

ACCSC SCHOOL – ELIGIBILITY SELF-ASSESSMENT

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The following is a checklist of the Accreditation Commission of Career Schools and Colleges (ACCSC) eligibility requirements as listed on the [ACCSC's FAQ: Beginning the Accreditation Process Handout](#). We hope this form will help you self-assess your institution's readiness to start the accreditation process.

ACCSC Eligibility Criteria	Check the box that applies		
	Institution Meets Criterion	Institution Does Not Meet Criterion	Taking Steps Towards Meeting Criterion
<p>Is my institution a private, postsecondary career school or college with trade, occupational or technical educational objectives?</p> <p>Only private, postsecondary career schools and colleges with trade, occupational or technical educational objectives are eligible for accreditation. ACCSC may decline to consider for accreditation otherwise eligible schools if it determines that the programs offered by an applicant school fall outside of the Commission's primary scope and competence or there is a lack of standards necessary for meaningful review. Please note that schools primarily directed toward avocational or general education objectives are ineligible for accreditation with ACCSC.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>What is my school's primary educational objective?</p> <p>The school's primary educational objective must be to prepare students for entrance or advancement in one or more occupations requiring manual, manipulative or technical competence or skills. Training, which is job oriented, must provide graduates with the necessary competencies for employment in their occupational field.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>How long has my school been training students?</p> <p>In order to be eligible for initial accreditation, at the time of application, the school must have been training students continuously (except for regularly scheduled breaks and vacation periods) for the preceding two consecutive years and demonstrate that it will operate continuously thereafter.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Does my school have a graduate from the longest program offered?</p> <p>At the time of application, a school must demonstrate to the Commission that it graduated students from its longest program offered during that two-year period. If a school has two programs of equal length, and each program is the longest program offered at the institution, then the school must have graduated a student from both programs.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Does my school offer at least one program that is 300 clock hours (or longer)?</p> <p>The school must, at a minimum, offer at least one program that is 300 clock hours or longer in length.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Is my school in compliance with state, local, and other federal requirements?</p> <p>A school must be in compliance with federal, state, and local government requirements. In cases where accrediting standards and state or federal requirements differ, the more stringent shall apply. If conflicts exist between state or federal requirements and accrediting standards, the state or federal requirements shall take precedence.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Is my school financially sound?</p> <p>ACCSC accredited institutions are required to submit copies of their financial statements on an annual basis. Financial statements submitted to the Commission must be prepared in accordance with ACCSC’s Instructions for the Submission of Financial Statements and Related Information. The statements must be audited, must be prepared on the accrual basis of accounting by an independent certified public accountant licensed by the state to perform such services, and must be presented using a comparative format. The format of the financial statements must comply with generally accepted accounting principles, and the financial statements must show that the school has sufficient resources for the proper operation of the school and discharge of obligations to students. ACCSC will look at several factors in a school’s audited financial statements to determine an applicant’s overall financial soundness (e.g., working capital, cash reserves, etc.). However, at a minimum, ACCSC will not process a school’s Application for Initial Accreditation if the school’s audited financial statements show any of the following:</p> <ul style="list-style-type: none"> • Net loss for the two most recent fiscal years; • Negative net worth for the two most recent fiscal years; or • Negative cash flow from operations for the most recent fiscal year. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
REFERENCES			
<ul style="list-style-type: none"> • ACCSC’s Frequently Asked Questions: Beginning the Accreditation Process Handout. • ACCSC Standards of Accreditation. 			

Need assistance with your institution’s ACCSC initial accreditation? We are glad to help. Visit our [ACCSC Accreditation Page](#) for the application process information and additional reference guides. Visit [ACCSC Accreditation Consulting](#) for a list of the services we provide. Request a complimentary consultation. [Bayside Projects Consulting.](#)