2018 Annual Report

Council on Occupational Education

A summary of Council activities for the twelve months ending September 30, 2018.

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This year’s COE goal is to “Maximize use of technology to aid in the submission and processing of various applications involved in the accreditation process and other routine tasks.” Because of the goal, many elements of the strategic were accomplished as indicated in the “2018 Highlights” section of this report. “Determining the Future of Quality” is the Annual Meeting theme. Quality, in terms of education, can be relative because of economic and political influences. The measurements of quality may change in the near future, but the emphasis on student outcomes is here to stay.

This year was another exceptional year for COE. The Council accepted 22 new candidates and granted initial accreditation to 38 institutions yielding a total membership of 580. The Council now accredits institutions in 40 states, the District of Columbia, Saudi Arabia, and Puerto Rico. This year, the Council had record breaking attendance of 319 at the Summer Conference and 52 in the Candidate Academies in Reno, NV. At this writing, 689 are registered for the Annual Meeting, including 72 for the Candidate Academies. The Council now has twelve full-time and four part-time staff members.

The Commissioners worked tirelessly as the recognized body approving the new candidates, granting initial accreditation, and reaffirming the accreditation of 67 institutions. They also approved 1,900 substantive changes. The Commissioners are dedicated to “Assuring Quality and Integrity in Career and Technical Education”, the Council’s mission. We are extremely fortunate to have a group of this caliber to make the accreditation decisions.

Appreciation is expressed to visiting team members who adjusted their schedules to meet the demands of visiting candidate institutions, and conducting numerous substantive change and accreditation visits. The Council is fortunate to have volunteers dedicated to the mission.

Since most of the elements of the Council’s 2016 strategic plan have been implemented, the Strategic Planning Committee will convene again in June 2019 to set new goals for the future.

Appreciation is expressed for the dedication of the COE staff who work tirelessly to maintain COE’s excellent performance.

Sincerely,
Gary Puckett
COE Executive Director/President
The Council on Occupational Education (hereinafter referred to as the Council or COE) came into existence initially in 1971 as the Commission on Occupational Education Institutions (COEI) of the Southern Association of Colleges and Schools (SACS), a regional accrediting association that serves institutions in an eleven-state region. Operating as a unit of SACS, COEI provided accreditation services to postsecondary occupational education institutions located, with a few special exceptions, in the SACS region.

In preparation for assuming a national scope, the Council was incorporated as a non-profit education organization under laws of the State of Georgia in June 1994. At the end of June 1995, the Council became a fully operational agency when all assets (staff, physical resources, and financial resources) and the membership of COEI were transferred from SACS to the Council. The Commission, composed of 19 members, functions as the governing board and the decision-making body for all accreditation actions of the Council.

Throughout its history, the Council and its predecessor agency have been recognized by the U.S. Secretary of Education as a reliable authority on the quality of education offered by the institutions it has accredited. Its current scope of recognition is as a national institutional accrediting agency for the accreditation of non-degree-granting and applied associate degree-granting postsecondary career and technical education institutions. On August 15, 2007, the Council’s scope was expanded to include distance education.

The Council successfully completed the process for petitioning for continued recognition by the U.S. Secretary of Education effective August 23, 2016.
As articulated by its membership, the mission of the Council is “assuring quality and integrity in career and technical education.” The goals that represent the significant values and purposes to which the Council is dedicated are the following:

1. To offer public assurance that accredited educational institutions provide quality instruction in career and technical education that facilitates learning by students and meeting the needs of the labor market.
2. To provide guidance to institutions for the continual improvement of their educational offerings and related activities.
3. To promote high ethical and educational standards for career and technical education.
4. To enhance public understanding of career and technical education providers and of the value of the education and the credentials offered by these providers.
5. To ensure that the accreditation process validates the achievement of learning and program objectives.

These goals embrace a commitment to integrity and credibility that are intended to result in accreditation by the Council being viewed as a nationally-honored seal of excellence for occupational education institutions. Through its accreditation process, the Council seeks to stimulate the following: (1) validation of job skills; (2) certification of skills for local, state, regional, and national application; (3) portability of skill credentials; (4) placement of graduates in jobs related to preparation received; (5) facilitation of partnerships and consortia through which the United States can continue to compete successfully in the global economy; and (6) linkages among employers, policymakers, business and industry, labor, and other parties with vital interests in career and technical education.

**Core Values of the Council**

The membership of the Commission, at its 2008 Annual Meeting, adopted the following core values as being representative of the mission and goals of the Council:

**Trustworthiness** - denotes honesty, integrity, and reliability. The metaphorical equivalent to having a good credit score.

**Transparency** - implies openness, communication, and clear visibility. Describes an accreditation process or status that is not secretive or mystical.

**Accountability** - implies being answerable and liable. Describes accredited institutions’ responsibility to students, regulatory agencies, and business and industry.

**Commitment** - requires dedication of institutions, volunteers, Commissioners and staff. Denotes allegiance, loyalty, and obligation.

**Flexibility** - the ability to adapt to both internal and external market changes while maintaining core values. Implies resilience and being open to modification and change.

**Innovation** - a blueprint for expectations for the future that encourages perceptive and imaginative experimentation aimed at meeting the needs of constituents. Addresses the expanded learning economy, student preparedness, and cultural understanding.

**Collaboration** - stakeholders working together toward a common goal of quality and integrity and making cooperative use of resources and best practices. Accomplished by institutions through networking and communities of practice.
Members of the Commission

*Chair - Lois Gackenheimer, Director/President, Academy for Nursing and Health Occupations, 5154 Okeechobee Boulevard, Suite 201, West Palm Beach, FL 33417 (I-19) [Member at Large]
*Vice Chair - Fred Albrecht, Director/Owner, CALC Institute of Technology, 200 North Center Drive, Alton, IL 62002 (II-19) [School Administrator]
*Immediate Past Chair—James D. King, President, Northeast State Technical College, 2425 Highway 75, Blountville, TN 37617 (2018)
*Secretary/Treasurer - Howard W. Moore, Retired Director, Ashland State Vocational-Technical School, 3508 Slem Street, Ashland, KY 41102 (II-19) [Public Member]
Robert Aguis, Director, Marchman Technical College, 7825 Campus Drive, New Port Richey, FL 34653 (I-19) [Member at Large]
James J. Brosnan, Superintendent, Northern Berkshire Vocational Regional School District, 70 Hodges Cross Road, North Adams, MA 01247 (I-18) [School Administrator]
Norman Brown, Retired Department Chair, Capital Area Technical College 15924 Shetland Avenue, Greenwell Springs, LA 70739 (I-19) [Public Member]
*Robert L. Carrigan, Training Manager/Curriculum Specialist, Melbourne, FL (I-18) [Occupational Teacher/Supervisor]
Diane W. Culpepper, School Director, Lake Technical Center, 2001 Kurt Street, Eustis, FL 32726 (II-18) [School Administrator]
*Sandy Elliott, Adult Education Manager, Wayne County Schools Career Center, 518 West Prospect Street, Smithville, OH 44677 (II-20) [Occupational Teacher/Supervisor]
Jody Hawk, President, Texas Health School, 11211 Katy Freeway, Suite 170, Houston, TX 77079 (I-20) [School Administrator]
Stephanie Houston, Superintendent, Colton-Redlands-Yucaipa ROP, P.O. Box 8640, Redlands, CA 92375-8640 (II-19) [Member at Large]
Donna McCulloch, Retired Academic Manager, Oconaluftee Job Corps Civilian Conservation Center, 502 Job Corps Road, Cherokee, NC 28719 (I-18) [Occupational Teacher]
Dennis Merritt, Retired Director, Hillyard Technical Center, 3434 Faraon Street, St. Joseph, MO 64506 (I-18) [School Administrator]
Carol Puryear, Vice Chancellor for Economic and Community Development, Tennessee Board of Regents, 1 Bridgestone Parkway, Nashville, TN 37214 (I-20) [Member at Large]
John W. Rebstock, President, Beauty Schools of America, 1176 SW 67th Avenue, Miami, FL 33144 (I-18) [School Administrator]
Jeff Sisk, President, Tennessee College of Applied Technology—Jackson, 2468 Technology Center Drive, Jackson, TN 38301 (I-20) [School Administrator]
Jennifer Stowers, Principal, Ben Franklin Career Center, 500 28th Street, Dunbar, WV 25064 (I-20) [School Administrator]
James R. Taggart, President, Ogden-Weber Technical College, 200 North Washington Boulevard, Ogden, UT 84404 (I-20) [School Administrator]
Karen Wade, Instructor, PJs College of Cosmetology, 1901 Russellville Road, Bowling Green, KY 42101 (I-20) [Occupational Teacher/Supervisor]

* Executive Committee Member
Meeting of November 10, 2017

The forty-sixth meeting of the Council was called into session at the Rio All Suite Hotel in Las Vegas, Nevada at 8:30 a.m. Mr. James King, Chair of the Commission and President of Northeast State Community College, Blountville, Tennessee, presided. The parliamentarian was Mr. Michael Bouwhuis, Commission Member and President, Davis Technical College in Kaysville, Utah. Mr. Robert Aguis, Commission Member and Principal, Fred K. Marchman Technical College in New Port Richey, Florida, gave the invocation. Dr. Gary Puckett, COE President and Executive Director, recognized members of the Commission Executive Committee, Commission, special guests, and Commission staff members. Ms. Cynthia Sheldon, COE Deputy Director, recognized institutions celebrating twenty-five years of accreditation. Dr. Alexander Wittig, COE Associate Executive Director, recognized new candidate institutions.

Action on Report of the Council Committee on Nominations

The following nominations were made to the Council for Commission members:

Jody Hawk, President, Texas Health School, Houston, TX (Three-year term on the Commission as a School Administrator)
Sandy Elliott, Adult Education Manager, Wayne County Schools Career Center, Smithville, OH (Three-year term as an Occupational Teacher/Supervisor)
Carol Puryear, Vice Chancellor of Economic and Community Development, Tennessee Board of Regents, Nashville, TN (Three-year term on the Commission as a Member-at-Large)
Jeff Sisk, Director, Tennessee College of Applied Technology, Jackson, TN (Three-year term as a School Administrator)
Jennifer Stowers, Principal, Ben Franklin Career Center, Dunbar, WV (Three-year term on the Commission as a School Administrator)
James Taggart, President, Ogden Weber Technical College, Ogden, UT (Three-year term on the Commission as a School Administrator)
Karen Wade, Instructor, PJ's College of Cosmetology, Bowling Green, KY (Three-year term on the Commission as a Member-at-Large)

The Council elected the slate of nominees.

The Council Committee on Nominations nominated 15 people to serve on the Appeal Panel for three-year terms. There were no nominations from the floor and the action of the Council was to elect the panel as presented: fifteen members for three-year terms. The members elected are as follows:

Three-Year Terms (2018-2020):

Christine E. Angus, Coordinator of Health Programs, Wayne-Finger Lakes BOCES, Newark, NY (Academic)
Steve Briant, Principal, Erwin Technical College, Tampa, FL (Administrator)
Walton Cobb, Retired Director, Orlando Technical Education Center - Westside Tech, Winter Garden, FL (Public Member)
Tara Combs, Academy Coordinator, Cabell County Career Technology Center, Huntington, WV (Academic)
Harvey Driscoll, Director, Atlanta Institute of Music and Media, Norcross, GA (Academic)
Amita Garg, School Director, Infotech Career College, Paramount, CA (Administrator)
Rhett Mathieu, President, Cloyd’s Beauty School #3, West Monroe, LA (Administrator)
Collette Mercier, Director (Retired), Ogden-Weber Applied Technology College, Ogden, UT (Public Member)
Roxanne Mihal, LPN Department Chair, Blue Hill Regional Technical School, Canton, MA (Academic)
Dana L. Miller, President (Retired), Southwest Applied Technology College, Cedar City, UT (Public Member)
Phillip R. Moore, Director, Compass Career College, Hammond, LA (Administrator)
Alice Kay Obenshain, Executive Director, Arkansas Welding Academy, Jacksonville, AR (Administrator)
Action on Commission Reports

Al Salazar, Administrator, Home Life & Community Services, Inc., San Antonio, TX and Michael Gan-non, Provost (Retired), Defense Information School, Fort George G. Meade, MD, were elected to three-year terms on the Council Committee on Nominations.

The following persons were elected to one-, two-, and three-year terms on the Council Committee on Accreditation Standards and Conditions.

Robert Aguis, Principal, Marchman Technical College, New Port Richey, FL
(To fulfill Robert Clark’s term ending 2018)
Josh Cotter, Assistant Director, South Central Career Center, West Plains, MO
(To fulfill Lori Spencer’s term ending 2018)
Darline Glaus, Education/Training Strategist, Defense Information School, Ft. George G. Meade, MD (To fulfill Robert Carrigan’s term ending 2019)
Carol Puryear, Vice Chancellor of Economic and Community Development, Tennessee Board of Regents, Nashville, TN (2018-2020)
Kim Ziebarth, Vice President, Davis Technical College, Kaysville, UT (2018-2020)

Other Business

The Council adopted changes to the conditions and standards of accreditation recommended by the Commission to become effective November 10, 2017. Copies of these changes are available from the Commission office upon request.

Adjournment

The Council meeting was adjourned at 10:00 a.m.
Candidacy Status Granted

A & J Training Institute for Southern California, Van Nuys, CA
Academy of Allied Health Careers, Chattanooga, TN
American Safety Programs & Training, Providence, RI
Esalen Institute, Big Sur, CA
Evvaylois Academy School of Beauty, Brenham, TX
Falcon Institute of Health and Science, Bethlehem, PA
Florida Career College, Miami, FL
Heat & Frost Insulators & Allied Trades Apprenticeship Training Fund, Renton, WA
Hollywood Cultural College, Los Angeles, CA
International Union of Operating Engineers: Local 825, Dayton, NJ
Lutheran Metropolitan Ministry, Cleveland, OH
Maplewood Career Center, Ravenna, OH
Maxine Waters Employment Preparation Center, Los Angeles, CA
Midwest Barber College, Topeka, KS
National Center for Credibility Assessment (NCCA), Fort Jackson, SC
Paul Mitchell the School Denver, Lakewood, CO
Royal Learning Institute, New York, NY
SHEARS, Carlisle, PA
Studio 75 Hair Academy, Millington, TN
Tonsorial Arts Barber College, Texarkana, TX
Tri-Rivers Career Center, Marion, OH
Washington DC Joint Plumbing Apprenticeship Committee, Lanham, MD

Total Candidates Accepted: 22

~ 8 ~
Initial Accreditation Granted

Austin Career Institute, Austin, TX
Careers Institute of America, Dallas, TX
Cheryl Fell's School of Business, Niagara Falls, NY
Connecticut Aero Tech School, Hartford, CT
Deluxe Barber College, San Antonio, TX
Dorsey Schools, Madison Heights, MI
Falcon Institute of Health and Science, Bethlehem, PA
Finishing Trades Institute of Maryland, Virginia, Washington DC and Vicinities, Lanham, MD
Finishing Trades Institute of New England, Roslindale, MA
Gem City College, Quincy, IL
Giligia College, Van Nuys, CA
GoodFellas Barber College, Little Rock, AR
Health and Technology Training Institute (HTTI), Philadelphia, PA
Huaqiao Yihu Institute, Flushing, NY
International Finishing Trades Institute, Hanover, MD
Jolie Hair Academy, Great Falls, VA
Loyd E. Williams Pipe Trades Training Center, San Jose, CA
Lutheran Metropolitan Ministry, Cleveland, OH
Mecosta-Osceola Career Center, Big Rapids, MI
Midwest Barber College, Topeka, KS
Mitchell's Academy, Raleigh, NC
Montana Barber Institute, El Paso, TX
Mystros Barber Academy, Houston, TX
New Community Workforce Development Center, Newark, NJ
Northern Industrial Training, Palmer, AK
Ohio Business College, Sheffield Village, OH
PC AGE Career Institute, Jersey City, NJ
Peloton College, Dallas, TX
PJ's College of Cosmetology, Clarkesville, IN
PJ's College of Cosmetology, Richmond, IN
Professional Culinary Academy, Buffalo, NY
Stratford School for Aviation Maintenance Technicians, Stratford, CT
Texas Healthtech Institute, Beaumont, TX
Tri-Community Adult Education, Covina, CA
Trinity College of Puerto Rico, Ponce, PR
UA Local 290 College of Mechanical Systems and Technology, Tualatin, OR
Verve College, Oak Brook, IL
Wellspring Community Education (WCE), Salem, MA

Accreditation Reaffirmed

Access Careers, Hempstead, NY
Advanced Career Institute, Visalia, CA
Advanced Training Associates, El Cajon, CA
Army Logistics University, Fort Lee, VA
Army Quartermaster Center and School, Ft. Lee, VA
Baldwin Park Adult and Community Education, Baldwin Park, CA
Bergen County Technical Schools, Hackensack, NJ
Big Bend Technical College, Perry, FL
Blake Austin College, Vacaville, CA
Blue Hills Regional Technical School, Canton, MA
Boca Beauty Academy, Boca Raton, FL
Brewster Technical College, Tampa, FL
Bridgerland Technical College, Logan, UT
Center for Seabees and Facilities Engineering (CSFE), Port Hueneme, CA
CES College, Burbank, CA
Charlotte Technical College, Port Charlotte, FL
Charzanne Beauty College, Greenwood, SC
Chester Career College, Chester, VA
Cobb Beauty College, Kennesaw, GA
Coral Springs Regional Institute of Public Safety, Coral Springs, FL
Cybertex Institute of Technology, Austin, TX
Dallas Barber and Stylist College, Dallas, TX
Digital Film Academy, New York, NY
Accreditation Reaffirmed (continued)

Earle C. Clements Job Corps Academy, Morganfield, KY
Erie 1 BOCES, Cheetowaga, NY
Florida Academy, Fort Myers, FL
Florida Barber Academy, Plantation, FL
Fort Myers Technical College, Ft. Myers, FL
Franklin Career Institute, Brooklyn, NY
GDS Institute, South Gate, CA
Genesis Career College, Cookeville, TN
George T. Baker Aviation Technical College, Miami, FL
HUMINT Training HT-JCOE, Fort Huachuca, AZ
Infinity College, Lafayette, LA
International School of Skin and Nailcare, Atlanta, GA
Jay’s Technical Institute, Houston, TX
Joint Counterintelligence Training Activity, Quantico, VA
Lake Technical College, Eustis, FL
Louisiana Culinary Institute, Baton Rouge, LA
Naval Chaplaincy School and Center (NCSC), Fort Jackson, SC
Northshore Technical Community College, Bogalusa, LA
Ogden Weber Applied Technology College, Ogden, UT
Onondaga-Cortland-Madison BOCES, Liverpool, NY
Osceola Technical College, Kissimmee, FL
Paul Mitchell the School Dallas, Carrollton, TX
Paul Mitchell the School Roanoke, Roanoke, VA
Pro Way Hair School, Stone Mountain, GA
Professional Hands Institute, Miami, FL
Quest College, San Antonio, TX
Radford M. Locklin Technical Center, Milton, FL
Reid State Technical College, Evergreen, AL
Sharp Edgez Barber Institute, Rochester, NY
Spartan College of Aeronautics and Technology, Inglewood, CA
Southeast Texas Career Institute, Silsbee, TX
Tennessee College of Applied Technology – Crump, Crump, TN
Tennessee College of Applied Technology – Elizabethton, Elizabethton, TN
Tennessee College of Applied Technology – McKenzie, McKenzie, TN
Tennessee College of Applied Technology – Oneida/Huntsville, Huntsville, TN
Tennessee College of Applied Technology – Ripley, Ripley, TN
Texas Barber College, Houston, TX
Trend Barber College, Houston, TX
U.S. Army Ordnance Center and School, Fort Lee, VA
Ukiah Adult School, Ukiah, CA
Ulster BOCES, Port Ewen, NY
Universal Career School, Sweetwater, FL
Wilson Workforce and Rehabilitation Center, Fishersville, VA
Withlacoochee Technical College, Inverness, FL
Other Actions of the Commission

Violation Statuses Imposed:
  Show Cause Order ................................... 9
  Probation ................................................ 14
  Warning ................................................ 104

Dropped from Accreditation .................. 2
Denied Candidate Status ......................... 1
Unannounced Focused Reviews Conducted . 24
Announced Focused Reviews Conducted ..... 13
Comprehensive Reviews Required .......... 1

Substantive Changes

Following is a summary of the most frequent substantive changes processed by the Commission during 2017-2018. Details about pending actions and actions taken by the Commission are provided as public information on the Council’s web site thirty days before and after each Commission meeting.

New Non-Degree Programs ..................... 323
New Associate Degree Programs--
  Initial/Final Approval .............................. 5
Program Deletions/In-activations ............ 536
Changes in Existing Programs ............... 560
Program Replications/Re-locations .......... 63
Contracts for Instruction ....................... 1
Changes of Scope .................................. 16
Hybrid Delivery Approval ....................... 36
Institutional Distance Education Approvals. 9
Teach Outs—Programs ......................... 142

Changes of Location--Initial/ Final Approval ........................................... 30
Changes of Name .................................. 13
New Branch Campuses--
  Initial/Final Approval ........................... 17
  Denied ............................................. 1
New Instructional Service Centers--
  Initial/Final Approval .......................... 33
New Extensions--Initial/Final Approval .... 9

Branch to Main Campus Status Approval .... 2
Change of Ownership/Control--
  Initial/Final Approval ........................... 11
Complaints Resolved ............................. 20
Main/Branch Relationship Changes .......... 6
Withdrawals from Candidacy/Accreditation ........................................... 21
Campus Closures ................................. 46
Teach Outs of Institutions ..................... 0

Total: 1,900
Membership Composition

The Council is unique among accrediting agencies due to the diversity of its membership and service recipients.

♦ Our postsecondary institutional accredited members include:
  * Public Technical Education Institutions
  * Private Technical Education Institutions
  * Job Corps Centers
  * Federal Institutions (Army, Navy, Department of Defense, and other)
  * Registered Apprenticeship Programs

♦ Our services extend to:
  * institutions that operate career and technical education programs in the public, private, and non-profit arenas
  * national, state, and local agencies interested in quality assurance of career and technical education providers
  * employers of career and technical education graduates

♦ Our services complement those of federal, state, local, and special overseers of quality assurance in career and technical education.

![Accredited and Candidate Membership: 580 (September, 2018)](image1)

![Candidates for Accreditation: 34 (September, 2018)](image2)
## Membership Detail

<table>
<thead>
<tr>
<th>SUMMARY OF MEMBERSHIP</th>
<th>PUBLIC Degree Granting</th>
<th>PRIVATE Degree Granting</th>
<th>REGISTERED APPRENTICESHIPS</th>
<th>JOB CORPS</th>
<th>FEDERAL</th>
<th>SUBTOTAL ACCREDITED</th>
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<tr>
<td>SUMMARY OF MEMBERSHIP</td>
<td>PUBLIC Degree Granting</td>
<td>PRIVATE Degree Granting</td>
<td>Registered Apprenticeships</td>
<td>FEDERAL</td>
<td>SUBTOTAL ACCREDITED</td>
<td>SUBTOTAL CANDIDATES</td>
<td>GRAND TOTALS</td>
<td></td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------</td>
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<td>7 1 8</td>
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<td>Texas</td>
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<td>West Virginia</td>
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<td>Wisconsin</td>
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<td>Puerto Rico</td>
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<td>1</td>
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<tr>
<td>Saudi Arabia</td>
<td>3 2</td>
<td></td>
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<td></td>
<td>5 1 6</td>
<td></td>
<td>6</td>
<td></td>
</tr>
<tr>
<td><strong>SUBTOTAL ACCREDITED</strong></td>
<td>213 16 207 46 13 12 11 10 13 5</td>
<td></td>
<td></td>
<td></td>
<td>546</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td><strong>SUBTOTAL CANDIDATE</strong></td>
<td>6 20 1 6 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>34</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GRAND TOTALS</strong></td>
<td>219 16 227 47 19 12 11 10 14 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>580</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Membership Distribution

Data reported in 2017 Institutional Annual Reports and approved substantive changes yield the following statistics:

<table>
<thead>
<tr>
<th>Institutional Population</th>
<th>2017 Results</th>
<th>2016 Results</th>
<th>2015 Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total FTE (Full-Time Equivalent) Enrollment/</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Member Institutions</td>
<td>462,265/594</td>
<td>454,176/572</td>
<td>223,041*/557</td>
</tr>
<tr>
<td>Average FTE Enrollment</td>
<td>778</td>
<td>794</td>
<td>400*</td>
</tr>
</tbody>
</table>

*Corrected from previous reports

United States of America
Argentina
Germany
Italy
Japan
Mexico
Puerto Rico
Spain
Saudi Arabia

Membership Enrollment Characteristics
## Summary of Institutional Program Offerings

<table>
<thead>
<tr>
<th>Occupational Area (By CIP Code Designation)</th>
<th># of Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 – Agriculture Operations and Related</td>
<td>49</td>
</tr>
<tr>
<td>03 – Natural Resources and Conservation</td>
<td>17</td>
</tr>
<tr>
<td>09 – Communication, Journalism, and Related</td>
<td>36</td>
</tr>
<tr>
<td>10 – Communications Technologies/ Technician and Support</td>
<td>62</td>
</tr>
<tr>
<td>11 – Computer and Information Sciences and Support Services</td>
<td>464</td>
</tr>
<tr>
<td>12 – Personal and Culinary Services</td>
<td>1,216</td>
</tr>
<tr>
<td>13 – Education</td>
<td>8</td>
</tr>
<tr>
<td>14 – Engineering</td>
<td>7</td>
</tr>
<tr>
<td>15 – Engineering Technologies and Related Fields</td>
<td>198</td>
</tr>
<tr>
<td>16 – Foreign Languages, Literatures, and Linguistics</td>
<td>45</td>
</tr>
<tr>
<td>19 – Family and Consumer Sciences/Human Sciences</td>
<td>114</td>
</tr>
<tr>
<td>22 – Legal Professions and Studies</td>
<td>40</td>
</tr>
<tr>
<td>Court Reporting</td>
<td>12</td>
</tr>
<tr>
<td>43 – Homeland Security, Law Enforcement, Firefighting</td>
<td>173</td>
</tr>
<tr>
<td>44 – Public Administration and Social Service Professions</td>
<td>5</td>
</tr>
<tr>
<td>46 – Construction Trades</td>
<td>548</td>
</tr>
<tr>
<td>47 – Mechanic and Repair Technologies/Technicians</td>
<td>1,101</td>
</tr>
<tr>
<td>48 – Precision Production</td>
<td>553</td>
</tr>
<tr>
<td>49 – Transportation and Materials Moving</td>
<td>229</td>
</tr>
<tr>
<td>50 – Visual and Performing Arts</td>
<td>117</td>
</tr>
<tr>
<td>51 – Health Professions and Related Programs</td>
<td>2,267</td>
</tr>
<tr>
<td>52 – Business, Management, Marketing, and Related Support</td>
<td>905</td>
</tr>
<tr>
<td>99 – Other</td>
<td>14</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>8,180</strong></td>
</tr>
</tbody>
</table>

479 – Total Career Programs Offering Associate Degrees
1,334 - Total Career Programs Offered via Hybrid or Distance Education Delivery Methods
Student Achievement Summary

The following data were collected from 2017 institutional annual reports except where otherwise indicated.

**GENERAL INFORMATION**

<table>
<thead>
<tr>
<th>Number of Institutions Reporting Student Achievement Data</th>
<th>Most Commonly Used Reporting Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>485</td>
<td>7/1/2016 through 6/30/2017 (67%)</td>
</tr>
</tbody>
</table>

**PROGRAMS REPORTING DATA**

<table>
<thead>
<tr>
<th>TOTAL PROGRAMS REPORTING</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4,535</td>
<td>4,596</td>
</tr>
<tr>
<td>Non-Licensure Programs</td>
<td>3,065</td>
<td>3,123</td>
</tr>
<tr>
<td>Licensure Programs</td>
<td>1,410</td>
<td>1,437</td>
</tr>
<tr>
<td>Job Upgrade Training</td>
<td>60</td>
<td>36</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Head Count Enrollment Detail</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Number of Programs</td>
<td>Percentage of Total (4,535)</td>
</tr>
<tr>
<td>1-10</td>
<td>994</td>
<td>22%</td>
</tr>
<tr>
<td>11-20</td>
<td>882</td>
<td>19%</td>
</tr>
<tr>
<td>21-50</td>
<td>1,494</td>
<td>33%</td>
</tr>
<tr>
<td>51-100</td>
<td>669</td>
<td>15%</td>
</tr>
<tr>
<td>101-200</td>
<td>347</td>
<td>8%</td>
</tr>
<tr>
<td>201+</td>
<td>149</td>
<td>3%</td>
</tr>
</tbody>
</table>
## TRIGGERED PROGRAMS SUMMARY

<table>
<thead>
<tr>
<th></th>
<th>2017 (4,535 Total Programs)</th>
<th>2016 (4,596 Total Programs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programs Newly Triggered</td>
<td>334</td>
<td>346</td>
</tr>
<tr>
<td>Institutions with Triggered Programs</td>
<td>180</td>
<td>192</td>
</tr>
<tr>
<td><em>Triggered by Category:</em></td>
<td></td>
<td></td>
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<tr>
<td>Completion Rate Below 60%</td>
<td>153</td>
<td>156</td>
</tr>
<tr>
<td>Placement Rate Below 70%</td>
<td>193</td>
<td>200</td>
</tr>
<tr>
<td>Licensure Rate Below 70%</td>
<td>34</td>
<td>30</td>
</tr>
</tbody>
</table>

*Some programs were triggered in multiple categories.*
2018 Highlights

Strategic Planning

The Strategic Planning Committee met on August 11, 2016 in Jacksonville, FL. The Committee identified the following objectives:

- Objective 1: Support Institutions in Maintaining Compliance
- Objective 2: Improve Public Confidence in Accreditation
- Objective 3: Analyze COE’s Organizational Capacity

2018 COE Goal

Based on the strategic plan COE’s goal for 2018 was:

“Maximize use of technology to aid in the submission and processing of various applications involved in the accreditation process and other routine tasks”

After two years of implementation, most components of the strategic plan have been implemented. Specifically, for this year, the following have been accomplished:

- Annual Report webinars are offered primarily to those institutions having reported triggered programs
- Updates to self-study activities and team visit practices are now offered to institutions and team members/leaders
- Staff presentations made at the following conferences:
  - Renee Pellom – California Association of Private Postsecondary Schools
  - Cindy Sheldon – The Florida Leaders for Career and Technical Education
  - Denise Willis – New York Career School Convention
- Alex Wittig, director of the Compliance Division, developed a sample self-study for use in both the Candidate Academy and the Self-Study Workshops of the Summer Conference and Annual Meeting. This report documents, in hard copy, the proper format and organization of a generic Self-Study Report. It also includes each completed chart, table and form to be included in the self-study.
- This year the Evaluation Division, led by Renee Pellom, will feature its newest session entitled Booster Workshop: A Shot-in-the-Arm for Team Members and Team Leaders as a way to provide additional instruction for visiting team members. Additionally, all workshops have been revised that pertain to accreditation team visits and team member/leader instruction.
• The **Operations Division**, led by Cindy Sheldon:
  ◦ Implemented the Stripe program enabling credit card payments for annual dues;
  ◦ Implemented the *EventSquid* program for more efficient meeting registration (Saves staff labor and improves professional image);
  ◦ Implemented an online forum (chat room) for the federal community on the website (Requested by the federal community – pilot for other peer groups);
  ◦ Purchased a Webex Teams Board – New conference room (For conducting webinars and meetings – latest technology for communication eliminates conference call cost and enables video collaboration), and;
  ◦ Conducted a Comprehensive Competitive Analysis (Cindy MBA Study)

**Council Membership**

This year has been exceptional for several reasons. We have accepted 22 new candidates and granted initial accreditation to 38 institutions. COE continues to experience new growth from across the United States. The increase in growth is reflected in all types of institutions. Surpassing 600 institutions in membership is anticipated in 2019.

**Candidate Academies**

The Candidate Academy has been a very successful concept since its inception. It is designed to provide personalized, comprehensive training to make the accreditation process rewarding and successful, and to help new institutions decide if they have the needed resources available before making application. COE conducted two Candidate Academies as indicated below:

<table>
<thead>
<tr>
<th>MEETING</th>
<th>DATE</th>
<th>PARTICIPANTS</th>
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</thead>
<tbody>
<tr>
<td>Annual Meeting</td>
<td>November 2017</td>
<td>37</td>
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<tr>
<td>Summer Conference</td>
<td>July 2018</td>
<td>52</td>
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</table>

**Unannounced Visits**

The Commission began conducting unannounced visits in 2016. The purpose of the visits is to verify that institutions remain in compliance continuously. For some institutions, the temptation is to lessen the priority on maintaining the standards after accreditation is achieved.

The strategy of implementing unannounced visits was to create an awareness that schools are being visited and an incentive to be prepared with appropriate documentation. Institutions are being selected on a random and risk basis. High risk areas include but are not limited to substantive change(s), high cohort default rate, heightened monitoring, an institution’s operation becoming a matter of constituent concern, or other conditions. Twenty-four institutions were visited and several had findings of non-compliance. The items to be reviewed are on the website – be ready.
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