



# ***ACCREDITATION BASICS:*** ***To Be or Not to Be Accredited***

**California Association of Private Postsecondary  
Schools (CAPPS)  
Workshop Series  
Long Beach, CA**

**Presented by:**

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Educational Advisors**

**[www.educationaladvisors.com](http://www.educationaladvisors.com) –**

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# ***ACCREDITATION***



# **GOALS & OBJECTIVES**

- **Accreditation: Are you Ready?**
- **Selecting the Accrediting Agency that is Right for You**
- **Steps to Accreditation**
- **Knowledge of Standards**
- **Pitfalls to Avoid**
- **EAI 10 Commandments**
- **Self-Evaluation Report**
- **Team Report / Response to Team Report**
- **Q&A**



***Accreditation:  
Are you Ready to Become a  
Lifelong Accreditation /  
Regulatory Student?***

# KNOW THE BUSINESS OF ACCREDITATION

***“The goal of accreditation is to ensure that education provided by institutions of higher education meets acceptable levels of quality.” (Courtesy of USDOE)***



# KNOW THE BUSINESS OF ACCREDITATION

## Why Become Accredited?

- **Self-Improvement**
- **Educational Quality**
- **Recognition**
- **Access to federal financial aid**
- **Required for SEVIS Approval**



# KNOW THE BUSINESS OF ACCREDITATION

## Accreditation and Federal Student

### Aid



**Accreditation is a threshold requirement for eligibility for Federal Student Aid programs**

**1 – State Approval (Licensure)**

**2 – Accreditation**

**3 – Institutional Eligibility for Federal Student Aid (Financials – New Federal Requirements: Program Integrity and Gainful Employment)**

# HOW DO I GET STARTED?

- ✓ **Know the Business of Accreditation**
- ✓ **Determine the accrediting agency best suited for your institution**
- ✓ **Knowledge of Standards (Student Outcomes – Financials)**
- ✓ **Knowledge of the Process – requirements, timeline, deadlines, follow up needs**
- ✓ **Application Phase**
- ✓ **Visit Requirements**
- ✓ **Documentation Requirements**





# KNOW THE BUSINESS OF ACCREDITATION

## Evolving Role of Accreditation

- Designed as a means to assist schools and colleges to become strong and better institutions by setting standards of educational quality
- Accreditation is a unique partnership among institutions that enhances educational quality and fosters innovation and creativity
- Accreditation, in order to be effective, Must Focus on Students
- Accreditation is a Peer Review System
- Accreditation is Non-Governmental
- Accreditation is Voluntary and Relies Heavily on Volunteers

# KNOW THE BUSINESS OF ACCREDITATION

## Accreditation Seeks to

- Assess and enhance the educational quality of an institution
- Accreditors must hold their member institutions accountable
- Ensure consistency in institutional operations
- Promote self-evaluation and institutional improvement
- Provide for public accountability
- Evaluate the infrastructure



# KNOW THE BUSINESS OF ACCREDITATION

## Accreditation Pact

- Between accreditors and institutions which relies upon each to fulfill its role
- Accreditors hold institutions accountable and must be willing, when appropriate, to take action when an institution is not fulfilling its obligations to students
- Based on trust and a commitment to a singular unified goal: student success
- Institutions must be dedicated to meeting or exceeding standards on a continuous basis
- Accreditors work to create and enforce meaningful standards

# KNOW THE BUSINESS OF ACCREDITATION

## Accreditation Impact on Schools

- Institutional Success is Dependent upon the Quality of Campus Leadership
- Student Success is Dependent upon Quality of Teaching and On-going Faculty Development

# KNOW THE BUSINESS OF ACCREDITATION

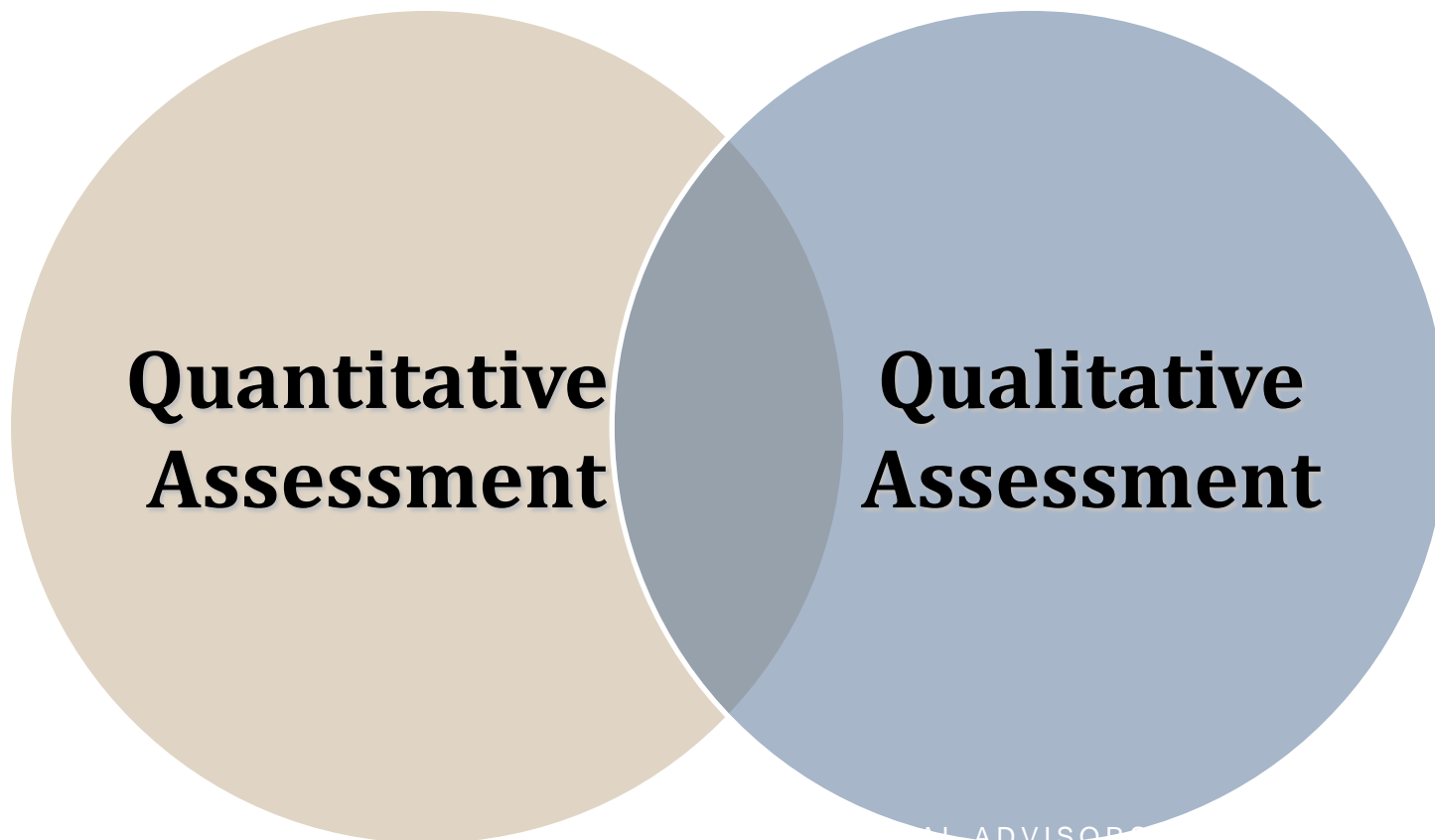
Success of an Institution is primarily measured by the  
Success of its Students

**Student Success = Institutional Success**

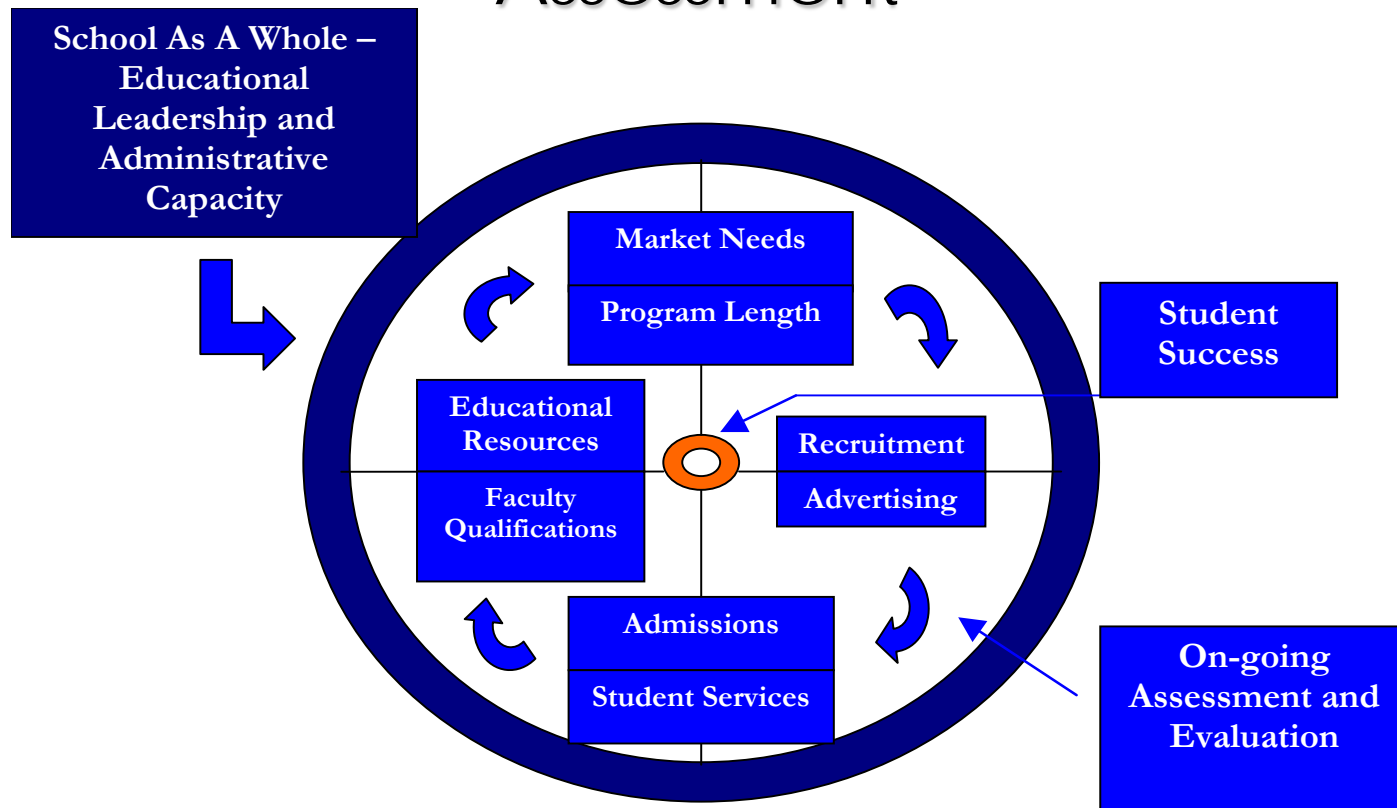
**Do you have evidence?**



# Best Practices in Accreditation: Accountability and Assessment



# Best Practice: A Holistic Approach to Quality Assessment



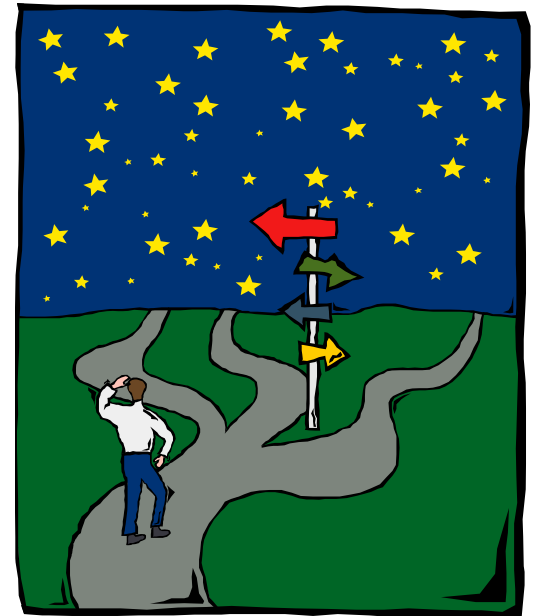


***Selecting the  
Accrediting Agency that is  
Right for You***



# WHICH AGENCY IS RIGHT FOR MY INSTITUTION?

- Eligibility Requirements
- State (BPPE) Approval
- Regional vs. National
- Program Requirements (Programmatic)
- Faculty Requirements
- Outcome Requirements (Completion, Placement, Licensure)
- Financial Requirements
- Research – Research – Research



# NATIONAL ACCREDITATION AGENCIES

ABHES – [WWW.ABHES.ORG](http://WWW.ABHES.ORG)

ACCET – [WWW.ACCET.ORG](http://WWW.ACCET.ORG)

ACCSC – [WWW.ACCSC.ORG](http://WWW.ACCSC.ORG)

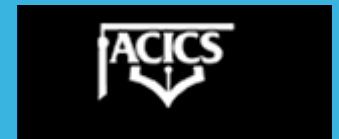
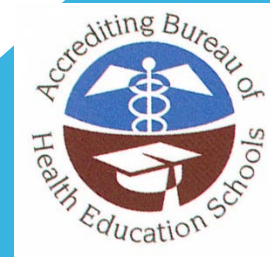
ACICS – [WWW.ACICS.ORG](http://WWW.ACICS.ORG)

COE – [WWW.COUNCIL.ORG](http://WWW.COUNCIL.ORG)

COMTA – [WWW.COMTA.ORG](http://WWW.COMTA.ORG)

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NACCAS – [WWW.NACCAS.ORG](http://WWW.NACCAS.ORG)

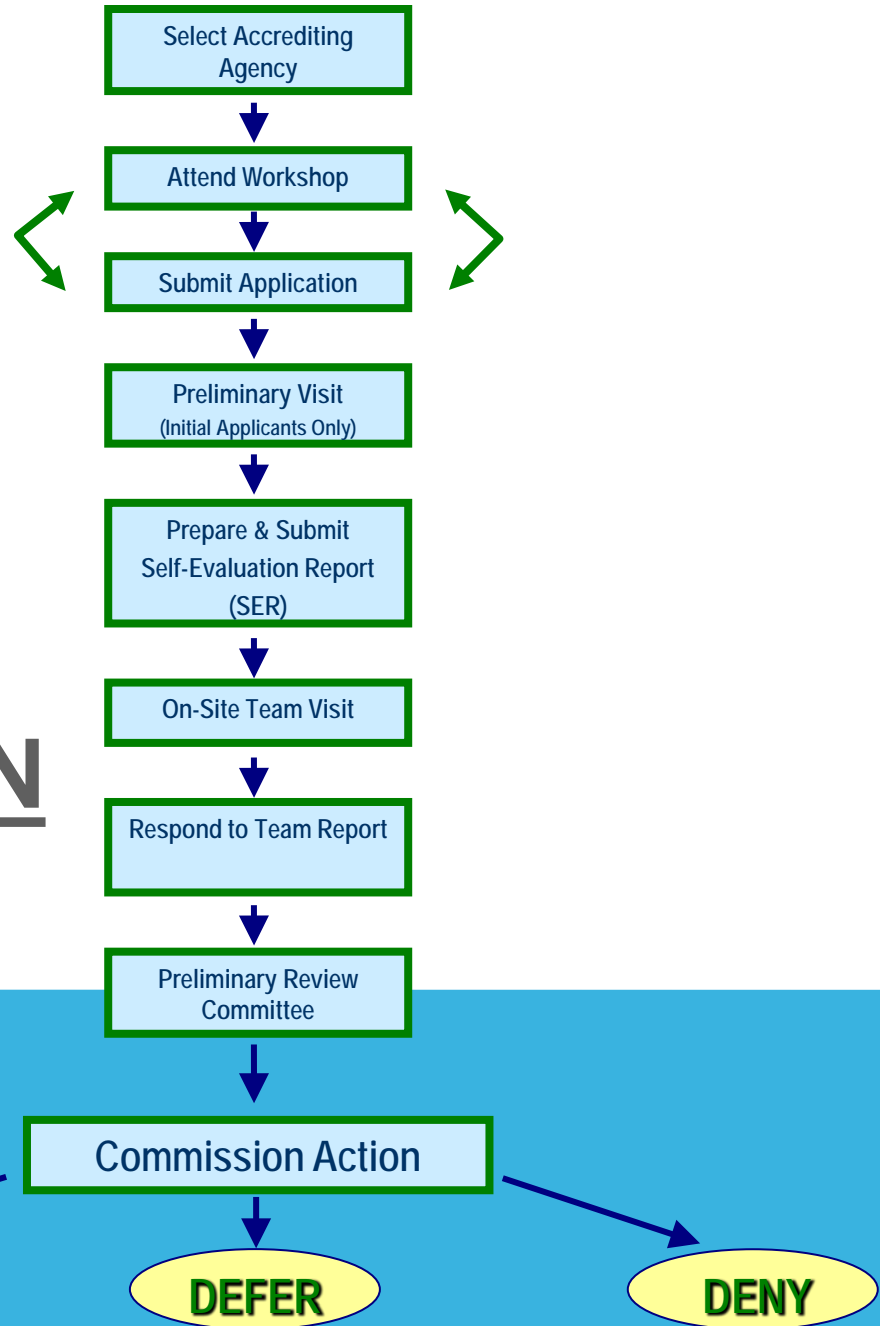


Council on Occupational Education



# ***Steps to Accreditation***

# GENERAL PROCESS OF ACCREDITATION



# MAINTAINING ACCREDITATION

- **Living the Standards from the Start**
- **Self Appraisal/Review/Assessment**
- **Follow up/Improvement Plans (IAIP, IEP, PEP, etc.)**
- **Maintaining Compliance with Accreditation Standards**
- **Peer Review – On-site visit / Mock Visits**
- **Living the Standards – Above and Beyond**
- **On-Going Improvement**
  - Student Outcomes
  - Market Need
  - Financial Stability



# ***Knowledge of the Standards***

# KNOW THE STANDARDS

- **Mission / Purpose / Objectives**
  - **Management / Governance / Organization**
  - **Finances / Financial Stability**
  - **Program Administration**
    - Planning and Development
    - Instructional Delivery
    - Educational Goals and Objectives
    - Program/Instructional Materials
    - Performance Measurements
    - Curriculum Review/Revision
- Certification and Licensing  
Graduation Requirements

# KNOW THE STANDARDS

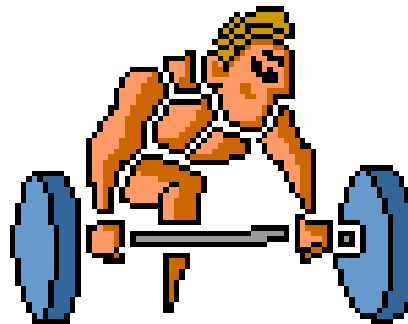
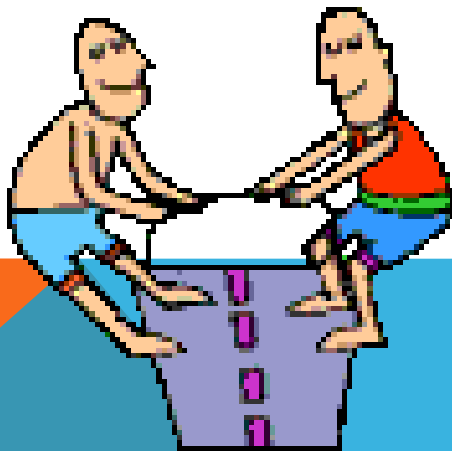
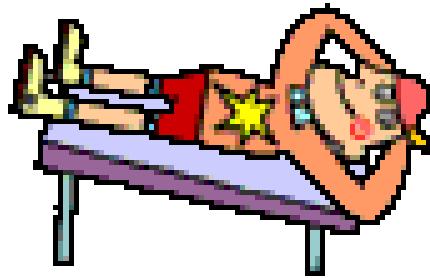
- **Relations with Students**
  - Recruitment and Admissions
  - Transfer of Credit
  - Satisfactory Academic Progress
  - Student Services (Advising, Placement)
- **Instructional Personnel**
  - Qualifications of Instructional Personnel
  - Instructor Orientation and Training (prior to being assigned a class)
  - Evaluation and Supervision of Instruction
  - In-Service Training
  - Professional Development



# KNOW THE STANDARDS

- **Institutional Assessment and Improvement – Living Document**
  - Strategic Planning and Review
  - Student / Graduate / Employer Satisfaction
  - Completion, Placement, Licensure
  - Advisory Board Involvement
  - Institutional and Program Effectiveness
  - Student Evaluation
  - Compliance with Regulatory Agencies
- **Learning Resources / Library**
  - Staff / Student Training

# A lot of Work!



*...and be prepared for.....*

**Change**

*Change*

# Change

# Change



Change



**“If you want to  
make enemies, try  
to change  
something.”**



**Woodrow Wilson**



GENERAL ERIC  
SHINSEKI  
CHIEF OF STAFF,  
U. S. ARMY

IF YOU DON'T  
LIKE CHANGE, YOU'RE  
GOING TO LIKE  
IRRELEVANCE EVEN  
LESS.

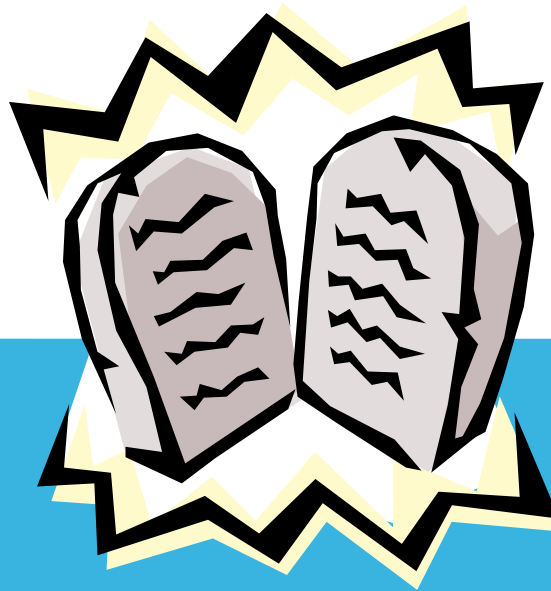


# WHAT RESOURCES ARE AVAILABLE?

- USDOE web site [www.ed.gov](http://www.ed.gov)
- Agency web-sites & staff Accredited Institutions
- State Associations
- Advisors – CPAs, F/A, Accreditation Specialists – [www.educationaladvisors.com](http://www.educationaladvisors.com)
- Industry Specialists
- Staff Involvement and Research

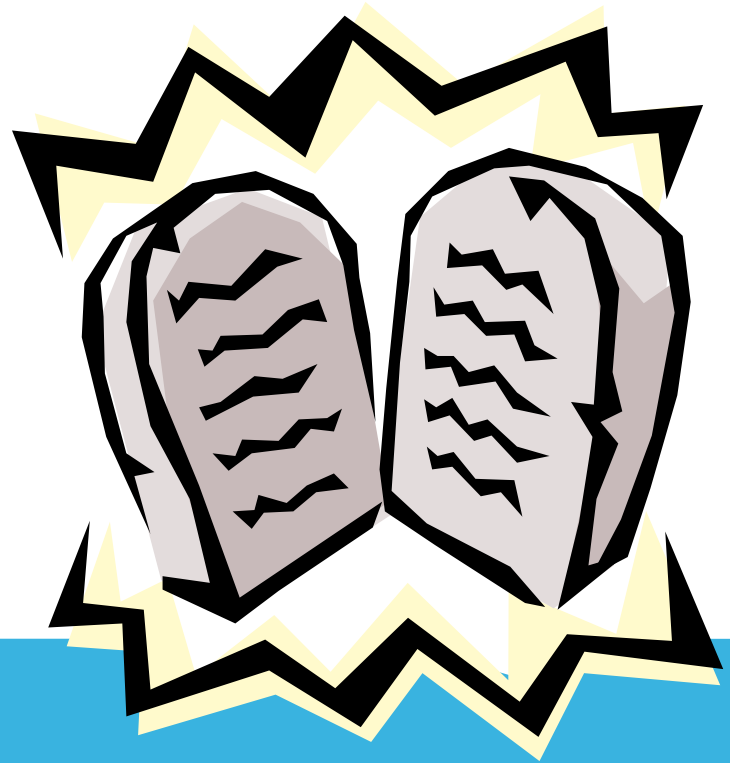


# **EAI'S 10 COMMANDMENTS OF COMPLIANCE**



# EAI'S 10 COMMANDMENTS OF COMPLIANCE

- 10.** Student files shall communicate a student's entire enrollment experience without having to ask an employee for an explanation
- 9.** You shall not use white-out to hide incorrect information



# EAI'S 10 COMMANDMENTS OF COMPLIANCE

- 8.** You shall not distribute copyrighted materials without written consent from the author/owner
- 7.** You shall not make up data to meet requirements



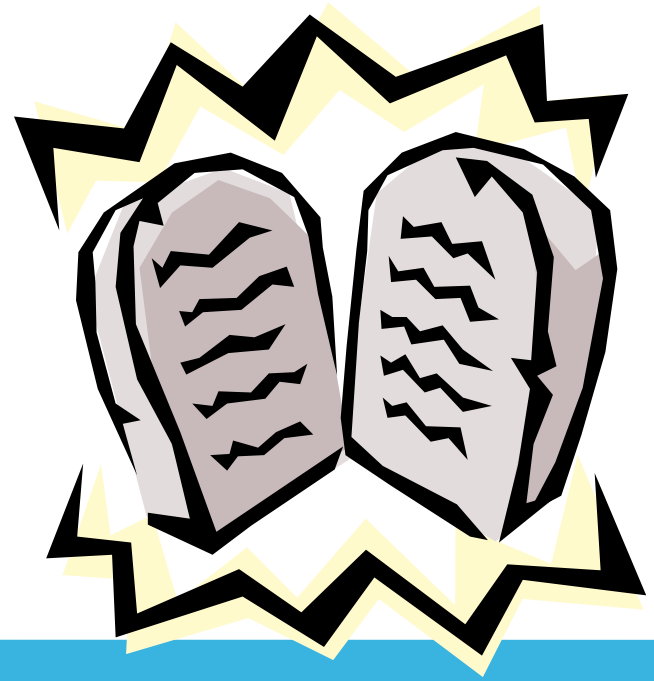
# EAI'S 10 COMMANDMENTS OF COMPLIANCE

- 6. You shall not jump to conclusions - Gather all facts prior to making a decision**
- 5. Honor and promote the success of your employees and students**



# EAI'S 10 COMMANDMENTS OF COMPLIANCE

- 4. Remember your integrity is based on behavior not words
- 3. You shall not send correspondence to regulatory agencies without having an independent specialist review for accuracy and tone



# EAI'S 10 COMMANDMENTS OF COMPLIANCE

- 2. You shall embrace the industry through professional development and continuing education**
- 1. You shall base business and compliance practices on the most stringent requirements you are governed by**





# FOR MORE INFORMATION CONTACT:

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[Q & A](#)

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California Association of Private Postsecondary Schools

916.447.5500

Cappsonline.org

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**Special Thank You to  
ABHES  
ACCSC**