

## **POLICY ON CONTRACTING FOR EDUCATIONAL DELIVERY**

The following policy is applicable to all ACCET accredited institutions that: (1) contract with another educational institution or other organization for the educational delivery of ACCET approved program(s) and/or (2) deliver training for another educational institution or other organization under a contractual arrangement or agreement.

### **Contracting With a Third Party:**

The following policy is applicable to all ACCET accredited institutions that contract with a third party for the educational delivery of a portion of any ACCET approved program:

- ACCET institutions contracting for more than 25% of an educational program: The agreement must be with an institution accredited either by ACCET or by another accrediting agency recognized by the U.S. Secretary of Education.
- Institutions contracting for up to and including 25% of an educational program: The agreement may be with an accredited institution, a non-accredited institution, or any other legally functioning organization.

The ACCET accredited institution awarding the diploma, certificate, degree, or other educational credential must seek ACCET approval and provide the following information to the ACCET office at least 90 days prior to the implementation of the contract, along with the fee specified in ACCET Document 10 – Fee Schedule:

1. A statement describing the percentage of the educational program to be provided by the other party up to a maximum of 50% and (if applicable) the name of the accrediting agency that accredits the other party;
2. A copy of the contract between the ACCET accredited institution and the other party, which clearly spells out the obligations of both parties including a description of all fees and financial obligations between the other party and the institution, as well as provisions that address the following:
  - a. The ACCET institution will ensure that the curriculum meets the academic standards and objectives of the course/program, in accordance with ACCET standards, policies and procedures. The institution will systematically and thoroughly review all course/program descriptions, objectives, outlines, tests and assessments tools, on-line text, and other course materials provided by the third party to ensure their effectiveness, prior to their implementation;
  - b. The ACCET institution will assess the credentials of all faculty and confirm that they meet the criteria required for the course/program, in accordance with ACCET standards, policies and procedures;

- c. The ACCET institution will review and approve all marketing and promotional materials before dissemination to ensure their compliance with ACCET standards, policies and procedures;
  - d. The ACCET institution will be responsible for monitoring student attendance and academic progress, maintaining all such records, and issuing certificates, degrees, and/or other awards of successful completion, in accordance with ACCET standards, policies and procedures.
3. The written plans and procedures for student evaluations of instructors who are employed by the other party;
  4. Draft language for publication in the catalog and in the enrollment agreement of a vocational institution or similar documents for other ACCET institutions which describes the contract arrangement, including the facilities, specific information about the program(s) and the services offered by the other party, and any special fees or charges. Such documents must also explicitly state that the ACCET accredited institution is responsible for handling student complaints and for placement services;
  5. Contingency plans in the event the other party fails to meet the contract obligations;
  6. A copy of the state license or exemption letter for the other party organization; and
  7. An attestation signed by the CEO that the ACCET institution will include all training delivered by the third party contractor in reports submitted to ACCET such as the annual reporting of financials, enrollments, completions and, if applicable, placements.

All other applicable ACCET standards continue to apply to the institution, the program(s), and student services. Additionally, the ACCET institution and its third party contractor must comply with all applicable state and federal requirements.

### **Providing Educational Delivery Under a Contract:**

The following policy is applicable to all ACCET accredited institutions that deliver training for another educational institution or other organization under a contractual agreement:

- The ACCET institution will include all training delivered under the contract(s) in its reports submitted to ACCET, including annual reporting of financials and number of participants.