



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.

ANNUAL REPORTING

Annual Report and Data Verification (Document 12.a)

- Due 30 days prior to the end of the institution's fiscal year; submitted by email
- Staff Contact: Kaitlyn Gough (kgough@accet.org)

Annual Report and Enrollment Statistics (Document 12.b)

- Due within 30 days following the end of institution's fiscal year; submitted through AMS
- Staff Contact: Kaitlyn Gough (kgough@accet.org)

Annual Completion and Placement Statistics (Document 12.c)

- Required of Vocational Institutions only
- Submitted through AMS along with Completion and Placement Statistics (Document 28.1)
- Document 12.c and Document 28.1 due by May 1 of each year
- Staff Contacts: Beth Hepler (bhepler@accet.org), Andre McDuffie (amcduffie@accet.org)

Annual Financial Reporting (See Documents 27 and 27.1)

- Financial statements due within six months following the end of institution's fiscal year
- Staff Contact: Beth Hepler (bhepler@accet.org)

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

- Notification due no later than 10 days prior to the prospective change, AND
- Document 22.1 – Application for Reinstatement of Accreditation Following a Change of Ownership and/or Control due within 10 days following the effective date of the change and submitted by email
- Staff Contact: Scott Faulstick (sfaul@accet.org)

ADDITIONAL SITE/SITE RELOCATION (Branch, Auxiliary Classroom, Temporary Avocational Classroom, or Site Relocation (See Documents 26, 26.1–26.4)

- Application for Approval due 30 days prior to the projected initiation date
- No advertising or enrollment allowed until written approval is granted
- Staff Contacts:
 - Avocational and IEP: Emily Keegan (ekeegan@accet.org)
 - Vocational: Andre McDuffie (amcduffie@accet.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.
- Staff Contacts:
 - IEP and Avocational Programs: Derek Kerr (dkerr@accet.org)
 - Vocational Programs: Donna Hutchison (dhutchison@accet.org)

EVENTS REQUIRING ACCET NOTIFICATION WITHIN 10 DAYS OF OCCURRENCE

- An adverse action against the institution taken by any state, federal, or accrediting agency (See Document 48)
- A lawsuit, legal action, judgment, or involuntary lien against the institution
- A change in the institution's name, telephone/fax, email address, or primary contact
- A change in the institution's mission, goals, and objectives
- A catastrophic or another 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)
- Staff Contact: Res Helfer (rhelfer@accet.org)