The following list of mandated annual reporting requirements is provided as a quick reference guide/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, and/or adverse action taken by the Accrediting Commission. ACCET documents are available on the ACCET website at www.accet.org.

**ANNUAL REPORTING:**

- **Annual Report and Data Verification** (Document 12.a) – Due 30 days prior to the institution’s fiscal year end.
  
  **Staff Contact:** Kaitlyn Gough, ext. 114, kgough@accet.org

- **Annual Report and Enrollment Statistics** (Document 12.b) - Due within 30 days following the institution’s fiscal year end. Submit through AMS.
  
  **Staff Contact:** Kaitlyn Gough, ext. 114, kgough@accet.org

- **Annual Completion and Placement Reporting** (Documents 12.c) along with **Completion and Placement Statistics** (Document 28.1) [Required of Vocational Institutions Only]. Submit through AMS.
  
  - Document 12.c - Annual Completion & Placement Reporting – Due by May 1st of each year; **AND**
  - Document 28.1 - Completion and Placement Statistics – Due by May 1st of each year.

  **Document Upload Link:** C&P Reporting Upload
  
  **Staff Contact:**
  
  Beth Hepler, ext. 106, bhepler@accet.org
  
  Andre McDuffie, ext. 111, amcduffie@accet.org

- **Annual Financial Reporting** (See Documents 27 and 27.1.)
  
  - Financial Statements - Due within 6 months following the institution’s fiscal year-end.

  **Document Upload Link:** FRC Reporting Upload
  
  **Staff Contact:**
  
  Corey Rosso, ext. 103, corey@accet.org