



ACCREDITING COUNCIL FOR CONTINUING EDUCATION & TRAINING  
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August 15, 2019

VIA EMAIL  
([tony@labfour.com](mailto:tony@labfour.com))

Mr. Tony Okhiria  
Lab Four Professional Development Center  
1255 Lynnfield Road  
Suite 160  
Memphis, TN 38119

***Re: Reaccreditation Deferred;  
Interim Report Reviewed;  
Interim Report Required;  
Institutional Show Cause Continued;  
Follow-Up Visit Required***

***ACCET ID #1470***

Dear Mr. Okhiria,

At its August 2019 meeting, the Accrediting Commission of the Accrediting Council for Continuing Education & Training (ACCET) reviewed the institution's interim report, received June 29, 2019, in response to the April 30, 2019 Commission Action letter, as a result of its review of the application for reaccreditation (visit conducted to the main campus (Memphis) on January 14-15, 2019 and to the branch campus (Nashville) on January 17-18, 2019). The Commission's April 2019 action extended the institution's accredited status, and directed the institution to submit an interim report to address issues with the following 18 standards: 1) II-A: Governance; 2) II-B: Institutional Management; 3) II-C: Human Resource Management; 4) II-D: Records; 5) II-E: Communications; 6) II-F: Professional Relationships; 7) III-B: Financial Procedures; 8) IV-B: Program/Instructional Materials; 9) IV-D: Curriculum Review/Revision; 10) VI-A: Qualifications of Instructional Personnel; 11) VI-B: Supervision of Instruction; 12) VI-C: Instructor Orientation and Training; 13) VII-A: Recruitment; 14) VII-B: Admissions/Enrollment; 15) VIII-B: Attendance; 16) VIII-C: Student Progress; 17) IX-C: Certification and Licensing; 18) IX-D: Completion and Job Placement.

Upon its review of the institution's interim report, the Commission voted to extend the institution's accredited status until December 30, 2019, to defer consideration pending further review at its December 2019 meeting, and to continue the institutional show cause directive. **The institution is reminded that a show cause directive requires the institution to show cause and provide a compelling rationale as to why its accredited status should not be withdrawn.**

Additionally, the Commission directed that a two-person, two-day follow-up visit (one day at the Memphis main campus, one day at the Nashville branch campus), be conducted to validate whether corrective actions presented in the institution's response have been systematically and effectively implemented. The team's review will include key standards and an assessment of any areas cited as weaknesses during the previous reaccreditation visit.

The Commission recognized that the institution addressed several of the outstanding issues in its interim report response; however, certain standards require further action. Toward that end, the Commission directed the institution to submit an interim report to include the following specific items:

1. Standard II-A: Governance

The institution, in its response, provided documentation of executive management meetings held, noted the establishment of quarterly management meetings, and detailed the outcomes that were produced, including new, and refined, policies and procedures to ensure efficiency and consistency in oversight of daily operations (with supporting examples of implementation provided).

Additionally, the institution provided its rationale for how it would like to reclassify its existing programs, why most of the programs should be considered within a "Professional Development" avocational program bucket except for four programs to be classified as vocational, and the changes that would need to take place for each program within ACCET's AMS to be current and reflective of the course content and structure. However, such changes have not yet been implemented and need to be discussed in full with the appropriate ACCET staff.

**Therefore, the institution is directed to contact Donna Hutchison ([dhutchison@accet.org](mailto:dhutchison@accet.org)), co-chair of the Program Review Committee, to discuss the necessary process for making changes to the program listings within the ACCET AMS so that all programs that have not had enrollments over the last 24 months are withdrawn, and so that all programs are accurately classified as either vocational or avocational. Note that any changes in designation will require an application, as well as a narrative of how the program changes will be marketed, if any prerequisites are required, and if any job training funds will be used, at minimum.**

2. Standard IV-D: Curriculum Review/Revision

The institution, in its response, submitted an updated curriculum review policy and procedure which included specific measures for soliciting and analyzing feedback from key stakeholders. Supporting documentation was provided showing student survey results, as well as employer and instructor meeting minutes, not all of which related directly to curriculum review and revision. However, curriculum meeting minutes were not attached, as stated by the institution, to show what specific changes had occurred due to this feedback, nor was a clear plan for implementation of feedback into the curriculum review/revision presented.

**Therefore, the institution must provide evidence, citing specific examples at both the main and branch campuses, that the feedback it receives from its relevant constituencies is analyzed and implemented into the curriculum review process. The response is to include how and by whom this feedback is utilized, with specific reference to how curriculum revision, curriculum design, and curricular objectives have been directly impacted by such feedback.**

A copy of this report, **including the attached interim report cover sheet**, must be emailed to **[interimreports@accet.org](mailto:interimreports@accet.org)** for receipt at the ACCET office no later than **September 13, 2019**.

As a reminder, please be advised that late submission and receipt of documents and reports are subject to significant late fees in accordance with Commission policy. These fees are outlined in ACCET Document 10, which can be found at [www.accet.org](http://www.accet.org).

The Commission directed a two-person, two-day follow-up visit, to take place prior to the December 2019 Commission meeting, to evidence the implementation of the specific items outlined in the institution's response, and to cover all standards of accreditation in light of the significant changes made at the institution.

The follow-up visit must take place prior to the December 2019 Commission meeting. Therefore, it is imperative that the institution submit a copy of ACCET Document 8 – Visit Request Form, requesting a two-person, two-day on-site evaluation visit (one day at the Memphis main campus, one day at the Nashville branch campus) and the on-site visit fee of \$8,400 (refer to ACCET Document 10 – Fee Schedule) for receipt at the ACCET office no later than **September 13, 2019**, to allow for appropriate scheduling of the on-site visit and subsequent review by the Commission. These documents are available on our website at [www.accet.org](http://www.accet.org).

Further, in accordance with Commission policy, while under a Show Cause directive and during the term of the deferral period, the institution is restricted from making any substantive changes including, but not limited to, new programs, major program revisions, new branch campuses or other new sites, or relocations out of the general market area.

Deferral of reaccreditation is not an adverse action and is explained in ACCET Document 11 – Policies and Practices of the Accrediting Commission, which is available on our website at [www.accet.org](http://www.accet.org). The deferral of a final decision is intended to allow for an opportunity to clarify and/or resolve the issues of concern cited herein, specifically focused on the demonstration of systematic and effective implementation of revised policies and procedures in practice over time.

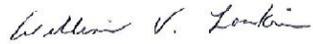
Your demonstrated improvements are acknowledged and appreciated. However, your demonstrated capabilities and commitment in support of the institution's accredited status are essential to a favorable outcome in this process. Should you have any questions or need further assistance regarding this letter, please contact the ACCET office at your earliest opportunity.

Lab Four Professional Development Center

August 15, 2019

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Sincerely,



William V. Larkin, Ed.D.

Executive Director

WVL/mlr

Enclosures: Interim Report Cover Sheet  
Invoice

CC: Mr. Ron Bennett, Director, School Eligibility Service Group, US ED (ron.bennett@ed.gov)  
Mr. Herman Bounds, Chief, Accreditation Division, US ED (aslrecordsmanager@ed.gov)  
Ms. Charity Helton, Specialist, US ED (charity.helton@ed.gov)  
Ms. Stephanie Bellard Chase, Asst. ED Postsecondary School Authorization, TN Higher  
Education Commission (stephanie.bellard@tn.gov)