



August 24, 2012

VIA EMAIL
(bkarshner@notterschool.com)

Ms. Beverly Karshner, President
Notter School of Pastry Arts
8204 Crystal Clear Lane, Suite #800
Orlando, FL 32809

***Re: Interim Report Reviewed;
Institutional Show Cause Issued;
Complaints #1235, #1236, #1237, #1240 Reviewed;
Additional Interim Report Required
ACCET ID #1271***

Dear Ms. Karshner:

At its August 2012 meeting, the Accrediting Commission of the Accrediting Council for Continuing Education & Training (ACCET) reviewed the institution's interim report submitted in response to the May 2, 2012, Commission action letter in response to a prior interim directive dated December 14, 2011, reviewed at the April 2012 meeting and resulting from a Quality Assurance Visit conducted September 21 2011. That action directed the institution to submit an interim report to include the following two items: 1) a comprehensive narrative on why it failed to provide Documents 28.1 in its prior response as directed by the Commission, as well as updated 28.1s for 2010 and 2011 for the European Baking and Pastry program, together with full supporting documentation for all placements and waivers; and 2) either a rationale including documentation supporting the institution's position of not accepting any incoming transfer of credit, or an amended Transfer of Credit policy that complies with ACCET Document 16 in regards to the evaluation and acceptance of such credit, having failed in its prior report to address the issue. The Commission further noted that ACCET has yet to receive the institution's annual financial statements for the fiscal year ending December 31, 2011, now overdue since May1, 2012. Upon its review of the institution's current interim report, received July 2, 2012 (due June 29, 2012), the Commission found that report minimally responsive and in conjunction with the institution's failure to provide financial statements in accordance with Document 27 – Policy on Financial Reporting and Financial Stability, the Commission voted to issue a Show Cause directive, requiring the institution to demonstrate good cause why its accreditation should not be withdrawn. Therefore, the Commission directed that an additional interim report is required, which must include the following:

1. The institution has yet to demonstrate compliance with ACCET Document 16, Transfer of Credit Policy. The Commission noted that the Transfer of Credit policy in the new catalog supplied with the institution's interim report does indicate that the institution will now evaluate

applicants' prior education for potential incoming credit transfers; however, the policy as currently written does not specifically address all of the provisions outlined in ACCET Document 16. Alternatively, the institution has the option available in Document 16 if it has a "compelling reason," for a waiver of this requirement and submits "its rationale" to ACCT for review and approval. The institution's interim report must offer a compelling case for compliance with this ACCET standard and policy.

2. A copy of the institution's audited annual financial statements for the fiscal year ending December 31, 2011, in accordance with ACCET Documents 27 and 27.1. If these statements are not received prior to September 1, 2012, the current late fees of \$2000.00 will continue to increase by an additional \$500.00 each month, and the Commission will be advised of the institution's failure to timely submit both any unpaid penalty fees and the financials upon receipt of this notice in order to consider a special meeting to determine whether to withdraw accreditation.
3. Updated 28.1 – Completion and Placement Statistics for all programs with full supporting documentation for all placements and waivers for the calendar year 2011, and January 1 – June 30, 2012 referenced to the attached On-site Sampling Verification: Completion, Placement, and Academic Data form for each Scheduled to Graduate (column 3) cohort on the respective 28.1 to be submitted. The institution is reminded that the required documentation elements for verification of employment are outlined in ACCET Document 28 – Completion and Placement Policy. The Commission noted that, subsequent to the December 2011 Commission Action, the institution submitted an interim report addressing placement yet it contained no updated Documents 28.1. Then, subsequent to the April 2012 Commission Action, the institution submitted the current interim report containing Documents 28.1 and On-site Sampling Verification forms, yet it contained no supporting documentation to evidence the actual verifications for any of the graduates represented as placed or waived. The Commission further noted that the current interim report included no explanatory narrative whatsoever; only several exhibits. The institution is directed to provide a more comprehensive and responsive report in answer to the Commission's directive. This narrative update must explain the absence of requested documentation in the prior reports. It must also provide further clarification with full supporting documentation and job descriptions on the following reported placements which were discounted for lack of evidence of training-related positions: C. Rickman (Lake Wales Lutheran Preschool), D. Haarman (U.S. Army), J. Malone (Publix), A. Rodriguez (Publix), C. Kristi (Publix), C. Stephen (Publix), H. Donna (U.S. Army).

A copy of this report, **including the attached interim report cover sheet**, must be emailed to **interimreports@accet.org** for receipt no later than **October 26, 2012**.

Additionally, the Commission reviewed complaints #1235, #1236, #1237, and #1240 referred to its attention by the ACCET staff. These complaints had been lodged against the institution by several former students and former employees and concerned a wide range of alleged operational shortcomings, only yep of which appeared to have been resolved during the staff's review of the

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institution's complaint response. The Commission directed that these concerns raised in the complaints be brought to the attention of the upcoming on-site review team, to be investigated further during the reaccreditation evaluation visit currently scheduled during the December 2012 review cycle.

As a further reminder, you are advised that late submission and receipt of documents and reports are subject to significant late fees in accordance with Commission policy. These fees are outlined in ACCET Document 10, which can be found at www.accet.org.

Your demonstrated capabilities and commitment in support of the institution's accredited status are essential to a favorable outcome in this process. Should you have any questions or need further assistance regarding this letter, please contact the ACCET office at your earliest opportunity.

Sincerely,



ELECTRONIC SIGNATURE

Roger J. Williams
Executive Director

RJW/mln

Attachments: Interim Report Cover Sheet
On-site Sampling Verification: Completion, Placement, and Academic Data form