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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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
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

School As A Whole – Educational Leadership and Administrative Capacity

- Market Needs
- Program Length
- Educational Resources
- Faculty Qualifications
- Admissions
- Student Services
- Recruitment
- Advertising
- Student Success
- On-going Assessment and Evaluation

Best Practice: A Holistic Approach to Quality Assessment

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Accrediting Commission of Career Schools and Colleges
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
ACCET – WWW.ACCET.ORG
ACCSC – WWW.ACCSC.ORG
ACICS – WWW.ACICS.ORG
COE – WWW.COUNCIL.ORG
COMTA – WWW.COMTA.ORG
DEAC – WWW.DEAC.ORG
NACCAS – WWW.NACCAS.ORG
Steps to Accreditation
GENERAL PROCESS OF ACCREDITATION

Select Accrediting Agency

Attend Workshop

Submit Application

Preliminary Visit (Initial Applicants Only)

Prepare & Submit Self-Evaluation Report (SER)

On-Site Team Visit

Respond to Team Report

Preliminary Review Committee

Commission Action

GRANT

DEFER

DENY
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

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

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

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

1. You shall base business and compliance practices on the most stringent requirements you are governed by

2. You shall embrace the industry through professional development and continuing education

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FOR MORE INFORMATION
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Q & A

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