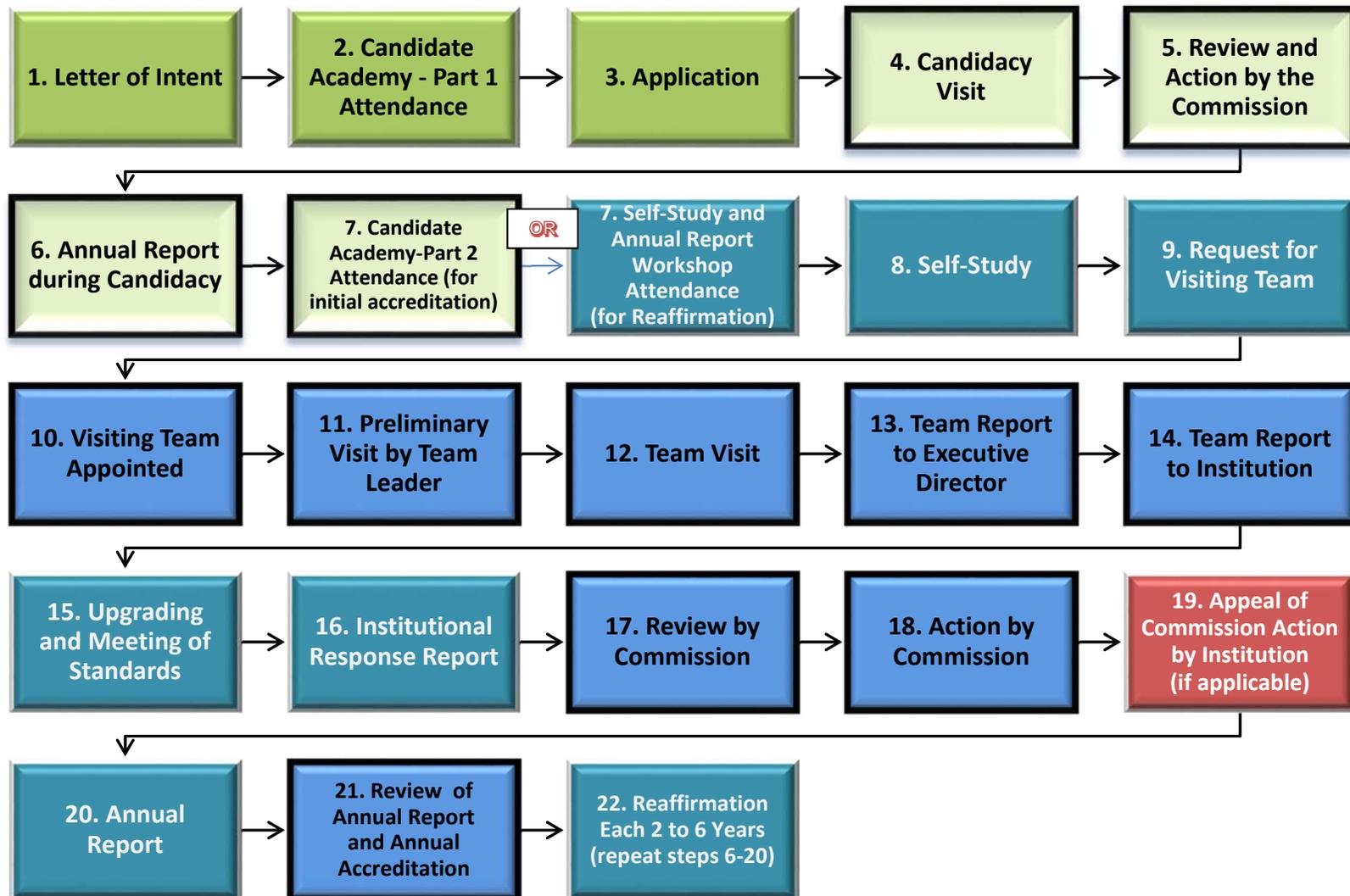




Council on Occupational Education Accreditation Process



THE ACCREDITATION PROCESS

1. Letter of intent to seek candidacy and to request application forms.
2. The on-site administrator or other full-time employee at the main campus must attend a Candidate Academy-Part 1 within 12 months prior to submitting an application for candidate status.
3. Submission of an application for candidacy.
4. Candidacy team visit.
5. Commission review of application and candidacy visit report. Approval of candidate status by Commission. If disapproved, appeal may be made to the Commission.
6. After acceptance as a candidate, an annual report is submitted each year for Commission review. The annual report while in candidate status is an update on the institution's status toward initial accreditation. Also, non-public institutions must submit an audited financial statement each year after acceptance as a candidate and throughout their term of membership with the Council. Audits must be submitted within 6 months of the end of the fiscal year and must be accompanied by a completed COE Financial Form. During candidate status, no substantive changes may be approved except for changes in existing programs. The earliest date that an institution can host an accreditation visiting team is six months after the date candidate status is approved and six months after a representative attends the COE Self-Study and Annual Report workshops (see below). The maximum time an institution may be in candidacy is three years. Candidate institutions must host an initial accreditation team visit within 24 months after being accepted as a candidate by the Commission.

Accreditation

7. FOR INITIAL ACCREDITATION: The on-site administrator or other full-time employee at the main campus must attend the Candidate Academy-Part 2;

OR,

FOR REAFFIRMATION OF ACCREDITATION: The on-site administrator or other full-time employee at the main campus must attend Commission Self-Study and Annual Report Workshops within 6 to 18 months prior to hosting a visiting team for initial accreditation or reaffirmation of accreditation.

8. A self-study should be initiated by the end of the first year as a candidate; or, for institutions seeking reaffirmation, at a time appropriate to the target date for hosting an accreditation visiting team.
9. For institutions seeking initial accreditation, an accreditation visit must be hosted no sooner than 6 months after attendance of Candidate Academy-Part 2, and no later than 24 months after acceptance as a candidate. Institutions seeking reaffirmation must submit a request for specific dates they wish to host an accreditation team visit. (Council staff initiates an inquiry to institutions scheduled to host visiting teams each year. Institutions work with Council staff to select the most appropriate dates for accreditation team visits.)

10. Visiting team appointed by Commission Staff.
11. A preliminary visit by the Visiting Team Leader is made approximately 30 days prior to team visit.
12. The team visit includes a review of all programs and activities of the school. An oral report is made to the school at the end of the visit.
13. The written team report is sent to the Executive Director by the team leader within 30 days of the visit.
14. The Commission Executive Director sends team report to the institution.
15. Institution makes changes necessary to meet standards.
16. The chief administrative officer writes a letter requesting accreditation and submits one electronic copy of institutional response, if required, to the team report within 30 days of the date of the COE Executive Director's transmission of the team report to the institution.
17. The Commission reviews the team report, institutional response report, self-study, and report of readers.
18. The Commission may defer action and request additional documentation, grant accreditation, or deny accreditation. If accreditation is granted (based on the self-study, team report, and institutional response report) the Commission will specify the number of years in the next reaffirmation cycle (two [2] to six [6] years). The year of reaffirmation may be changed for just cause.
19. An institution may appeal a negative action to the Commission.

Annual Review

20. All candidate and accredited institutions must submit an annual report to the Commission.
21. Continued candidate status or accreditation is determined annually by Commission approval of annual reports.
22. During the year prior to the year that ends the reaffirmation period, a school must attend a self-study workshop, begin another self-study, and request another team visit. Teams for reaffirmation of accreditation are scheduled every 2 to 6 years. The Commission determines the reaffirmation schedule.

NOTE: Failure to submit an annual report or additional information regarding the annual report, if requested, by the due date established by the Commission shall be grounds for an institution to lose its candidacy status or accreditation.