



Accrediting Commission of Career Schools and Colleges

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April 10, 2026

**ELECTRONIC DELIVERY**

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

*School #M067313*  
*Continued Show Cause Order*

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 Professional Technical Institution (“PTI”) located in Bayamon, Puerto Rico on Show Cause. In response to the February 26, 2026 Show Cause Order, PTI provided the following submissions, as identified by the school in each submitted cover letter, on the dates listed below:

- March 6, 2026 – Initial Response to the Show Cause Order;
- March 8, 2026 –Institutional Teach Out Plan Approval Form;
- March 8, 2026 – Financial Statements Response;
- March 23, 2026<sup>1</sup> – Self-Evaluation Report;
- March 30, 2026<sup>2</sup> – Appendix A & Appendix C; and
- March 30, 2026<sup>3</sup> –Financial Statements Response.

Upon review of the February 26, 2026 Show Cause Order and the school’s submissions, the Commission voted to direct PTI to further show cause as to why the school’s accreditation should not be withdrawn with a subsequent review scheduled for ACCSC’s **May 2026** meeting.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:**

**November 2025**

At the November 2025 meeting, the Commission considered the matter of PTI’s delinquent fees and reports. Upon review of the record, the Commission voted to place PTI on Probation with a subsequent review scheduled for ACCSC’s February 2026 meeting. The Commission found that PTI had failed to demonstrate fundamental eligibility criteria for ACCSC accreditation as the school had 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*). Specifically, as of December 2025, PTI had not submitted the On-site Evaluation fee, Renewal of Accreditation Application Fee, Fiscal Year 2025 Annual Report Processing fee, Fiscal Year 2025 Sustaining fee, late fee for the Fiscal year 2025 Sustaining fee, and late fee for the Fiscal Year 2024 Audited Financial Statements submission totaling [REDACTED]<sup>4</sup>

<sup>1</sup> Although the included cover letter is dated March 9, 2026, this submission was received on March 23, 2026.

<sup>2</sup> Although the included cover letter is dated March 9, 2026, this submission was received on March 30, 2026.

<sup>3</sup> Although the included cover letter is dated March 8, 2026, this submission was received on March 30, 2026. This submission includes everything submitted on March 8, 2026 along with a screenshot on March 8, 2026 of the School Submission Center in College360.

<sup>4</sup> The Commission’s December 18, 2025 Probation lists a description of the record reviewed by the Commission along with a breakdown of the fees.

## **February 2026**

At the February 2026 meeting, the Commission considered the matter of PTI's Probation. Upon review of the record, the Commission voted to direct PTI to show cause as to why the school's accreditation should not be withdrawn with a subsequent ACCSC's March 2026 meeting. The Commission found that PTI had again failed to demonstrate fundamental eligibility criteria for ACCSC accreditation as the school had 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*). Additionally, PTI did not submit the required fiscal year end audited financial statements and the ACCSC Financial Statement Analysis Worksheet per *Section V (C), Rules of Process and Procedure, Standards of Accreditation*. Specifically, while PTI submitted a check for [REDACTED] on January 29, 2026, this occurred after the due date of January 19, 2026 as established in the Probation. In addition, the school did not provide a copy of the notice to students regarding the Probation or an Institutional Teach Out Plan Approval Form. Further, the school had not submitted the required financial statements or ACCSC Financial Statement Analysis Worksheet. Finally, the Commission noted that PTI had not submitted the Self-Evaluation Report, Appendix A, and Appendix C that were due on or before October 8, 2025.

## **March 2026 Commission Review and Action:**

PTI has failed to demonstrate compliance with accrediting standards as follows:

- The school 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*);
- The school failed to provide submissions and notifications to the Commission prepared in accordance with specific instructions as issued by the Commission, organized as required by the ACCSC Instructions for Electronic Submission, and within the required time frames (*Section I (H) & (J), Rules of Process and Procedure, Standards of Accreditation*); and
- The school failed to submit the required fiscal year end audited financial statements in accordance with the ACCSC Instructions for the Preparation and Submission of Financial Statements and Related Information and the ACCSC Financial Statement Analysis Worksheet per *Section V (C), Rules of Process and Procedure, Standards of Accreditation*.

The Commission noted that the March 6, 2026 Initial Response to the Show Cause Order includes student-signed "Notice Notification Confirmation" of the February 26, 2026 Show Cause Order dated between February 27, 2026 and March 5, 2026. However, the approximately 50 student-signed notifications do not appear to be all 228 current students as listed in the March 8, 2026 Institutional Teach Out Plan Approval Form. In addition, the March 6, 2026 submission does not provide an explanation for the discrepancy or information pertaining to prospective students. As such, PTI did not demonstrate that the school informed all current and prospective students in writing that the school has been placed on a Show Cause Order.

Additionally, the March 8, 2026 and March 30, 2026 Financial Statements Response indicates that Exhibit #1 is the Financial Statement Analysis Worksheet; however, Exhibit #1 includes a copy of the ACCSC Sustaining Fee Calculation Worksheet (FY 26) rather than the required ACCSC Financial Statement Analysis Worksheet. Further, the ACCSC Financial Statement Analysis Worksheet directions state that this form must be submitted as an Excel worksheet. In addition, the submitted June 30, 2025 Audited Financial Statements are not presented using a comparative format showing side-by-side information for the two most recently concluded fiscal years ended as required by the ACCSC Instructions for the Preparation and Submission of Financial Statements and Related Information.

With regard to the Self-Evaluation Report the Commission noted that the Self-Evaluation Report, Appendix A, and Appendix C documents were submitted in March 2026 over six months after the original due date of October 8, 2026 without an explanation for the delay. In addition, the Appendix A and Appendix C March 2026 submissions were not submitted in accordance with instructions. Specifically, PTI did not provide these documents per the submission requirements as listed in the August 18, 2025 Application for Renewal of Accreditation Acknowledgement letter that directs the school to submit an Appendix A for each program or group of related programs rather than the single Appendix A submission provided. In addition, each Appendix A must be program-specific and include a copy of the school's current catalog. Additionally, August 18, 2025 Application for Renewal of Accreditation Acknowledgement letter that directs PTI to submit Appendix C separately.

Furthermore, while PTI submitted multiple responses, several occurred after the due date of March 12, 2026 as established in the February 26, 2026 Show Cause Order In addition, PTI did not provide the following as directed in the February 26, 2026 Show Cause Order:

- An explanation as to why the school did not provide the necessary information and documentation in the timeframe as listed in the December 18, 2025 Probation;
- A copy of the notice provided to students regarding the December 18, 2025 Probation;
- The ACCSC Financial Statement Analysis Worksheet;
- An explanation regarding why the school did not provide the required Self-Evaluation Report, Appendix A, and Appendix C that were due on or before October 8, 2025; and
- The \$1,000 fee listed in the February 26, 2026 Show Cause Order.

In accordance with the delinquencies outlined above and the Show Cause Order, the Commission directs PTI to submit the following:

- a. A narrative explanation as to why the school did not provide the necessary information and documentation in the timeframe as listed in the December 18, 2025 Probation;
- b. A copy of the notice provided to students regarding the December 18, 2025 Probation;
- c. A narrative explanation regarding why the school did not provide the required Self-Evaluation Report, Appendix A, and Appendix C that were due on or before October 8, 2025;
- d. A narrative explanation regarding why the June 30, 2025 Audited Financial Statements are not presented using a comparative format showing side-by-side information for the two most recently concluded fiscal years;
- e. The ACCSC Financial Statement Analysis Worksheet with information from the fiscal year end June 30, 2025 Audited Financial Statements;
- f. The \$1,000 fee listed in the February 26, 2026 Show Cause Order; and
- g. Any additional information that the school believes will assist the Commission in determining the school's compliance with accrediting standards.

#### **SHOW CAUSE ORDER 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 and that the severity of the issues warrant immediate heightened attention, the Commission will place a school on Show Cause. A school subject to a Show Cause Order 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 Show Cause. However, a school that is subject to a Show Cause Order 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 (M)(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 Show Cause Order 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 updated [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 area of non-compliance and the Commission’s meeting schedule, the maximum timeframe allowed for PTI to achieve compliance began as of December 18, 2025 and has been changed to **June 30, 2026<sup>5</sup>** (which includes the Commission’s review period). 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 Show Cause Order notification and for the duration of that action, the school must:

- a. Inform current and prospective students in writing that the school has been continued on a Show Cause Order and provide such notice on the school’s website;
- b. Provide a summary that accurately describes the reasons for the Show Cause Order; 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 a Show Cause Order, provide a summary of the reasons for the Show Cause Order, and indicate where that action can be obtained from the Commission’s website (*Section VII (M)(7)*)

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<sup>5</sup> The February 26, 2026 Show Cause Order established an April 30, 2026 maximum timeframe end date. The Commission changed this date to June 30, 2026 so that the matter can be reviewed at its May 2026 meeting.

*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.

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>6</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.

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 continued Show Cause Order to ACCSC’s College 360 School Submission Portal uploaded no later than April 20, 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.**

PTI 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](#).

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.

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<sup>6</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](#).

If the responses, a \$1,000 processing fee (for a total of \$2,000 given the previous fee assessed in February), and a 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 directly.

Sincerely,

A large black rectangular redaction box covering the signature of Michale S. McComis.

Michale S. McComis, Ed.D.  
Executive Director

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