

ACCET REPORTING REQUIREMENTS

The following list of mandated reporting requirements is provided as a quick reference guide/reminder to assist member institutions in complying with ACCET standards and policies. Please note that failure to provide required reporting may result in late fees, a show cause directive, and/or adverse action taken by the Accrediting Commission. ACCET documents are available on the ACCET website at www.accet.org.

ANNUAL REPORTING:

Annual Report and Data Verification (Document 12.a) – Due 30 days prior to the close of the institution’s fiscal year end.

Staff Contact: Aneka Bell, ext.103, abell@accet.org

Annual Report and Enrollment Statistics (Document 12.b) - Due within 30 days following the institution’s fiscal year end.

Staff Contact: Aneka Bell, ext.103, abell@accet.org

Annual Completion and Placement Statistics Reporting (Documents 12.c) **along with**
Completion and Placement Statistics (Document 28.1) [Required of Vocational Institutions Only]

- Document 12.c - Annual Completion & Placement Statistics Reporting – Due by May 1st of each year; **AND**
- Document 28.1 - Completion and Placement Statistics – Due by May 1st of each year.

Staff Contact: Linsay Oakden, Ext. 109, loakden@accet.org

Annual Financial Reporting (See Documents 27 and 27.1)

- Financial Statements - Due within 6 months following the institution’s fiscal year end.

Staff Contact: Megan Ackerman-Yost, Ext. 106, mackerman@accet.org

CHANGE OF OWNERSHIP OR CONTROL (See Document 22 and 22.1.):

- Notification – Due no later than 10 days prior to the prospective change; **AND**
- Document 22.1 – Application for Reinstatement of Accreditation Following a Change of Ownership and/or Control – Due within 10 days following the effective date of the change.

Staff Contact: James Doran, Ext. 111, jdoran@accet.org

ADDITIONAL SITE/SITE RELOCATION (Branch, Auxiliary Classroom, Temporary Avocational Classroom, or Site Relocation) (See Documents 26, 26.1, 26.2, 26.3, and 26.4):

- Application for Approval – Due well in advance of projected initiation date, since no advertising or enrollment is allowed until written approval is granted.

Staff Contact: James Doran, Ext. 111, jdoran@accet.org

NEW OR REVISED PROGRAM/COURSE (See Documents 25, 25.1, 25.2-25.7, 25.OAD, 25.IDL)

- Application for Approval – Due well in advance of projected initiation date, since no advertising or enrollment is allowed until written approval is granted.

Staff Contact: Donna Hutchison, dhutchison@accet.org and Carol Crehan, ccrehan@accet.org

EVENTS REQUIRING ACCET NOTIFICATION WITHIN 10 DAYS OF OCCURRENCE:

- An adverse action against the institution taken by any state, federal, or accrediting agency (See Document 48).
- A lawsuit, legal actions, judgment, or involuntary lien against the institution.

- A change in the institution's name, telephone/fax, email address, or primary contact person.
- A change in the institution's mission, goals, and objectives.
- A catastrophic or other event that impairs the institution's ability to continuously operate or fulfill its obligation to students.
- Notice of initial certification of Title IV eligibility by the U.S. Department of Education. (See Document 27 for "Additional Requirements for Title IV Institutions").

Staff Contact: Judy Hendrickson, ext. 101, jhendrickson@accet.org