

REACCREDITATION PROCESS

The commitment to continue the institution's involvement in the accreditation and evaluation process will provide an opportunity to review present practices, consider new directions, and further improve the quality of the institution's continuing education and training program(s). This reaccreditation process requires the institution to complete an application, attend a workshop, develop an Analytic Self-Evaluation Report (ASER), and submit to an on-site evaluation by an evaluation team. If the institution operates any branch locations, a Branch Analytic Self-Evaluation Report (BASER) for each branch location must also be submitted, and each branch will also have an on-site evaluation in accordance with Document 1 – The Accreditation Process.

The following steps are provided to guide the institution through the reaccreditation process. Each of the steps must be followed in order for the institution to be eligible for consideration of reaccreditation by the Accrediting Commission. The timelines for submission and other pertinent information regarding reaccreditation will be forwarded to the institution via email approximately twelve (12) months prior to the date the accreditation is scheduled to expire. Late submission of the application or the ASER/BASER will result in a late fee being assessed as per Document 10 – Fee Schedule. If an application or ASER/BASER is more than 30 days late, ACCET will consider it to be a self-executed withdrawal of accreditation. Exceptions to the timelines for reaccreditation may be recognized following a formal request by the institution with a sound rationale for such an extension and written approval by ACCET.

Step 1 – Application for Accreditation

An institution applying for reaccreditation will complete and submit ACCET Document 4 - Application for Accreditation through the Accreditation Management System (AMS). The application must include the required supporting documentation for the main campus and all branches, auxiliary classrooms, and classroom extensions, as applicable. The application and required application fee must be submitted electronically by the designated due date consistent with the institution's reaccreditation timeline.

An application processing fee is due for the main campus, each branch campus, and each auxiliary classroom included in the application. The application fees are outlined in ACCET Document 10 - Fee Schedule.

Step 2 – Accreditation Workshop

Prior to the submission of the institution's Analytic Self-Evaluation Report (Step 4), attendance at an Accreditation Workshop is required. Attendance at the two-day workshop is required for: (1) vocational institutions and (2) avocational institutions that offer English for Speakers of Other Languages (ESOL). Other avocational institutions must attend the one-day workshop. This mandatory requirement must be fulfilled by at least one full-time employee of the organization and at least four months prior to the institution's ASER due date. Accreditation workshops are offered several times each year at the ACCET office in Washington, DC and in the fall at the site of the annual conference. Registration materials are available on the ACCET website, and the accreditation workshop registration form and fee must be submitted online in advance of the workshop. The accreditation workshop fees are outlined in ACCET Document 10 – Fee Schedule.

Step 3 - Analytic Self-Evaluation Report (ASER)

The institution will develop an Analytic Self-Evaluation Report (ASER) for the main campus and the equivalent Branch Analytic Self-Evaluation Report (BASER) for each branch, as applicable. The institution is directed to the appropriate version of the ASER (Document 3.1, 3.2, 3.3 or 3.4) and any templates applicable to the institution. These documents are explained at length in the Accreditation Workshop, may be viewed/downloaded at the ACCET website, and must be completed and submitted electronically through AMS. In accordance with Document 11 – The Policies and Practices of the Accrediting Commission, institutions are restricted from making substantive changes after submission of the ASER until a final decision is made by the Accrediting Commission.

Step 4 - Submission of ASER/BASER, Request for On-Site Visit, and Fees.

The institution will submit an ASER for the main campus and a BASER for each branch campus through AMS. Once the visit team has been finalized, ACCET will provide the team members access to the institution's ASER/BASER(s) through AMS. Concurrent with the submission of the ASER/BASER(s), the institution must complete Document 8 – Request for On-Site Evaluation Team Visit through AMS and submit an electronic check for the on-site visit fee. The on-site evaluation fees are outlined in ACCET Document 10 - Fee Schedule.

Step 5 - ACCET Review of ASER and Scheduling of On-Site Team Visit

After the ASER/BASER materials have been received, the assigned Commission Representative will contact the institution to set a date for the on-site visit and will forward specific information regarding the visit and team members when the final arrangements have been made.

Step 6 - On-Site Evaluation Team Visit

An on-site evaluation team will visit and conduct a review of the institution based on the ACCET Standards for Accreditation. The institution's self-analysis (ASER/BASERs) will provide the framework for the team to evaluate operational activities/results in the context of ACCET's standards, policies, and procedures. At the end of the on-site visit, the team will present a brief oral exit briefing.

Except for financial statements, which are reviewed separately by ACCET, items presented with the application must be duplicated and made available to the on-site evaluation team in accordance with the Preparation Checklist for ACCET On-Site Examination Visit that is provided to the institution prior to the on-site visit.

Note: For multi-site vocational institutions operating in the United States, on-site visits will be conducted to the main campus and to all branches. For other multi-site institutions, including vocational institutions operating outside of the United States and all avocational institutions, on-site visits will be conducted to the main campus and up to 15 branches as part of the reaccreditation review process, with additional locations scheduled for on-site visits, as deemed necessary by the Accrediting Commission.

Step 7 - On-site Evaluation Team Report and Institutional Response

Within approximately 30 calendar days from the date of the on-site evaluation team visit, a full team report will be sent electronically to the institution through AMS. The institution will be given 14 calendar days from the date it receives the report to submit its electronic response to the On-site Evaluation Team Report through AMS. This response allows for the institution to provide clarification of and/or new information regarding the findings reflected in the team report.

Step 8 - Accrediting Commission Deliberation and Action

Commission Decision: The Accrediting Commission will review and make a decision to grant, deny, or defer accreditation. Information that will be available to the Commission for its deliberation and action include the Application for Accreditation, the ASER/BASER(s), the On-Site Evaluation Team Report(s), the institution's response(s) to the team report(s), financial statements, and any other information that might have a bearing on accreditation. Document 11 - Policies and Practices of the Accrediting Commission describes the actions that may be taken by the Commission.

Notice of Commission Action: The institution will be notified in writing within 30 calendar days of the action taken by ACCET regarding the institution's accreditation.