



ACCREDITING COUNCIL FOR CONTINUING EDUCATION & TRAINING
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May 30, 2008

*Re: Accrediting Commission Report
April 2008 Meeting
(via email distribution)*

Dear ACCET and Other Colleagues:

This letter is presented as an update on the actions undertaken by the ACCET Accrediting Commission at the April 2008 meeting. A summary of all final actions, referenced by institution, a summary of statistics for all actions relative to the various classifications of review, and the policy/documentation revisions, previously posted and referenced herein, can be viewed and/or downloaded from the ACCET website (www.accet.org). This report is also posted at the website under April 2008 Commission Report.

The following policy synopsis is provided for your review and future reference relative to the Commission's final policy approvals at the April meeting after careful review of the call-for-comment solicitation sent out following the December 2007 meeting. It is noted, as a reminder, that the Commission's Standards and Policy Review Committee (SPRC) undertakes a review of every policy that has not been subject to review for a period of five years.

Finalized Document Approvals

Document 26.4 – Change of Location Application

In determining a change of location, questions arose regarding what the accredited entity actually is and what is relocating. Document 26.4 was revised to address these issues. The Commission approved the document at the December 2007 meeting to go out for comment. As a result of the call for comment, minor changes were made. The revised document states: *“ACCET considers an ‘accredited entity’ to be a composite of the school’s administration, faculty, curricula, policies/procedures, student support systems, including the student body itself. If an accredited entity is simply relocating down the street to a new/different building with the same staff, curriculum, policies/procedures, etc., ACCET views this as a change of location within the same general geographic area and requires completion of this application. However, if the accredited entity closes in one location and reopens in a new location outside the general*

geographic area of the accredited entity which requires substantial changes in the components of the accredited entity, ACCET considers this a campus closing and refers the institution to Document 32 – Closing/Teachout Policy.” The Commission approved the revised document.

Document 33 – Definitions

As part of the normal five-year review process, Document 33 was presented to SPRC for updating, review, and/or revision in the December 2007 cycle. Several changes were made including: (1) reference to Document 11 for all Commission actions including deferral, denial, grant, show cause and withdrawal of accreditation; (2) an expanded definition of “externships/ internships/practicum”; and (3) minor modifications to the definitions of “course”, “institutional accreditation”, and “vocational institution”. The Commission approved the document at the December 2007 Commission meeting to go out for comment. As a result of the call for comment, minor changes were made including modification to the definition of “branch” to delete the statement that a branch has its own hiring authority. The Commission approved the revised document.

Documents 3.1 – Guidelines for Preparing an Electronic Analytic Self-Evaluation Report

(Pertinent to Vocational/Title IV Institutions)

A minor revision was made to the document to reflect a recent change to Document 31 – Cancellation and Refund Policy which requires institutions to make refunds within 45 days (instead of 30 days) from the documented date of determination or cancellation. The change was to item 9 under Standard III-B Financial Procedures. The Commission approved the revised document.

Document 3.2 – Guidelines for Preparing an Electronic Analytic Self-Evaluation Report

(Pertinent to Avocational/Professional Development)

A minor revision was made to the document to reflect a recent change to Document 31 – Cancellation and Refund Policy which requires institutions to make refunds within 45 days (instead of 30 days) from the documented date of determination or cancellation. The change was to item 9 under Standard III-B Financial Procedures. The Commission approved the revised document.

Documents 3.2/3 ESL—Guideline for Preparing an Electronic Analytical Self-Evaluation Report (Pertinent to Avocational/ Professional Development)

A minor revision was made to the document to reflect a recent change to Document 31 ESL – Cancellation and Refund Policy which requires institutions to make refunds within 45 days (instead of 30 days) from the documented date of

determination or cancellation. The change was to item 9 under Standard III-B Financial Procedures. The Commission approved the revised document.

Documents 3.3 – Guidelines for Preparing an Analytic Self-Evaluation Report

(Pertinent to Dale Carnegie & Associate, Inc./Centers/Franchises – Avocational/Professional Development)

A minor revision was made to the document to reflect a recent change to Document 31 – Cancellation and Refund Policy which requires institutions to make refunds within 45 days (instead of 30 days) from the documented date of determination or cancellation. The change was to item 8 under Standard III-B Financial Procedures. The Commission approved the revised document.

Document 12.1 – Annual Report and Enrollment Statistics

The five-year review process indicated no substantive changes required. The Commission approved the revised document.

Document 18 – Satisfactory Academic Progress Policy

The five-year review process indicated no changes required to the document.

Document 18 (Attachment) – Sample Satisfactory Academic Progress Policies for Both Credit and Clock Hour Programs

The five-year review process indicated no changes required to the document.

Document 25.1 – Application for Curriculum Revision/Addition

The five-year review process indicated no substantive changes required. The only change was to clarify the instructions relative to the requirement that, if applicable, a program name be consistent with the name approved by the state licensing agency. The Commission approved the revised document.

Document 49.1 – Notice to Students: Complaint Procedure

The five-year review process indicated no substantive changes required. The only change was the addition of an email address to ACCET's contact information. The Commission approved the revised document.

Call-for-Comment Solicited

(The draft version and call-for-comment form are under Commission Report on ACCET's website)

Document 18.1 – Satisfactory Academic Progress (SAP) Policy Checklist

As part of the normal five-year review process, Document 18.1 (which pertains to vocational/Title IV institutions) was presented to SPRC for updating, review, and/or revision. Minor changes are proposed for purposes of clarity and to better align the SAP Checklist with Document 18. Additional language is copied directly from Document 18 and added to the Checklist.

Document 18 ESL – Satisfactory Progress (SP) Policy

A new document, Document 18 ESL, is proposed to provide guidance to avocational ESL institutions regarding the elements of a Satisfactory Progress (SP) policy.

Document 18.1 ESL – Satisfactory Progress (SP) Policy Checklist

A new document, Document 18 ESL.1, is proposed to provide a checklist regarding the elements of a Satisfactory Progress (SP) policy for avocational ESL institutions.

Document 22.1 – Application for Reinstatement of Accreditation Following a Change of Ownership or Control

As part of the normal five-year review process, Document 22.1 was presented to SPRC for updating, review, and/or revision. Changes are proposed to: (1) add the ACCET ID number, (2) simplify, clarify, and/or highlight instructions, (3) indicate that less supporting documentation may be required to be submitted by institutions with a change of ownership without a change of control, and (4) request additional information about multi-tier ownership structures.

Conceptual Call-For-Comment on Notices to the Public

As a U.S. Department of Education recognized accrediting agency, ACCET is subject to the statutory and regulatory requirements of the Higher Education Act (HEA), which Congress has been working on for years under continuing resolutions that may or may not be coming to fruition in this session. Amongst the many priority topics under review is the issue of transparency, specifically as it relates to providing the general public and prospective students with pertinent information about schools to allow informed decisions. Under provisions put in place following the 1997 amendments, ACCET notifies Federal, State, and other agencies of various actions by our agency such as grants, denials/withdrawals, resignations/expirations, institutional show cause directives, etc., some of which

are also posted on the ACCET website but much of which is not readily available to and/or discoverable by the public. With that in mind, and in keeping with ACCET's forward-looking approach to policies and practices that aim for a sound balance between the ideal and the pragmatic, the Commission requested a "conceptual" call-for-comment to solicit the views of our member institutions in regard to the transparency issue. There is no simple formula likely, albeit one might be forced on the agencies by the HEA, but your thoughtful perspective on the possible future posting of actions/status, including show cause directives, on the ACCET website in a manner that is more readily accessible to the public would be both helpful and appreciated. Accordingly, your insights and ideas should be forwarded to Judy Hendrickson, Associate Executive Director at jhendrickson@accet.org no later than July 18, 2008, in preparation for the next meeting of the Commission in late July.

Other Business

Nursing and Allied Health Template Proposal

The Commission approved the establishment of a task force to draft a Nursing and Allied Health Template for consideration by the Commission at the August 2008 meeting. Proposed are additional eASER questions to be answered by institutions offering nursing and allied health programs that provide laboratory practice involving the handling of blood and other body fluids as part of their programs.

ACCET Website/Database Update

We are in the mid-planning stages for a major revamping of our website in conjunction with our database, the latter showing its age of 15 years, while remaining both serviceable and cumbersome. As with your own organizations, data collection/tracking/reporting and document management are critical to the day-to-day operations. With a well-developed planning document, and a bit of luck, we hope to have the new look and upgraded functionality complete by the end of the year.

Sustaining Fee Reformulation

Since ACCET's inception in 1974, the annual sustaining fees and corresponding Annual Report (Document 12) have been formulated and submitted on the basis of "participant hours" during the institution's just-closed fiscal year. It has invoked a level of tedium, on both sides, often resulting in a quasi-mystical process of data collection and collation that occasionally results in our inability to interpret and understand, e.g. increased tuition revenue with decreased participant hours. Most of the other accrediting agencies use a revenue-based formula and we are planning to transition to a similar approach. This plan is still in the data

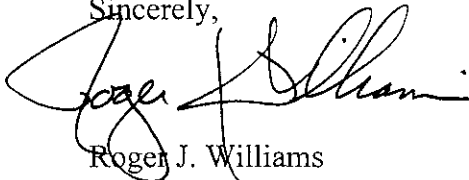
analysis stage and when sufficiently developed will be presented to the Commission and membership for review and comment.

ACCET Annual Conference: San Antonio – October 22-24

The preliminary brochure and registration material are now on the ACCET website (www.accet.org) and we hope a record number of you are planning to attend at this great venue, with a program to match. Early registration savings end August 22nd and you can register on-line. There is a separate registration for the Accreditation Workshop held on the 20th and 21st, and our Team Evaluation Workshop will be held on the 21st as well. It is a worthwhile opportunity to combine some relaxation with friends and colleagues along with some fresh ideas for the future.

This concludes the report on the Commission meeting and supplemental update. Thank you as always for the important contributions your daily work make in the lives of over 600,000 students each year. Best Regards.

Sincerely,

A handwritten signature in black ink, appearing to read "Roger J. Williams". The signature is fluid and cursive, with a large initial "R" and "W".

Roger J. Williams
Executive Director