



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>

April 18, 2019

VIA EMAIL
(mdavis@gwinnettcollege.edu)

Mr. Michael Davis, President
Gwinnett College
3200 Spring Forest Road, Suite 214
Raleigh, NC 27616

***Re: Interim Report Reviewed;
Interim Report Required;
Programmatic Probation Continued –
Medical Assistant – Full-time
Medical Assistant – Part-time;
Institutional Show Cause Issued***

ACCET ID #985

Dear Mr. Davis,

At its April 2019 meeting, the Accrediting Commission of the Accrediting Council for Continuing Education & Training (ACCET) reviewed the institution's interim report submitted in response to the December 19, 2018 Commission Action letter, as a result of its review of the Quality Assurance Visit response (visit conducted on May 17, 2018). The Commission's December 2018 action directed the institution to submit an interim report to include the following three items: 1) An updated Program Participation Agreement as well as an updated ECAR from the US ED that reflected the new program hours (750 clock hours) for the Professional Massage Therapy Program; 2) Notification from the North Carolina Board of Massage and Bodywork Therapy of approval of the new program hours (750 clock hours) for the Professional Massage Therapy Program; and 3) updated ACCET Document 28.1s – Completion and Placement Statistics for calendar year 2017 and partial-year 2018 (January 1 to September 30) for the Medical Assisting – Full Time, Medical Assisting – Part Time, Medical Office Administration – Full Time, and Medical Office Administration – Part Time programs; and ACCET Document 28.2s – Onsite Verification Forms (OSVF) for all 2017 and 2018 cohorts and supporting documentation for all newly recorded placements and waivers since the previous interim report.

Upon its review of the institution's interim report, received February 28, 2019, the Commission determined that items 1 and 2, as noted above, were satisfactorily addressed; however, the institution continues to maintain significantly below benchmarks rates for completion and placement.

Therefore, the Commission voted to issue a show cause directive, requiring the institution to provide a compelling rationale showing cause as to why its accredited status should not be withdrawn; continue the programmatic probation directives for the Medical Assistant – Full time and Part time programs; and directed the institution to provide an additional interim report to include the following items:

- Updated ACCET Document 28.5 – Placement Summary, for calendar years 2017 and 2018, ACCET Document 28.1s – Completion and Placement Statistics for calendar years 2017 and 2018 for the Medical Assisting – Full Time, Medical Assisting – Part Time, Medical Office Administration – Full Time, and Medical Office Administration – Part Time programs; and ACCET Document 28.2s – Onsite Verification Forms (OSVF) for 2017 and 2018 cohorts and full supporting documentation for all recorded placements and waivers since the previous interim report submission. The institution is advised that it is required to organize supporting documentation by program.

The institution is directed to contact Mr. Stephen Barkley, Co-Chair – Completion and Placement Review Committee (202-955-1113 ext. 114) regarding appropriate documentation related to placement verification. The call is to include the employee directly responsible for placement, their supervisor and/or upper management.

A copy of this report, including **the attached interim report cover sheet**, must be emailed to interimreports@accet.org for receipt at the ACCET office no later than **June 28, 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.

Further, while under a Show Cause directive, 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.

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.

Sincerely,


William V. Larkin, Ed.D.
Executive Director

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Enclosures: Interim Report Cover Sheet

Gwinnett College

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CC: Mr. Herman Bounds, Chief, Accreditation Division, US ED (aslrecordsmanager@ed.gov)
Ms. Valerie Lefor, Accreditation Division, US ED (valerie.lefor@ed.gov)
Mr. Christopher Miller, ACD - Atlanta, US ED (christopher.miller@ed.gov)
Mr. Ron Bennett, Director, School Eligibility Service Group, US ED (ron.bennett@ed.gov)
Mr. Scott Corl, Executive Director, NC Office of Proprietary Schools
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