



ACCET Document 38 – Certification and Licensing Policy

ACCET Document 2 – Standards for Accreditation requires that institutions utilize “appropriate methods of evaluation to assess institutional effectiveness and to ensure that student outcomes are consistent with the institution’s mission and the benchmarks established by the Accrediting Commission.” One measure of institutional effectiveness is the success of program graduates in obtaining applicable certification and/or licensing. ACCET encourages students to obtain such credentials, as certification and/or licensing are frequently required for employment and, even when optional, often significantly expand the employment opportunities of program graduates.

Standard IX.C – Certification and Licensing states: *“When the purpose of instruction is to prepare students to meet the standards for licensing, certification, registration, or examination requirements, the curriculum includes appropriate content, hours, preparation, and materials to meet the requirements for such credentials. The institution records and tracks the pass rates of graduates and uses the results to measure and improve the quality of the educational programs offered.”*

Standard IX.C is applicable to all programs for which certification and/or licensing (1) is required for the employment of program graduates in training-related positions and/or (2) is recognized as significantly expanding the employment opportunities of program graduates, although not mandatory. This standard is also applicable to any avocational and/or vocational program/course that indicates preparation for mandatory or optional certification, licensure, registration, and/or examination through (1) advertising and/or program promotions; (2) the course/program title; (3) the objectives and/or content of the course/program; (4) the provision of test prep, test review, and/or test materials for certification/licensure; (5) on-site testing for certification/licensing at the institution; (6) the provision of test vouchers; and/or (7) the payment or reimbursement of students’ certification/licensing fees. Exempt from this standard are certification and/or licensing that program graduates are ineligible to obtain until they have worked in the field for a significant period of time following graduation.

In accordance with Standard IX.C, the program curriculum must contain the appropriate content, hours, preparation, and materials to meet the requirements for certification, licensure, registration, and/or examination. Additionally, institutions must record and track the success of program graduates in obtaining licensing, certification, registration, and/or examinations to improve the quality of the program. The institutions must have a written policy for effectively tracking and recording the pass rates of program graduates on any certification and/or licensing examinations, with information obtained directly through the certification/licensing agency, if available, or by contacting program graduates. The exam pass rates of program graduates must be compared with the applicable and available state and/or national pass rates for the most recent 24-month period to document the relative success of graduates in meeting the requirements of the examination. Institutions must demonstrate that they analyze and utilize the pass rates of program graduates on certification and/or licensing exams to measure and improve, as warranted, the educational quality and delivery of their program.

At a minimum, in the catalog and enrollment agreement provided to prospective students, institutions must disclose, for each program, any applicable mandatory and/or optional certification, licensing, registration, and/or examinations. The institutions must also fully and accurately indicate whether the program prepares graduates for certification, licensure, registration, and/or examination and the measures taken by the institution to assist students in obtaining such credentials. Further, institutions must clearly disclose whether program graduates will be eligible to apply for any required certification/licensure.