the prospective student takes the entrance exam, and the enrollment agreement is executed during the registration session that takes place at the main school. As such, the October 30, 2025 Warning directed the school to provide a justification of the requirement that applicants to the Coalinga campus travel to the main school in order to complete the registration process, and the reason the branch does not make this service available. In response to the October 30, 2025 Warning, the school stated that prospective students no longer have to travel to the main campus to complete registration. Although the catalog states that registration takes place every two months, it is unclear who is responsible for this process at the Coalinga campus.

Overall, the school's response does not clearly demonstrate that the CCSCE-Coalinga operates as an independent campus as required by ACCSC separate facility standards. Therefore, the Commission directs CCSCE-Coalinga to submit the following:

- a. An explanation as to how the Coalinga campus has its own administrative or supervisory organization;
 - b. A description of how the Coalinga campus has its own budgetary authority such as preparing a financial budget for each fiscal year and monitors its budgetary projections in relation to actual income and expenses on a regular basis throughout the fiscal year;
 - c. A description of how the Coalinga campus has its own hiring authority to include any hirings since the response to the Warning or the current open positions at the branch campus, as applicable;
 - d. An explanation for who is responsible for registration at the Coalinga campus and documentation for any completed registrations since the submission of the response to the Warning; and
 - e. Any additional information that the school believes will assist the Commission in determining the school's compliance with accrediting standards.
2. CCSCE-Coalinga did not demonstrate adequate management and administrative capacity, as follows:
- CCSCE-Coalinga did not demonstrate that the school has 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 post-secondary educational institution in compliance with accrediting standards (*Section I (A)(1)(a), Substantive Standards, Standards of Accreditation*) and
 - CCSCE-Coalinga did not demonstrate that the school has a sufficient number of managers and administrative employees necessary to support the school's operations, student services, and educational programs (*Section I (A)(1)(c), Substantive Standards, Standards of Accreditation*).

The May 31, 2025 OER states that the nature and extent of the findings contained in that report raised questions as to whether CCSCE-Coalinga's current management team's experience and infrastructure were appropriate to lead and manage a post-secondary educational institution in compliance with accrediting standards. Specifically, the report notes that the managers and administrative staff of the Coalinga campus were fulfilling multiple roles, in some cases multiple roles across the two campuses, which led to questions about whether the school had a sufficient number of managers and administrators to support school operations. In response to the May 31, 2025 OER, the school stated that a new branch manager has been hired and will be available Monday through Friday to address administrative functions. The Commission continued to have questions about the qualifications of the Branch Campus Manager and noted the amount of shared administration/faculty between the two campuses continued to be significant. As such, the October 30, 2025 Warning directed the school to provide information on the qualifications of the personnel responsible for the oversight and management of the Coalinga campus.

In response to the October 30, 2025 Warning, CCSCE-Coalinga stated that the school has "hired 3 people who their duties put them also in charge of supervisory positions" (*Id.*, pg. 19) and that "[t]hese people are still being trained as the school wants to continue with smooth operations for student learning" (*Id.*). Although the school's response states that branch manager is "new to the position," the Institutional Assessment and Improvement Plan states that "[redacted] was made Branch Manager as of Feb. 15, 2024" (*Id.*, pg. 70). In reviewing the Staff Personnel Report for the Branch Manager, the Commission noted [redacted] does not list any management experience. While the

response to the October 30, 2025 Warning indicates that [REDACTED] and [REDACTED] meet weekly, to assess day-to-day operations and address concerns, the response does not provide any additional information to demonstrate the necessary education or training to lead and manage a post-secondary institution in compliance with accrediting standards.

While the Commission understands the student population at CCSCE-Coalinga is small with only around 25 students, it is important that the institution is properly managed to ensure education and student services are appropriately available to students. The Commission has continued interest in ensuring those who have been hired for management roles are qualified to manage the institution independently and that the school is not relying on instructors to commute from the main campus two or more hours in order to teach at the branch campus. Additionally, although the school provided an Organizational Chart which lists all of the staff who work at the branch campus, it does not list the reporting structure for any staff member listed as at the branch campus on a part time basis. As such, CCSCE-Coalinga did not demonstrate that the branch campus has a sufficient number of managers and administrative employees necessary to support the school’s operations.

Overall, the totality of CCSCE-Coalinga’s response does not demonstrate the management team’s ability to lead and manage the school in compliance with accrediting standards. In reviewing the school’s response, the Commission will consider the extent to which CCSCE-Coalinga is able to demonstrate compliance with accrediting standards in response to all items articulated in this letter.

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

- a. An updated description of how the school is managed (including campus-based and corporate oversight) and how this system effectively ensures that the school meets its objectives, fulfills its obligations to students, and meets or exceeds accrediting standards on an ongoing basis;
- b. An updated listing of all staff responsible for management and/or administration of the branch and the allocation of time to each campus and area of responsibility¹ (sample text):

Staff Initials	Title(s)	Administrative/Management Hours/Week		Instructional Hours/Week	
		Branch	Main	Branch	Main
A.A.	School Director	20		20	
J.S.B.	Director of Education	5	10	10	15

- c. For any staff member that splits time between the Coalinga campus and the main campus, a description of whether the hours are scheduled and how students are aware of the availability;
- d. A detailed description of how the individuals in item (b.) are qualified for their particular roles, including education, training, experience, and demonstrated ability to lead and manage a post-secondary educational institution;
- e. An explanation and justification as to how the school has a sufficient number of managers and administrative employees—taking into account the size of the student population and the complexity of the training operation—necessary to lead and manage this post-secondary educational institution in compliance with accrediting standards; and

¹ The Commission asked for an Organization Chart and Staff Personnel Reports in a previous Item and will review that information in conjunction with the response to this Item.

- f. Any additional information that the school believes will assist the Commission in determining the school's compliance with accrediting standards.
3. CCSCE-Coalinga did not demonstrate the following with regard to its financial responsibility (*Section I(C)(2), Substantive Standards, Standards of Accreditation*) as follows:
 - CCSCE-Coalinga did not demonstrate that 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
 - CCSCE-Coalinga did not demonstrate that 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-Coalinga provided a document referred to as the "2025 Budget." The Commission noted that the document includes 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. Also, the listing does not appear to include resources for institutional improvement or professional development. Additionally, 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 30, 2025 Warning directed CCSCE-Coalinga to provide an explanation of 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 30, 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.²

As noted above, the response to the October 30, 2025 Warning indicates that the school owner is the only member of the school who is involved in budget planning and meeting with the CPA. While the school does state there is a meeting between the branch manager and owner, the branch does not maintain this information, as required.

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

- a. A copy of the school's current fiscal year budget;
- b. An explanation of 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;

² 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.

- c. A description of the 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); 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:

4. CCSCE-Coalinga 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 states 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 May 31, 2025 OER, CCSCE-Coalinga 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 and the graduate is also required to come into the school and sign the Placement Form. The Commission also found that although CCSCE-Coalinga appeared to have secured written documentation of initial employment, the school had 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 this follow up in every instance. As such, the October 30, 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 response to the October 30, 2025 Warning, CCSCE-Coalinga 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 the updated policy states 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 questioned 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 whether the student (or the employer) verifies employment in writing after working for a reasonable amount of time as required by the standards.³

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. The school must also include a copy of the current verification form or other tool the school is currently utilizing to verify employment;

³ Please see the employment verification tutorial located: <https://www.accsc.org/training-and-resources/resources/tutorials/>

- b. 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	12345	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	12346	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

- c. The following supplementary information for each graduate identified in Chart (b.) above:
- i. A copy of the school’s 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
 - 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
- d. Any additional information that the school believes will assist the Commission in determining the school’s compliance with accrediting standards.
5. CCSCE-Coalinga must demonstrate that the school enforces a policy of acceptable student attendance as outlined in the school catalog (*Section VII (A)(3)(b), Substantive Standards, Standards of Accreditation*). According to the May 31, 2025 OER, the school did not appear to document and monitor tardiness as outlined in the attendance policy. In response to the May 31, 2025 OER, CCSCE-Coalinga provided a copy of the school’s attendance policy. However, the policy did not establish expected levels of attendance at any interval throughout the program, requiring only that the student makes up all absences prior to graduation. Additionally, the Commission had concerns that the school was not documenting specific time of missed and made-up hours. Therefore, the October 30, 2025 Warning directed CCSCE-Coalinga to provide a description of any revisions to the school’s attendance policy, the process for recording attendance, and enforcement of the attendance policy.

In response to the October 30, 2025 Warning, CCSCE-Coalinga provided an attendance policy that states:

Students are informed at the end of each month as to how many absences they need to make up for the prior month in the current month. Prior to a student graduating all of their absent time must be made up (Id., pg. 27).

However, the Commission questioned whether students are able to complete courses and earn a grade if they are allowed to makeup missed work in the next month. Additionally, while the school provided handwritten attendance warnings as part of the response, those warnings also indicated the students had been emailed, however, the emails were not included as part of the response. The Commission is interested in how the school is notifying students of the requirement of makeup work.

Overall, the Commission found that CCSCE-Coalinga did not provide sufficient information regarding the school's process of recording attendance and enforcement of the attendance policy. Accordingly, the Commission directs the school to submit the following:

- a. A description of any revisions made to the school's attendance policy and an excerpt of that policy from the school's current catalog;
 - b. Clarification on whether a student may earn a final grade prior to the completion of makeup work;
 - c. A description of the school's process for recording attendance, including examples of forms used to record attendance;
 - d. A description of the process for monitoring attendance, including the individuals responsible for each step of the process;
 - e. Copies of attendance records and documentation to include notification to students regarding any actions taken to enforce the attendance policy for the period February 20, 2026 through March 31, 2026; and
 - f. Any additional information that the school believes will assist the Commission in determining the school's compliance with accrediting standards.
6. CCSCE-Coalinga 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-Coalinga 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 30, 2025 Warning, CCSCE-Coalinga provided training, policy, and a review for a single individual ("█████" 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 in which █████ is involved but did not state whether there are any additional staff members involved in recruitment. Additionally, █████ was not included in the chart that identifies the list of personnel assigned to the branch campus and on the branch campus organizational chart, █████ is listed as an instructor on the Coalinga campus on a part-time basis. Therefore, the Commission has continued questions related to this individual's role as both recruitment and instructional faculty and whether

CCSCE-Coalinga is regularly reviewing and evaluating its recruitment polices and all of those staff involved in those activities.

Based on the foregoing, the Commission directs CCSCE-Coalinga 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 Coalinga 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, including time for the Commission's review, begins as of the date of this letter and ends **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-Coalinga 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.⁴ 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-Coalinga 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](#).

⁴ 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](#).

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,⁵ 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 assistance with the password or for any other questions regarding the electronic submission requirements, please contact [REDACTED] at [REDACTED] or 703.247.4525. 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].

Sincerely,

[REDACTED]

Executive Director

c: [REDACTED]

⁵ ACCSC assesses a \$1,000 processing fee to a school placed on Probation.