ACCET Document 1.4 – Inquiry Questionnaire

Name of Inquirer:
Title:
Email:
Institution/Organization Name (dba):
Corporate Name (If applicable):
Address:
Phone Number:
Website:

Institutions beginning the accreditation process must first complete and submit an Inquiry Questionnaire. The following questions serve as the basis for an initial assessment of the institution's eligibility for ACCET accreditation. Further, this step is designed to lessen the financial and logistical burden of a full application for initial accreditation for those institutions that do not meet the established eligibility requirements. Acceptance of an institution's Inquiry Questionnaire does not constitute approval of the institution as an initial applicant but allows it to continue to the application stage of the process. One Inquiry Questionnaire may be submitted for multi-site institutions on the premise that the responses apply generally to all sites.

Before submitting the Inquiry Questionnaire, please review the Eligibility Requirements for ACCET Accreditation, which are found in ACCET Document 1 – The Accreditation Process. Note that two important requirements are that an institution has (1) successfully operated and conducted education/training programs for a minimum of two consecutive years and (2) had at least one graduating class complete its longest training.

Questionnaire

Please explain briefly why the institution is interested in pursuing accreditation with ACCET.

1. Has the institution offered training on an on-going, continuous basis (without unscheduled interruption) for at least the past two consecutive years?
   ( ) Yes ( ) No

2. Identify the date that training was first offered by the institution.
   (month and year)

3. Has at least one graduating class completed the longest training program/course offered by the institution?
   ( ) Yes ( ) No

4. Has the institution operated under the same ownership/control for at least the last two years?
   ( ) Yes ( ) No

If no, the institution must seek a waiver of this requirement from the Commission, based upon the provision of acceptable documentation showing the applicant institution is owned or controlled by an organization and/or individual(s) with a reputable history of ethical, competent, and effective

management and prior experience operating an educational entity. Please contact the ACCET staff for guidance.

5. Has the institution sustained a net loss in either of the two most recently completed fiscal years?
   ( ) Yes ( ) No

If yes, a preliminary financial assessment is required, and the institution must attach financial statements for the two most recently completed fiscal years and a $250 fee for this preliminary review. These financial statements must be, at minimum, in a compiled format or may be internally generated, but must include (a) a balance sheet, (b) income statement, (c) narrative describing any losses incurred and any changes made to operations to reduce these losses, and (d) an attestation signed by the Chief Executive Officer or Chief Financial Officer of the institution stating that it is true and correct to the best of his or her knowledge. A full and complete review of the institution's financial capability will be conducted during the accreditation application phase.

6. Has the institution ever been denied accreditation, had its accreditation withdrawn, or been placed on show cause by an accrediting agency recognized by the US Department of Education?
   ( ) Yes ( ) No

If yes, please provide a narrative explanation and attach a copy of the notice of denial, withdrawal, or show cause.

7. Is the institution or any of its sites currently under appeal, or any form of limitation/restriction, or under investigation by any state or federal agency?
   ( ) Yes ( ) No

If yes, please provide a narrative explanation and attach documentation pertaining to the action.

8. Is the institution required to have state approval or licensure to operate an educational institution?
   ( ) Yes ( ) No

If yes, please identify the date the institution was granted initial state approval or licensure and provide a copy of the institution's current state approval or license.

Locations

If the institution has multiple training sites, provide a listing of the training sites along with the location of each site (city/state or city/country if located outside the US). Note: All training sites must be under the exact same ownership or, for non-profit organizations, under the same governance and control.

Name	Type	City	State	Country

Programs

1. Does the institution offer any degree programs?
   ( ) Yes ( ) No

   If yes, does the institution offer a degree(s) above a two-year, associate degree level?
   ( ) Yes ( ) No

If yes, please contact ACCET staff for guidance.

2. Identify the type of training offered by the institution by checking all that apply (refer to ACCET Document 33 – Definitions).
   ( ) Vocational Training
   ( ) English for Speakers of Other Languages (ESOL)
   ( ) Continuing Education/Professional Development (Avocational Training)
   ( ) Distance Learning (Interactive Distance Learning and/or Structured Asynchronous Learning (SAL))

3. Identify the complete and official name of each course/program offered at the institution, as well as the clock hours, credit hours (if applicable), and current enrollment for each. Additionally, indicate any programs/courses that are vocational.

	Clock Hours				Credit Hours				Hours Format		
Name	**Lecture**	**Lab**	**Internship/ Externship**	**Total**	**Lecture**	**Lab**	**Internship/ Externship**	**Total**	**Total Per Week**	**Quarter/ Semester**	**Current Enrollment**

Title IV Federal Financial Aid

Complete and submit **Supplementary Questions for Institutions Participating in Federal Financial Aid**, if applicable.

Statement of Affirmation

By submitting this completed document, the institution attests that the information contained herein is true and correct. Further, the institution has reviewed the eligibility criteria outlined in ACCET Document 1 – The Accreditation Process and believes that it meets these criteria. Upon receipt of this completed questionnaire and receipt of associated fees (see ACCET Document 10 – Fee Schedule), a preliminary determination of eligibility for accreditation will be initiated, after which a notification letter will be forwarded to the institution.

Note: An Inquiry Questionnaire expires if (1) the Inquiry Questionnaire is not officially accepted by ACCET within 60 days of receipt of the questionnaire and/or (2) a completed Application for Accreditation is not submitted to ACCET within six months of the acceptance date of the Inquiry Questionnaire.

Supplementary Questions for Institutions Participating in Title IV Federal Financial Aid

Institution Name:
City/State:

Section I. Federal Financial Aid Status

1. Attach a copy of the institution's Program Participation Agreement (PPA) and Eligibility and Certification Approval Report (ECAR).

2. Attach the most recent financial compliance audit and the institution's response to any findings and recommendations.

3. Attach any federal, state or guarantee agency review(s), including program reviews and any audit(s) conducted within the past three (3) years, along with copies of any institutional responses and closure letters.

4. Attach any notice of limitations or restrictions on the institution's eligibility to participate in Title IV federal financial aid (e.g., Provisional Certification, Heightened Cash Monitoring I or II).

5. Identify below the three-year Cohort Default Rates provided by US Department of Education in the past three years. Attach any unpublished rates for the most recent year provided by the US Department of Education.

   FY ___ ___% FY ___ ___% FY ___ ___%

Section II. Accreditation Status

1. Is the institution accredited by an accrediting agency recognized by the U.S. Department of Education? (If yes, attach a copy of the most recent grant of accreditation.)
   ( ) Yes ( ) No

2. Is the institution subject to any accreditation actions (e.g. reporting, deferral, show cause, warning, probation)? (If yes, attach a copy of the notice from the accreditor of the action.)
   ( ) Yes ( ) No

Section III. Lawsuits/Regulatory Disputes

1. Is the institution a defendant in any lawsuit? (If yes, attach details, including name of plaintiff, date suit commenced, type of relief sought, basis of claim, status of case, and name, address, telephone number of attorneys of record.)
   ( ) Yes ( ) No

2. Is the institution the subject of any administrative action and/or audit instituted by a government agency? (If yes, attach details, including name of government agency, type of processing, outcome, and/or current status.)
   ( ) Yes ( ) No

3. Has any owner or senior manager of the institution been directly or indirectly employed or affiliated with any institution that (1) declared bankruptcy, (2) precipitously closed without completing the training of enrolled students, (3) lost accreditation or Title IV eligibility? (If yes, attach details, including the name of the owner/manager, name and location of the institution, and dates.)
   ( ) Yes ( ) No

4. Has any owner or senior manager of the institution been (1) debarred or (2) convicted of a felony? (If yes, attach a copy of the notice of debarment or the details and history of the felony.)
   ( ) Yes ( ) No

Section IV. Insurance and Payments

1. Is the institution required to maintain a surety bond or letter of credit by the federal or state government? (If yes, attach a copy of the bond or letter of credit.)
   ( ) Yes ( ) No

2. Does the institution participate in any recovery fund to protect students in the event of school closures?
   ( ) Yes ( ) No

3. Does the institution maintain insurance coverage for workmen's compensation and property, casualty, and liability?
   ( ) Yes ( ) No

4. Is the institution current in its payment of any lease or mortgage obligations, with no outstanding or delinquent payments?
   ( ) Yes ( ) No

Section V. Financials

A preliminary financial assessment is required for all institutions participating in Title IV federal financial aid; therefore, the institution must attach (1) financial statements for the two most recently completed fiscal years and (2) a $250 fee for the preliminary review. These financial statements must be prepared in accordance with ACCET Document 27 – Policy on Financial Reporting and Financial Stability and include an attestation signed by the Chief Executive Officer or Chief Financial Officer of the institution stating that it is true and correct to the best of his or her knowledge. A full and complete review of the institution's financial capability will be conducted during the accreditation application phase.

1. Has the institution sustained a net loss in either of the two most recently completed fiscal years?
   ( ) Yes ( ) No

2. Has the institution experienced a negative net worth in either of the two most recent fiscal years?
   ( ) Yes ( ) No

3. Has the institution had a negative cash flow in either of the two most recent fiscal years?
   ( ) Yes ( ) No

Section VI. Completion and Placement Rates

Attach a copy of the most recent annual report (e.g., Campus Accountability Report) submitted by your institution to your accrediting agency.