

CASE STUDY

ACCET Accreditation Renewal

Executive Summary

A clock hour school requested assistance in the preparation of the school's documents for reaffirmation including the Application for Accreditation, Analytic Self-Evaluation Report (ASER), and submission of the ASER through ACCET's AMS system. Further work was conducted to prepare the school for its On-Site Visit Team.

Client Challenges

- High employee turnover existed in all functional areas.
- Limited Standard Operating Procedures ("SOP") related to the requirements of accreditation and Title VI administration.
- Lack of standard clock hour attendance protocols and documentation.

Details

- Reviewed all current SOPs including clock hour tracking; revised as necessary or created new departmental SOPs to ensure consistence and compliance throughout the school.
- Provided in-service and training activities to employees with a focus on building a "culture of compliance" and how to establish documentation and tracking methods.
- Follow-up file and process audits to ensure staff understanding of compliance requirements for Title IV awarding schools.
- Reviewed staff responsibility, both individually and collectively in all-staff meetings, the specific role and responsibilities related to compliance.
- Revised the faculty and staff compensation plan; implemented the plan which encouraged staff to remain loyal to the school while considering outside professional ventures; reduced turnover.

Results & How our services positively impacted the Client

- All areas contracted for consultation and implemented through the consultation period passed accreditation review and the Client's accreditation was renewed.
- Students who enrolled following the implementation of revised SOPs and attendance tracking was implemented demonstrated a significantly higher level of satisfaction with the school. New student attendance levels exceed prior student attendance.