

ACCREDITATION MAINTENANCE

Post Secondary Career & Technical Institutions should refer to the Accreditation Actions for Post Secondary Career & Technical Policy

As a condition of continuing their accreditation during the term granted by the Commissions on Elementary and Secondary Schools, accredited schools are expected to meet all requirements as outlined in MSA-CESS Policy: Expectations of Accredited Institutions.

Section 1: General

- A. Failure to Meet Accreditation Maintenance Requirements. Failure to meet Expectations of Accredited Schools may lead to the issuance of a show cause action, the assessment of additional fees, and/or removal of the school's accreditation by the Commissions on Elementary and Secondary Schools.
- B. Reports During the Term of Accreditation. Accredited schools must submit all reports required by the Commissions during the school's term of accreditation. Failure to submit required reports may lead to Adverse Accreditation action.
- C. Special Reports and/or Special Visits. In addition to the accreditation maintenance requirements required by this policy and MSA-CESS Policy: Expectations for Accredited Institutions, the Commission(s) may require special reports and/or special visits for cause at any time during the school's term of accreditation, such as when a signed complaint (see MSA-CESS Policy: Complaints) has been presented to the Commissions alleging that a school is not meeting one or more of the Commissions' Standards for Accreditation. Causes prompting a special visit or special report include but are not limited to the following conditions or events in a school:
 - a. Significant health or safety issues;
 - b. Significant financial problems;
 - c. Significant decline in student enrollment;
 - d. Substantive changes;
 - e. Verification of actions taken to resolve stipulations or monitoring issues included in the Commission's accreditation action;
 - f. Abrupt and/or unplanned/unanticipated change in the head of the school;
- D. Fees. Fees are charged for special visits and the travel costs for any visit shall be borne by the school.

Section 2: Mid-Term Review. Schools accredited by the Commissions on Elementary and Secondary Schools must complete a mid-term review process defined as follows:

- A. Schools Granted Accreditation for Seven Years. At the beginning of the third year of the term of accreditation, submit a Mid-Term Review Report;
 - a. If the Commissions' staff determines that the school's Mid-Term Report is acceptable and presents no issues requiring verification through an onsite visit, no visit is required, and the school's accreditation continues for the remainder of the seven-year term;
 - b. If the Commission's staff determines that the report presents issues that require follow-up through an onsite visit, a visit is scheduled;
 - c. A school may request a Mid-Term Visit even if a visit is not required.
- B. Schools Granted Accreditation through the Self-Study and Accreditation Protocol of a Cooperating Agency. Schools granted a term of accreditation by the Commissions based on the school's having successfully completed the self-study and accreditation requirements of an agency with which the Commissions have a cooperating agreement must meet the mid-term review requirements of the cooperating agency.

Section 3: Accreditation Maintenance Requirements for Postsecondary Institutions

- A. Monitoring Reports for Compliance with the Requirements for Accreditation. The purpose of the required monitoring reports is to enable the Commission to confirm an institution's continued compliance with the Commission's Standards for Accreditation and other requirements for accreditation.
- B. Annual Report. After each academic year, accredited career and technical institutions will submit an Annual Report to the Commission in which the institution provides evidence of its continued compliance with the Standards for Accreditation, the other requirements for accreditation, and the general status, condition, and viability of the institution. In the annual report, institutions are required to provide the following information and data:
 - g. Career and technical programs offered during the reporting year
 - h. Enrollment in all career and technical programs offered by the institution
 - i. Indicators of significant growth in enrollment
 - j. Career and technical programs deleted in the reporting year
 - k. Career and technical programs added during the reporting year
 - l. Completion rates for all career and technical programs
 - m. Completer job placement rates for all career and technical programs
 - n. Licensing examination pass rates for all applicable career and technical programs
 - o. Student loan default rate for all career and technical programs participating in Title IV programs
 - p. Financial data for the reporting year
 - q. The most recent audit of the institution's finances
 - r. Report of any USDE audits conducted in the reporting year
 - s. Assurances by the head of the institution and the head of the institution's governing body regarding—
 - a. Recruiting and admissions practices
 - b. Identification of distance education students
 - c. Employment demand for program completers

- d. The financial information in the annual report
 - e. Financial viability and stability
 - t. Assurance of continuing compliance with the Standards for Accreditation for Career and Technical Institutions
- C. Mid-Term Report. In the third year of the accreditation term, accredited career and technical institutions will submit a Mid-Term Report to the Commission in which the institution provides evidence of its continued compliance with the Standards for Accreditation, the other requirements for accreditation, and the general status, condition, and viability of the institution. In the Mid-Term Report institutions are required to provide the following information and data:
- 1) Enrollment in all career and technical programs offered by the institution
 - 2) Indicators of significant growth in enrollment
 - 3) Career and technical programs deleted in the reporting year
 - 4) Career and technical programs added during the reporting year
 - 5) Completion rates for all career and technical programs
 - 6) Completer job placement rates for all career and technical programs
 - 7) Licensing examination pass rates for all applicable career and technical programs
 - 8) Student loan default rate for all career and technical programs participating in Title IV programs
 - 9) Financial data for the reporting year
 - 10) The most recent audit of the institution's finances
 - 11) Report of any USDE audits conducted in the reporting year
 - 12) Assurances by the head of the institution and the head of the institution's governing body regarding—
 - Recruiting and admissions practices
 - Identification of distance education students
 - Employment demand for program completers
 - The financial information in the annual report
 - Financial viability and stability
 - a. Results of an in-depth self-assessment of compliance with the Standards for Accreditation for Career and Technical Institutions
 - 13) Progress in achieving the student performance and organizational capacity objectives in the institution's Plan for Growth and Improvement.
- D. Reviews of Monitoring Reports. Upon receipt of the required reports, the Commission's staff shall conduct an analysis of key data and indicators including, but not limited to, fiscal information and measures of student achievement.
- a) If, as a result of this review, an institution falls out of compliance with one or more of the Commission's Standards for Accreditation and/or other accreditation requirements, the Commission shall initiate actions prescribed in MSA-CESS Policy: Enforcement of the Standards for Accreditation.
- E. Special Reports and/or Special Visits. In addition to the accreditation maintenance requirements required by this policy the Commission may require special reports and/or

special visits for cause at any time during the institution's term of accreditation. Causes prompting a special visit or special report include but are not limited to the following conditions or events in an institution:

- 1) A complaint made against an institution;
- 2) Significant health or safety issues;
- 3) Significant financial problems;
- 4) Significant decline in student enrollment;
- 5) Significant increase in enrollment;
- 6) Substantive changes;
- 7) Verification of actions taken to resolve stipulations, monitoring issues, and/or probationary issues included in the Commission's accreditation action;
- 8) Abrupt and/or unplanned/unanticipated change in the head of the institution;
- 9) Fees are charged for special visits and the travel costs for any visit shall be borne by the institution.

F. Reevaluation of Accredited Institutions. As a minimum, the Commission shall reevaluate the accreditation of accredited institutions at the following times:

- a) Prior to the expiration of an institution's term of accreditation. (MSA-CESS Policy: Accreditation Actions)
- b) At any time during an institution's term of accreditation when the Commission has verified information that the institution is not in compliance with one or more of the requirements for accreditation and/or requirements for Accreditation Maintenance.

G. Unannounced Site Visits. The Commission may conduct unannounced onsite visits at any time for the purpose of determining whether the institution continues to be in compliance with the Standards for Accreditation of Career and Technical Institutions and/or the other accreditation requirements.

Section 4: Accredited Schools with Expired Term of Accreditation.

When an Accredited school allows its term of accreditation to expire and the school wishes to regain its accreditation, the school will be returned to the status of a Candidate for Accreditation.

In the case of postsecondary, non-degree granting career and technology institutions, a return to Candidate status will occur only if an onsite visit verifies that the institution meets the Standards for Candidacy.