



ACCREDITING COUNCIL FOR CONTINUING EDUCATION & TRAINING  
1722 N. Street, N.W., Washington, D.C. 20036  
Telephone : 202-955-1113 Fax: 202-955-1118  
<http://www.accet.org>

December 11, 2017

VIA EMAIL & FEDERAL EXPRESS  
(charles.baukal@johnzink.com)

Mr. Charles Baukal, Director  
John Zink Institute  
11920 East Apache  
Tulsa, OK 74116

***Re: Reaccreditation Denied  
(Appealable)  
ACCET ID #1307***

Dear Mr. Baukal,

This letter is to inform you that, at its December 2017 meeting, the Accrediting Commission of the Accrediting Council for Continuing Education & Training (ACCET) voted to deny reaccreditation for John Zink Institute, located in Tulsa, Oklahoma.

The decision was based upon a careful review and evaluation of the record, including the institution's Analytic Self-Evaluation Report (ASER), the on-site visit team report (visit conducted September 12-13, 2016), and the institution's response to that report, dated November 1, 2016. The Commission originally considered the institution's application for reaccreditation at its December 2016 meeting. Since that time, the Commission voted to defer consideration and directed the institution to submit interim reports for review at the April 2017, August 2017, and December 2017 meetings. It is noted for the record that an Institutional Show Cause directive was issued at the April 2017 meeting and was continued at the August 2017 meeting as a result of the institution's failure to provide complete interim reports in accordance with Commission requirements and deadlines.

At the August 2017 meeting, the Commission directed the institution to submit an additional interim report to include: 1) a narrative update regarding the institution's decision to either discontinue offering all unaccredited courses for which students can enroll, or submit complete applications for these courses, as well as an application to be approved for the E-Learning modality through ACCET Document 25.E-learning; 2) a narrative response to address the ongoing concerns relative to the institution's non-compliant refund policy to include either: a) contracts with the employers of students demonstrating that the program is offered through business-to-business contracts, which include provisions for how refunds and enrollment transfers are made, to include procedures for how outstanding enrollments such as that for [REDACTED] are recorded to ensure that payments are consistently tracked for replacements or date changes; or b) a revised refund policy compliant with ACCET Document 31, which includes a provision for refunding all monies paid to students who

cancel or do not show up for the program (no-show) apart from an application/registration fee, which must be delineated on the enrollment agreement and designated as non-refundable, and may be a maximum of \$200; 3) Form 941s for the last quarter of 2015 and the first and third quarters of 2016; and 4) sponsor survey responses received, as well as documentation evidencing an analysis of the survey and any relevant follow-up actions, including any steps necessary to improve the quality of the course offerings based on employer/sponsor feedback.

At the time of the December 2017 Commission meeting, the institution had not submitted the required interim report due October 27, 2017 and therefore, reaccreditation was denied.

Since denial of reaccreditation is an adverse action by the Accrediting Commission, the institution may appeal the decision. The full procedures and guidelines for appealing the decision are outlined in Document 11, Policies and Practices of the Accrediting Commission, which is available on our website at [www.accet.org](http://www.accet.org).

If the institution wishes to appeal the decision, the Commission must receive written notification no later than fifteen (15) calendar days from receipt of this letter, in addition to a certified or cashier's check in the amount of \$8,500.00, payable to ACCET, for an appeal hearing. This notification must be accompanied by an affidavit signed by an authorized representative of the institution indicating that a Notice of Status of Accreditation information interested parties of the Commission's adverse action has been disseminated to new enrollees and posted in conspicuous places at the institution to include, at minimum, the admissions office and student lounge or comparable location. In addition, the institution must submit a written teach-out plan that is in accordance with ACCET Document 32 – Closing/Teach-Out Policy.

In the case of an appeal, a written statement, plus six (6) additional copies regarding the grounds for the appeal, saved as **PDF documents and copied to individual flash drives**, must be submitted to the ACCET office within sixty (60) calendar days from receipt of this letter. The appeal process allows for the institution to provide clarification of and/or new information regarding the conditions at the institution at the time the Accrediting Commission made its decision to deny or withdraw accreditation. The appeal process does not allow for consideration of changes that have been made by or at the institution or new information created or obtained after the Commission's action to deny or withdraw accreditation, except under such circumstances when the Commission's adverse action included a finding of non-compliance with Standard III-A, Financial Stability, whereupon the Appeals Panel may consider, on a one-time basis only, such financial information provided all of the following conditions are met:

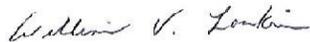
- The only remaining deficiency cited by the Commission in support of a final adverse action decision is the institution's failure to meet ACCET Standard III-A, Financial Stability, with the institution's non-compliance with Standard III-A the sole deficiency warranting a final adverse action.
- The financial information was unavailable to the institution until after the Commission's decision was made and is included in the written statement of the grounds for appeal submitted in accordance with the ACCET appeals process; and

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- The financial information provided is significant and bears materially on the specified financial deficiencies identified by the Commission.

The Appeals Panel shall apply such criteria of significance and materiality as established by the Commission. Further, any determination made by the Appeals Panel relative to this new financial information shall not constitute a basis for further appeal.

Sincerely,



William V. Larkin, Ed. D.  
Executive Director

WVL/lao

CC: Mr. Herman Bounds, Chief, Accreditation Division, US ED (aslrecordsmanager@ed.gov)