

APPLICATION FOR A CHANGE OF OWNERSHIP OR CONTROL OF AN INSTITUTION

Instructions: Within ten (10) days of a change of ownership and/or a change of control, an ACCET accredited institution must submit this application with the supporting documentation requested. **Note:** All Sections are to be completed, except Section II-A which only must be completed by proprietary institutions and Section II-B only by non-profit institutions.

I. ALL INSTITUTIONS:

Date of Change of Ownership: _____ Submission Date to ACCET: _____

Expiration Date of Current Grant of Accreditation: _____ ACCET ID# _____

	New Ownership	Former Ownership
1. Name of Institution:		
2. d/b/a, If Applicable:		
3. Address of Institution:		
4. Address of Additional Sites, If Applicable: (Reference/attach exhibit, if more than one.)		
5. Telephone Number:		
6. Email:		
7. Name of On-Site Director:		
8. Name of Corporate Contact, If Applicable: Title: Address: Telephone #: Email:		
9. Fiscal Year End (If changed, provide authorizing documentation)		
10. For legal entities that require state authorization to organize, indicate the state in which the institution is organized:		
11. Name(s) of individuals or legal entity that owns the institution. ¹		

¹ Note the requirement (page 8) to provide an ownership chart as an exhibit.

12. Briefly describe the change of ownership and/or change of control:

II. INSTITUTIONS MUST COMPLETE EITHER II-A (FOR PROPRIETARY INSTITUTIONS) OR II-B (FOR NON-PROFIT INSTITUTIONS).

A. PROPRIETARY INSTITUTIONS ONLY:

- List the name of all shareholders, members, partners, or other owners who own 10% or more before and after the change. Include an alternative means by which each owner may be contacted (e.g. home address or an alternative business address with telephone number and email. (Complete a separate table for each entity in a multi-tier ownership structure.)

Owners	% After	% Before
Name: Title: Email: Street Address: City/State/Zip: Alternative Business or Cell Phone #:		
Name: Title: Email: Street Address: City/State/Zip: Alternative Business or Cell Phone #:		
Name: Title: Email: Street Address: City/State/Zip: Alternative Business or Cell Phone #:		
Name: Title: Email: Street Address: City/State/Zip: Alternative Business or Cell Phone #:		
Name: Title: Email: Street Address: City/State/Zip: Alternative Business or Cell Phone #:		
Name: Title: Email: Street Address: City/State/Zip: Alternative Business or Cell Phone #:		

- List the name and title of all officers and/or directors before and after the change. (Complete a separate table for each entity in a multi-tier ownership structure.)

Name and Title	After (Indicate % of time devoted to institution)	Before (Indicate % of time devoted to institution)

B. NON-PROFIT INSTITUTIONS ONLY:

- List the name of all members of the Board of Directors before and after the change.

Board of Directors	After	Before
Name: Title: Email:		
Name: Title: Email:		
Name: Title: Email:		
Name: Title: Email:		
Name: Title: Email:		
Name: Title: Email:		
Name: Title: Email:		

2. Has the entity been officially recognized by the Internal Revenue Service as an exempt organization under section 501(c)(3) of the IRS code? ____ YES ____ NO

If yes, attach a copy of the determination letter.

Organized under the laws in the state of: _____

3. Provide the date of the change that resulted in 50% or more in the voting membership within the prior 36 month period.

III. ALL INSTITUTIONS:

1. Identify the names and contact information of key administrative and instructional staff (e.g. School Director and Directors of Education, Placement, Financial Aid, Admissions, and Accounting).

Name & Contact Information	Title	Years with Institution	Total Years of Experience in This Function
Name: Telephone: Email:			
Name: Telephone: Email:			
Name: Telephone: Email:			
Name: Telephone: Email:			
Name: Telephone: Email:			
Name: Telephone: Email:			
Name: Telephone: Email:			
Name: Telephone: Email:			
Name: Telephone: Email:			

2. Review and sign the Certification Statement on the next page.

ATTESTATION

I certify that, to the best of my knowledge and belief, the information herein attached, or subsequently submitted as required, is accurate and complete.

I certify that the new owner(s) or governing board and management are knowledgeable of the ACCET standards, policies and procedures and that the institution continues to operate in accordance with and agrees to continue to abide by: (1) ACCET Bylaws, (2) ACCET Principles of Ethics, (3) ACCET Eligibility Requirements, (4) ACCET Standards of Accreditation, and (5) ACCET policies, procedures and practices.

I certify that the new ownership, the management, and the reinstated institution have assumed responsibility and liability, to the same extent as their respective predecessors were liable or to the extent required by ACCET, whichever is greater, for all accreditation fees, related costs, contractual and/or refund obligations in accordance with state and federal laws and regulations and ACCET policies and procedures applicable to the institution before and after the change of ownership or control.

I certify that the new owner(s), the new governing board, or the new management, whichever fits the circumstance, is required to disclose to ACCET, within 10 days, any occurrence that activates otherwise dormant or inchoate rights of ownership and/or control that would permit any person or entity with a management, consulting, lending, investment or other agreement with the institution to exercise authority over the following:

- The issuance of an ownership interest in the institution, such as shares of stock or partnership interests, whether legal or equitable in nature;
- The voting of an ownership interest in the institution;
- The composition of the governing board of the institution;
- The exercise of the authority of the governing board of the institution;
- The exercise of the authority of an officer or manager of the institution;
- The exercise of any other control over the operations of the institution;

I certify that no individual or entity with 10% or more of the stock in this institution, or any institution that exercises control or the right of control, has been subject to debarment by any governmental entity or U.S. Department of Education recognized accrediting agency during the last five (5) years.

Owner/CEO/CFO: _____

Signature: _____

Title: _____

Date: _____

Notary: _____

Date: _____

IV. ALL INSTITUTIONS:

Re: Supporting Documentation

The following documentation must be forwarded to the ACCET office with a completed copy of the application within ten (10) days of the date of change of ownership or control. Please indicate “yes” (if attached) or a projected date (if not yet available) for each of the items on the list below.

Institutions for which relevant circumstances provide a basis for considering a change of ownership without a change of control (e.g. conversion from a C corporation to an identically owned Subchapter S Corporation) may contact ACCET in advance to determine whether the supporting documentation required to be submitted with Document 22.1 may be reduced to a subset of the following items:

- _____ 1. Application fee as identified in ACCET Document 10 – Fee Schedule.
- _____ 2. A fully signed copy of the contract that resulted in the change of ownership and/or control. Provide specific page and paragraph references to clauses in the contract that grant any of the below-listed contingent, dormant or inchoate rights that may become active upon the occurrence or non-occurrence of a future event or condition, including:
 - ◆ The issuance of an ownership interest in the institutions, such as shares of stock or partnership interests, whether legal or equitable in nature;
 - ◆ The voting of an ownership interest in the institution;
 - ◆ The composition of the governing board of the institution;
 - ◆ The exercise of the authority of the governing board of the institution;
 - ◆ The exercise of the authority of an officer or manager of the institution; or
 - ◆ The exercise of any other control over the operations of the institution.
- NOTE:** The agreement cannot include any right of cancellation based upon the change of ownership and/or control not being approved by ACCET or any governmental authority.
- _____ 3. Copies of all stock certificates or other documents of ownership of the institution.
- _____ 4. An organizational chart of the internal structure of the institution.
- _____ 5. An ownership organization chart specifying the legally recognized line of authority from the ultimate parent entity to the institution. For a multi-tier ownership structure, the chart must include all entities in the corporate governance structure.
- _____ 6. For a multi-tier ownership structure, provide: (a) a breakdown of the ownership of each entity by completing a separate item # 1 and item # 2 on pages 3-4 of the application for each entity, and (b) a brief narrative describing the relationship between the entities in the ownership structure.
- _____ 7. Current state license/approval letter. An exemption letter must be provided if the institution is exempt from state licensure.

- _____ 8. A current balance sheet for the institution under the new ownership for a date after the change occurred with an attestation signed by an authorized representative of the institution stating that it is true and correct to the best of his or her knowledge.
- _____ 9. Additional required financial information identified in Document 27.1 – Specific Requirements for Filing Financial Reports in Section III.
- _____ 10. Personnel profiles, as follows:
 - a. For a for-profit institution, current 10-year personal profiles (resumes or curriculum vitae) for all executive officers and for all stockholders owning 10% or more interest in the institution;
 - b. For a publicly held company, the most recently submitted 10Q and 10K; OR
 - c. For a non-profit institution, a current 10-year personal profiles for all officers.
- _____ 11. A detailed business plan including: (a) budgets for the first three years of ownership, (b) long-range plans (3+ years) and (c) short-range plans (1 year).