

## **ACCET CRITERIA TO BE AN ELIGIBLE INDEPENDENT THIRD-PARTY EMPLOYMENT VERIFICATION AUDITOR AND THE REQUIRED SCOPE OF WORK**

If an institution chooses or is directed by the ACCET Accrediting Commission to utilize an independent third party to verify the employment of program graduates, all ACCET requirements must be implemented, including those identified in Document 28 – Completion and Placement Policy. The institution is responsible for ensuring that its selected employment verification auditor meets ACCET's criteria to be an eligible independent third-party employment verification auditor, with the institution ultimately responsible for the accuracy of the data collected and reported.

To be eligible to serve as a third-party employment verification auditor, the vendor must attest in writing to the following to verify its: (1) independent, third-party nature, (2) history of ethical conduct, and (3) commitment to complete the scope of work required by ACCET:

1. Independent, Third-Party Nature: The employment verification auditor must demonstrate that it is an independent third-party, including a signed written attestation affirming that:
  - The auditor is not employed by, or affiliated with, the institution to be audited.
  - The auditor is not an owner of the institution to be audited or its affiliated institution(s).
  - The auditor has not and will not provide other services to the institution, with the exception of an independent Certified Public Accountant (CPA) who may serve as the institution's independent third-party auditor for financial statements and Title IV compliance audits.
2. History of Ethical Conduct: The employment verification auditor must demonstrate that it has a history of ethical conduct, including a signed written attestation affirming that:
  - The owner(s) and/or manager(s) of the third-party auditor has not been directly or indirectly employed by, or affiliated with, any institution that has:
    - lost or been denied accreditation by any accrediting agency;
    - closed or entered into bankruptcy; and/or
    - lost or been denied eligibility to participate in Federal Student Financial Aid (Title IV) programs.
  - The owner(s) and/or manager(s) of the third-party auditor has not been debarred by any government or accrediting agency.
  - The owner(s) and/or manager(s) of the third-party auditor does not have any pending or final legal or administrative actions taken against them by any court, government, or administrative body.
  - The owner(s) and/or manager(s) of the third-party auditor has not been employed by, or affiliated with, an institution charged or indicted in a civil or criminal forum or proceeding alleging fraud, misappropriation, or any criminal act.

3. Scope of Work: The employment verification auditor must demonstrate that it has the resources and capabilities to complete the scope of work required by ACCET, including a signed written attestation affirming that:
- The third-party auditor will verify employment data in a manner independent from the institution. This means that the independent third-party will conduct the verifications without the assistance of the institution, with the exception of the institution’s provision of records to be verified.
  - The independent third-party auditor will secure or attempt to secure verification from the employer or the graduate either verbally or in writing for program graduates reported by the institution as placed in training-related employment on Document 28.1 – Completion and Placement Statistics. The placement verification process will not be just an “audit” of the institution’s supporting documentation for graduate placements.
  - If third-party employment verification is required by ACCET to augment the on-site placement verification process, the independent third-party auditor will select for verification a minimum of a 30% sample of all employed graduates reported on each Document 28.1 – Completion and Placement Statistics and report the results from that sample.
  - The independent third-party auditor’s report will provide directly to ACCET a summary of results and a description of the methodology used for the selection of the sample and the verification process consistent with ACCET requirements, including those identified in ACCET Document 28 – Completion and Placement Policy.
  - The independent third-party auditor will include a signed certification attesting to the accuracy of the auditor’s independent findings.

To assist institutions with the placement verification process, ACCET has identified independent third-party employment data verification auditors that other accrediting agencies have worked with in the past and meet ACCET’s definition of “independent.” If an institution chooses to engage with any of the independent third-party employment data verification auditors listed below, ACCET will consider the nature of the work acceptable for this project. That said, this is not an endorsement of these vendors by ACCET. If the institution chooses to use an independent third-party auditor not listed, that auditor must meet ACCET’s criteria identified herein to be considered an eligible “Independent Third-Party Auditor.”

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