



ACCET Document 14 – ACCET Reporting Requirements

The following list of mandated reporting requirements is provided as a quick reference guide and 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, or adverse action taken by the Accrediting Commission. ACCET documents are available on the ACCET website at www.accet.org. Please submit questions regarding these reporting requirements to info@acct.org.

ANNUAL REPORTING

Annual Report and Data Verification (Document 12.a)

- Due 30 days prior to the institution's fiscal year end.
- Submit online, using this form: <https://app.smartsheet.com/b/form/332705a528a84cc6907f4d4bcb49cbfe>

Annual Report and Enrollment Statistics (Document 12.b)

- Due within 30 days following the institution's fiscal year end.
- Submit through AMS: <https://acct.edvera.com/>

Annual Completion and Placement Reporting (Document 12.c), along with Completion and Placement Statistics (Document 28.1)

- Required of vocational institutions only.
- Both documents are due by May 1 of each year.
- Submit through AMS: <https://acct.edvera.com/>

Annual Financial Reporting (Document 12.d, 27, and 27.1)

- Due within 6 months following the institution's fiscal year end.
- See Documents 27 and 27.1 for specific requirements for filing annual financial reports.
- Submit via Dropbox, using this link: <https://www.dropbox.com/request/EBnPi5zeFBogbGIM1b0y>

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

- Notification due no later than 10 days prior to the prospective change, AND
- Document 22.1 is due within 10 days following the effective date of the change and submitted by email to info@acct.org

ADDITIONAL LOCATION OR CHANGE OF LOCATION (See Documents 26, 26.1–26.4)

- Branch, Auxiliary Classroom, Special Use Facility, Temporary Vocational Classroom, or Change of Location
- Application for approval is due 30 days prior to the projected initiation date.
- No advertising or enrollment is allowed until written approval is granted.
- New Branch application is available in AMS. <https://acct.edvera.com/>
- Submit all other applications via email to info@acct.org.

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

- Submit application for approval through AMS well in advance of the projected initiation date, since no advertising or enrollment is allowed until written approval is granted.

REQUEST FOR SPECIAL CONSIDERATION (See Document 11)

- Request must be received no later than 15 business days before the scheduled Commission meeting at which it will be considered.
- Submit request to the Accrediting Commission, care of the ACCET Executive Director (Res Helfer, rhelfer@accet.org)

EVENTS REQUIRING ACCET NOTIFICATION WITHIN 10 BUSINESS DAYS OF OCCURRENCE

- An adverse action against the institution taken by any state, federal, or approving/accrediting agency (See Document 48)
- A lawsuit, legal action, judgment, or involuntary lien against the institution
- A bankruptcy filing
- A change in the institution's name, telephone/fax, email address, or primary contact
- A change in the institution's purpose (e.g., change of scope from avocational to vocational)
- 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 US Department of Education (See Document 27 for Additional Requirements for Title IV Institutions)
- Any changes in state or federal licensure or approval