# ATTACHMENTS TO THE APPLICATION FOR RENEWAL OF ACCREDITATION

Accrediting Commission of Career Schools and Colleges (ACCSC)

**To be submitted in accordance with ACCSC’s Instructions for Electronic Submission within 45 days after attendance at an ACCSC Accreditation Workshop.**

## The school is applying for renewal of accreditation as a: Main School Branch Campus (✓one)

Name of School: ACCSC School Number:

Address:

City: State: Zip Code:

Telephone Number: Fax Number:

E-mail Address: Website Address:

Current School Director:

Accreditation Workshop Dates and Attendee:

**If the school applying for renewal of accreditation is a branch, please complete the following information for the main school:**

Name of Main School/Branch: ACCSC School Number:

Address:

City: State: Zip Code:

Telephone Number: Fax Number:

E-mail Address: Web Site Address:

Current School Director:

**Supply the following information for the school that is applying for accreditation:**

1. The school has been training students continuously (except for regularly scheduled vacation periods) since (month/year):

2. Under what legal entity is the school operating (e.g., an S corporation, a C corporation, non-profit corporation, partnership, sole proprietorship, etc.)?

3. What is the name of the entity that owns the school?

4. Is the school reported identically to all appropriate federal and state agencies, and/or other accrediting agencies (e.g., name, classification, programs approvals, etc.)? Yes\_\_\_\_\_ No\_\_\_\_\_ **(**✓one**)**

**Licensure, Approval, and Accreditation Information:**

1. List each state by which the school is currently licensed or approved to operate as a school and the effective date and expiration date of the current licensure and/or approvals (add additional lines as necessary).

State: Effective Date: Expiration Date:

2. List eachaccreditation agency, to include ACCSC, by which the school is currently accredited, the dates of the current term of accreditation (from and to), and the school’s status with that agency (e.g., good standing, Show Cause Order, reporting, Probation, etc.) (add additional lines as necessary).

Agency:

Current Term: Status:

3. Other than ACCSC, please list any accrediting agency (institutional or programmatic) with which the school has submitted an application for accreditation along with the date that the school made application (add additional lines as necessary).

Agency:

Date of Application:

4. What accrediting agency is designated as the school’s primary agency by the U.S. Department of Education for distribution of Title IV funds?

Agency:

5. List any other governmental or regulatory body by which the school is approved/ licensed/ accredited (add additional lines as necessary).

Agency:

6. Has the school been denied accreditation, removed from accreditation, or voluntarily withdrawn its accreditation from any accrediting agency? **(**✓one**)**

🞎 Yes 🞎 No 🞎 N/A

If yes, please identify the agency and attach a detailed explanation of the circumstances included in the action.

7. Are any adverse actions pending against the school by any regulatory agency (e.g., local, state federal, accrediting agency, certification organization, etc.)? **(**✓one**)**

🞎 Yes 🞎 No 🞎 N/A

If yes, attach a detailed explanation of the circumstances included in the action.

**This application is submitted by the chief executive officer of the school for which accreditation is sought, and that official hereby attests to the following:**

1. The school is a private, postsecondary career school or college with trade, occupational or technical educational objectives.

2. The school is voluntarily seeking accreditation by the Accrediting Commission of Career Schools and Colleges (the Commission), recognizing that such accreditation may not be specifically required for state licensure, eligibility for government funding, or other purposes external to the Commission.

3. School officials have reviewed the *Standards of Accreditation* and supporting materials of the Commission and attest that the appropriate individual(s) have attended an Accreditation Workshop in accordance with the Commission’s *Rules of Process and Procedur*es.

4. School officials fully accept and support the concept of accreditation as a voluntary, non-governmental process involving peer review and a necessary degree of confidentiality in decision-making and record keeping.

5. School officials understand that, in applying for accreditation, the school:

a. Voluntarily submits itself to a periodic review and a reasoned judgment by the Commission as to the school’s qualifications in accordance with the Commission’s *Rules of Process and Procedur*es and voluntarily accepts responsibility to comply with the *Standards of Accreditation*;

b. Has every opportunity, as part of the accrediting process, to present itself in its best light and to respond to any concerns;

c. Assumes an obligation to be forthcoming, complete, and accurate in presenting information to, and answering questions of, the Commission;

d. Can exercise the right to appeal an adverse accreditation decision of the Commission in accordance with the Commission’s *Rules of Process and Procedur*es, thereby assuring an independent review; and

e. Affirms and agrees to the Commission’s information sharing policies described in *Section X, Rules of Process and Procedures, Standards of Accreditation*.