ACCET REPORTING REQUIREMENTS

The following list of mandated 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 close of the institution’s fiscal year end and submitted by email.

Staff Contact: Kaitlyn Gough, Ext. 104, kgough@accet.org

Annual Report and Enrollment Statistics (Document 12.b) - Due within 30 days following the institution’s fiscal year end and submitted through AMS.

Staff Contact: Courtney Smith, Ext. 110, csmith@accet.org

Annual Completion and Placement Statistics Reporting (Documents 12.c) along with Completion and Placement Statistics (Document 28.1) [Required of Vocational Institutions Only.]

- Document 12.c - Annual Completion & Placement Statistics Reporting – Due by May 1st of each year and submitted through AMS; AND
- Document 28.1 - Completion and Placement Statistics – Due by May 1st of each year and submitted through AMS.

Staff Contact: Mary Clare DiGiacomo, Ext 102, mcdigiacomo@accet.org

Annual Financial Reporting (See Documents 27 and 27.1)

- Financial Statements - Due within 6 months following the institution’s fiscal year end.

Staff Contact: Miia Rasinen, Ext. 112, mrasinen@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: Res Helfer, Ext. 111, rhelper@accet.org

ADDITIONAL SITE/SITE RELOCATION (Branch, Auxiliary Classroom, Temporary Avocational Classroom, or Site Relocation (See Documents 26, 26.1, 26.2, 26.3, and 26.4):

- Application for Approval – Due well in advance of projected initiation date, since no advertising or enrollment is allowed until written approval is granted.

Staff Contact: Miia Rasinen (vocational institutions), Ext. 112, mrasinen@accet.org
Courtney Smith (IEP institutions), Ext. 110, csmith@accet.org
Res Helfer (avocational institutions), rhelper@accet.org
NEW OR REVISED PROGRAM/COURSE (See Documents 25, 25.1, 25.2-25.7, 25.OAD, 25.IDL)

- Application for Approval – Due well in advance of projected initiation date, since no advertising or enrollment is allowed until written approval is granted. Submit through AMS.

  **Staff Contact:** Donna Hutchison (vocational programs), dhutchison@accet.org
  Cristina Rodarte (IEP & avocational programs), crodarte@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 actions, judgment, or involuntary lien against the institution. A change in the institution’s name, telephone/fax, email address, or primary contact person.
- A change in the institution’s mission, goals, and objectives.
- A catastrophic or other 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 U.S. Department of Education. (See Document 27 for “Additional Requirements for Title IV Institutions”.

  **Staff Contact:** Judy Hendrickson, ext. 101, jhendrickson@accet.org