

COE SCHOOL – ELIGIBILITY SELF-ASSESSMENT

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The following is a checklist of the Council on Occupational Education (COE) candidacy eligibility requirements as listed on their [Seeking Accreditation Page](#). We hope this form will help you self-assess your institution's readiness to apply.

	COE Candidacy Eligibility Criteria	Check the box that applies		
		Institution Meets Criterion	Institution Does Not Meet Criterion	Taking Steps Towards Meeting Criterion
a	Offer postsecondary instruction exclusively in career and technical education at all campuses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b	Offer credentials no higher than an applied associate degree.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c	Have produced a graduate from the longest program offered by the institution where the graduate has completed 100 percent of the program's required hours at the institution (no hours transferred in and no CLEP hours awarded).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d	Utilize a campus-based instructional delivery system with at least 25 percent of the institution's total FTE being derived from enrollment in traditional (bricks and mortar) programs. <i>Note: 1 FTE (Full-Time Equivalent) is equal to 900 student contact (clock) hours, 45 quarter credit hours, or 30 semester credit hours</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e	Maintain at least 50% FTE enrollment at each campus in non-VESL programs. <i>Note: Institutions in candidate or accredited status as of November 4, 2016 whose VESL enrollment is in excess of 50% of the institution's total enrollment as of that date are exempt from this limitation.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f	Have an institutional enrollment of no fewer than 10 FTE (at the time of applying for candidacy).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g	Be legally authorized to operate within the jurisdiction in which it is located for a minimum of one year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h	Have been in possession of current and applicable licensure/authorization for a minimum of one year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i	Have been in continuous operation and providing instruction at the main campus and under the same ownership for a minimum of one year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
j	Have the on-site administrator or other full-time employee at the main campus attend a Candidate Academy within 12 months prior to submitting an application for candidate status.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
k	Demonstrate that it has the administrative capabilities (including, but not limited to, financial) to support the educational programs offered	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
l	Demonstrate that it meets the financial stability requirements for the most recently completed fiscal year as stated in Standard 7 – Financial Resources.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
m	Be in compliance with all Federal requirements applicable to accreditation.	<input type="checkbox"/>	<input type="checkbox"/>	
n	Agree to comply with all requirements of the Council.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REQUIREMENTS FOR INSTITUTIONS WITH NON-MAIN CAMPUS

Institutions with non-main campus sites (branches, extensions, extended classrooms, instructional service centers) must meet additional eligibility requirements applicable to those locations as listed below.

Institutions with Non-Main Campus Additional Candidacy Eligibility Criteria	Institution Meets Criterion	Institution Does Not Meet Criterion	Taking Steps Towards Meeting Criterion
Demonstrate that the ownership of all non-main campus sites (branches, extensions, instructional service centers, etc.) is identical to that of the main campus.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate that the local administrators of all non-main campus sites report to the chief administrative officer of the main campus.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate that duplicate records on personnel, financial matters, student attendance, and educational progress for all non-main campus sites are kept at the main campus. (NOTE: Institutions capable of maintaining and accessing records electronically may keep all records previously mentioned at the main campus.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate that names of non-main campus sites are identical to that of the main campus. (Names of non-main campus sites may be expanded, with Commission approval, to identify different locations or specific programs.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrate that all non-main campus sites, and their respective program offerings, are described in the main campus catalog.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL REQUIREMENT FOR ALL APPLICANTS

Additional Candidacy Eligibility Criteria	Institution Meets Criterion	Institution Does Not Meet Criterion	Taking Steps Towards Meeting Criterion
Institutions seeking accreditation with COE must not have been denied accreditation, dropped from accreditation, or on adverse status by a regional or national agency recognized by the U.S. Department of Education.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COE CANDIDACY ELIGIBILITY REFERENCES

[COE Achieving Accreditation Page](#)

[COE Handbooks Page](#)

REGARDING THE USE OF CONSULTANTS AND OUTSIDE PERSONNEL FOR PREPARING THE SELF-STUDY AND EXHIBITS

COE standards require that the institutions' personnel *be the only ones* to prepare, revise, and edit any documents required in the accreditation process. COE allows consultants to *provide training* regarding the standards, the accreditation process, and the school operation best practices. We recommend familiarizing yourself with *COE's Handbook of Accreditation – Use of Consultants* before engaging a consultant or outside personnel.

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