

COMPLETION AND PLACEMENT VERIFICATION PILOT

ACCET's on-site completion and placement verification process has proven effective for small and moderate size campuses. To ensure a thorough verification process at all campuses, including those with large enrollment, the ACCET Accrediting Commission has approved the following procedural changes to be piloted beginning with the December 2017 review cycle:

Procedural Changes:

- Require all vocational institutions to complete, in advance of their visits, the On-Site Sampling Verification Form (OSVF) for all student cohorts in all programs. This will ensure that institutions are well prepared for the on-site completion and placement verification process. It will significantly expedite the on-site review of the team and avoid undue delays in conducting the verification process.
- Maintain the current on-site completion and placement verification process for any initial or reaccreditation visit to a campus with an enrollment of less than 350 in vocational programs reported for the "current year" on Document 12b – Annual Report and Enrollment Statistics.
- Add an extra team member to assist with the completion and placement verification process for any initial or reaccreditation visit to a campus with an enrollment of 350 – 999 in vocational programs reported for the "current year" on Document 12b.
- To supplement the on-site completion and placement verification process, require third-party verification of placements for any initial or reaccreditation visit to a campus with an enrollment of 1,000 or more in vocational programs reported for the "current year" on Document 12b.

Notes:

- The enrollment thresholds of 350 and 999 identified above will allow for a reasonable sample size for purposes of completion and placement verification, based on ACCET's 67% completion and 70% placement benchmarks.
- ACCET will utilize enrollment for the "current year" reported by campus to ACCET on the institution's Document 12b – Annual Report and Enrollment Statistics. For institutions seeking initial accreditation, this will be the Document 12b submitted in conjunction with the institution's Application for Accreditation. For ACCET-accredited institutions, this will be the Document 12b provided with the most recent annual submission.
- The required independent third-party auditor will secure or attempt to secure placement verification from the employer or the graduate either verbally or in writing for a minimum of a 30% sample of all program graduates reported as placed in training-related employment on each Document 28.1 – Completion and Placement Statistics and report the results from that sample directly to ACCET.

- The independent third-party auditor will provide a signed certification attesting to the accuracy of the auditor's findings and the auditor's independence.
- To assist institutions with the placement verification process, ACCET will identify independent third-party employment data verification auditors that other accrediting commission have worked with in the past and meet ACCET's definition of "independent." If the institution prefers to use a different independent third-party employment verification auditor, which is an option, the institution is responsible for determining and documenting that the auditor meets ACCET's criteria to be an eligible "Independent Third-Party Employment Verification Auditor." See Document 28.4 – Criteria to be an Eligible Independent Third-Party Employment Verification Auditor and the Required Scope of Work.