Continued candidate status or accreditation is determined annually by Commission approval of institutional annual reports. Candidate institutions must show progress toward meeting standards and criteria, and accredited institutions must show that they are complying with standards, criteria, and conditions for continued accreditation.

"Handbook of Accreditation, Substantive Obligations"
The Accreditation Process Flow Chart

1. Letter of Intent
2. Candidate Academy Attendance
3. Application
4. Candidacy Visit
5. Review and Action by the Commission
6. Annual Report during Candidacy
7. Self-Study and Annual Report Workshops
8. Self-Study
9. Request for Visiting Team
10. Visiting Team Appointed
11. Preliminary Visit by Team Leader
12. Team Visit
13. Team Report to Executive Director
14. Team Report to Institution
15. Upgrading and Meeting of Standards
16. Institutional Response Report
17. Review by Commission
18. Action by Commission
19. Appeal of Commission Action by Institution
20. Annual Report
21. Review of Annual Report and Accreditation
22. Reaffirmation (Repeats: 20-21)

Arrows indicate where the Annual Report falls in the accreditation process.

Other Benefits?

- Keeps institutions aware of the many criteria that must be met at all times
- Provides valuable student achievement data

AND IDEALLY...

- Is used to encourage on-going staff involvement in the accreditation process – a continuous improvement process
- Is used to promote continuous self-study preparation
HELPFUL TIPS!

- Get REALLY familiar with the Handbook
- Learn the Lingo!
- Print out the substantive change chart in the Handbook and share it with staff (also in this handout)
- Have the Policies and Rules handy as well

CHANGES TO THE ANNUAL REPORT TIMELINE

- Beginning with the 2022 Annual Report, the release date for the Annual Report software is changing.
- Beginning with the 2022 Annual Report, the submission deadline for the Annual Report is also changing.
- The reporting period for the Annual Report is NOT changing.
NEW Annual Report
Release Date

- Going forward, the Annual Report software will be released in January on the Tuesday following the MLK Holiday.
- The 2022 Annual Report software will be released on:
  Tuesday, January 17, 2023

NEW Annual Report
Submission Deadline

- Going forward, the Annual Report submission deadline will be March 1 (unless on a weekend).
- The 2022 Annual Report submission deadline will be:
  Wednesday, March 1, 2023
No Changes to the Reporting Period

The period for 2022 Annual Report data (all sections except CPL data):

**Public/Non-Public/Apprenticeships:**  
July 1, 2021–June 30, 2022

**Federal Institutions:**  
October 1, 2021 – September 30, 2022

**COE COMMISSION REVIEW**

- The 2022 Annual Report data will be submitted to the Commission for their review at the June 2023 meeting.

- Commission letters related to the Annual Report data will be sent after the June Commission meeting.

- Any follow-up data requested at the June Meeting will be due the following October and presented at the December Commission Meeting.
ALL member institutions submit annual reports... EVERY YEAR!

With ONE exception...
Institutions accepted as candidates for accreditation AFTER the March Commission meeting are NOT required to submit an annual report for that year.

Where is it?

MyCouncil

- Only Candidate and Accredited Institutions and team members and leaders have access to MyCouncil.
- The Chief Administrator (CA) of the institution must be invited to participate by the Council.
- Chief Administrators can invite other users from the institution’s staff and faculty.
- User accounts must be activated, and permission granted to them by the CA to enable interactive features like the Annual Report.
Log into MyCouncil using the link on the COE website home page (www.council.org)
OR
Use the direct URL: http://my.council.org

Firefox or Google Chrome are the recommended browsers for use with MyCouncil

HELPFUL TIPS!

• Use the HELP MANUAL as you go through the software (available January 2023). The HELP Manual has screenshots and information vital to completing the Annual Report.

• Use the 2022 Check Sheets from the Council’s website to review Standards and Conditions. Make assignments if more than one person will be in the software.

• Use the Excel Spreadsheet on the Council website for CPL data collection/reporting...throughout the year! (Does not apply to Federal or Job Corps institutions)
**Types and Versions**

Report Types (based on institution type):
- Generic (Public and Non-Public)
- Federal
- Job Corps
- Apprenticeship

Report Versions:
- Short Version – for institutions that hosted or will host an accreditation team visit in 2022
- Long Version – for all others

---

**The Long and Short of it...**

1. **Combined FTE (Full-Time Equivalent)**
2. **General Questions**
3. • Conditions of Accreditation
4. • Standards (1 through 10)
5. • Criteria for Publications
6. **Postsecondary Programs**
7. **Secondary Programs**
IMPORTANT Reminders

- Response Options
  - YES always indicates compliance
  - NO indicates non-compliance
- Every NO requires an explanation

REMINDER:
Conditions of Accreditation are found in sections 3, 4, and 5 of the Handbooks

(Conditions are also found at the beginning of every set of check sheets for accreditation visiting teams.)
Standards of Accreditation

- Standard criteria found in the report are those in the latest *Handbooks of Accreditation* (Section 6 of the *Handbooks*).

- Answer questions in Standard 2 with ALL program offerings in mind.

Criteria for Publications

- Definition for Publications found in Section 7 the *Handbooks*.

- Institutions must have one or more publications that provide this information.
FTE – Full-Time Equivalent

- FTE is the number used by the Council to measure the size of the institution in terms of full-time student load
- It is the figure the Council uses to apply annual dues
- Federal Institutions may use Average on Board figure (AOB) in place of this calculation
- Apprenticeship Institutions will also include calculations for on-the-job learning hours

FTE Calculation

FTE is calculated using the total number of hours that students are scheduled for instruction during the reporting period in all programs, at all campuses
**Hours Included in FTE Calculation**

Program hours to include in this calculation:

- All technical and career preparation programs offered on a continuous, open-enrollment basis
- Vocational ESL Programs
- General education courses that are **required** for program completion
- Apprenticeship institutions must include on-the-job learning hours.
- Secondary Programs (IF included in the COE accreditation of the institution)

---

**Hours Excluded from FTE Calculation**

- Remedial classes
- Programs that are **not** career preparation programs
- Exploratory programs for secondary students
FTE Calculation

1800 OJL Hours (Apprenticeships only)

900 Clock/Contact Hours

45 Quarter Credit Hours

30 Semester Credit Hours

or

1 FTE

Common FTE Errors

- Using the length of programs to calculate FTE
  Example – “My program is 2200 hours so that’s my FTE for that program.”

- Using head count to calculate FTE
  Example – “My school had 1000 students last year so that’s my FTE.”

- Using more than one measurement method (clock hours/quarter credits/semester credits) UNLESS you measure programs differently
  Example – “My Nursing program is in clock hours and in semester hours. We should multiply both by the number of students in the program.”
FTE HEIGHTENED MONITORING

If an institution has an FTE increase of 25% or more over the FTE calculation in the most recent annual report –

- A formal notice of FTE increase must be submitted to COE. The form is found on the Council’s website. (This does not apply to Federal institutions)

- After the June Commission meeting, these institutions will receive a letter placing the institution on Heightened Monitoring for Institutional Growth. This is a non-restrictive status and not published to the public.

- Additional information will be required.

The FTE Worksheet

The FTE worksheet should ONLY be used if the institution has no electronic method of determining the total number of scheduled hours. This worksheet is not required or submitted to COE.

Apprenticeship institutions also have an FTE worksheet which includes OJL Hours. This worksheet is not required or submitted to COE.

The FTE worksheets are available at www.council.org
Resources/Applications and Forms
Institutional Annual Report Forms
Submissions with Annual Report

- All submitted documents must be in pdf format.

Required Submissions:

- Non-Public Institutions - must submit a copy of their current state approval(s)/licenses
- If the institution’s catalog is not on the institution’s website, email a copy.
- Email to annualreport@council.org

Submissions with Annual Report

Possible Submissions:

- FTE Increase Notification Form – if the institution’s FTE increased 25% or more from the previous year.
- Improvement Plans for Triggered Programs – for programs that did not meet the established CPL benchmarks. Will be required for the 2022 Annual Report.
- Information regarding requirements for triggered programs will be discussed at The Annual Report: Reporting Student Achievement (CPL)workshop. This does not apply to Federal or Job Corps institutions.
- Supporting documentation for any “No” responses to conditions or criterion.
- NOTE: Audited Financial Statements should NOT be submitted with the Annual Report or uploaded into MyCouncil.
Wednesday
March 1, 2023

Failure to submit the annual report by the due date will result in a $2,000 fine

Your Council Support Team

Kay Smarr  kay.smarr@council.org
Joe Molmer  joe.molmer@council.org
### 2022 SUBSTANTIVE CHANGE CHART
#### FEDERAL INSTITUTIONS

<table>
<thead>
<tr>
<th>Substantive Changes for the Federal Community *</th>
<th>Documentation Required</th>
<th>Commission Approval Required</th>
<th>Site Visit Required</th>
<th>Fee Required</th>
<th>Notify Federal COPPOC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Letter of Notification</td>
<td>Application</td>
<td></td>
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<tr>
<td><strong>GOVERNANCE/CONTROL</strong></td>
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<tr>
<td>Change in Chief Administrative Official, Commander, or Accreditation Liaison Official assigned to the institution</td>
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<tr>
<td>Change of Governance</td>
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<tr>
<td>Execution of an Agreement which Effectively Nullifies the Power of the Governing Board of an Institution to Control the Institution</td>
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<tr>
<td><strong>INSTITUTIONAL</strong></td>
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<tr>
<td>Change in Institutional Mission</td>
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<tr>
<td>Change of Name</td>
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<td>$500</td>
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<tr>
<td>Converting a Branch to a Main Campus</td>
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<td>$3,000</td>
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<tr>
<td>Change of Location (a physical relocation of an existing main, branch, or extension campus)</td>
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<td>$1,000</td>
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<tr>
<td>Main Campus/Branch Campus Relationship Change</td>
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<td>•</td>
<td>$3,000</td>
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<tr>
<td>Significant Change in Institutional Funding or Resourcing Over the Previous Year (greater than 25%)</td>
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<tr>
<td>Merger of Two or More Institutions</td>
<td>•</td>
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<td>•</td>
<td>$3,000</td>
<td></td>
</tr>
<tr>
<td>Contractural Agreements for Instruction</td>
<td>•</td>
<td></td>
<td>•</td>
<td>$1,500</td>
<td></td>
</tr>
<tr>
<td>Withdrawal from Accreditation</td>
<td>•</td>
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<tr>
<td><strong>ADDITIONAL NON-MAIN CAMPUS SITES</strong></td>
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<td>$1,500</td>
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<tr>
<td>Branch Campus</td>
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<td>(Plus Dues)</td>
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<tr>
<td>Extension Campus</td>
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<td>•</td>
<td>(Plus Dues)</td>
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<tr>
<td>Permanent Closing of a Non-Main Campus Site</td>
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<td></td>
<td></td>
<td>$500 Per Location</td>
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<tr>
<td><strong>PROGRAMMATIC</strong></td>
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<tr>
<td>Change of Programmatic Scope</td>
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<tr>
<td>Institutional Distance Education Delivery</td>
<td>•</td>
<td></td>
<td>•</td>
<td>$1,000</td>
<td></td>
</tr>
</tbody>
</table>

*Federal institutions should work closely with COE to identify each perceived change consistent with intent and time lines described within this **Handbook**. Once confirmed as a substantive change, COE may consider fee reductions and/or waivers based on the special needs and circumstances of each institution.

**IMPORTANT:** A moratorium will be placed on the acceptance, processing, and approval of ALL substantive changes beginning six months prior to the original scheduled dates of accreditation team visits through the date the Commission grants initial accreditation or reaffirmation of accreditation.
### 2022 SUBSTANTIVE CHANGE CHART
Public, Non-Public and Apprenticeship Institutions

Planned substantive changes include, but are not limited to, the following:

<table>
<thead>
<tr>
<th>SUBSTANTIVE CHANGE</th>
<th>Documentation Required</th>
<th>Commission Review/Approval Required</th>
<th>Site Visit Required</th>
<th>Fee Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GOVERNANCE/CONTROL</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Change of Governance</td>
<td>L</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Change of Ownership or Control</td>
<td>A, L</td>
<td></td>
<td></td>
<td>$3,000</td>
</tr>
<tr>
<td>Change of Stock, not Control</td>
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<td></td>
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<tr>
<td>Change of 50% or More in the Voting Membership of a Non-Profit Institution’s Board</td>
<td>A, L</td>
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<td></td>
<td>$3,000</td>
</tr>
<tr>
<td><strong>INSTITUTIONAL</strong></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Converting a Branch to a Main Campus</td>
<td>A, A</td>
<td></td>
<td></td>
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<tr>
<td>Main Campus/Branch Campus Relationship Change</td>
<td>A, A</td>
<td></td>
<td></td>
<td>$3,000 Per Change</td>
</tr>
<tr>
<td>Significant Reduction in Funding Level</td>
<td>L, L</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Merger of Two or More Institutions (See Section VII for definition.)</td>
<td>A</td>
<td></td>
<td></td>
<td>$3,000</td>
</tr>
<tr>
<td>Change of Name</td>
<td>A, A</td>
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<td></td>
<td>$500</td>
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<tr>
<td>Change of Location (A change of location is defined as a physical relocation of an existing main, branch, instructional service center, or extension campus)</td>
<td>A, A</td>
<td></td>
<td></td>
<td>$1,000</td>
</tr>
<tr>
<td>Withdrawal from Accreditation/Candidacy</td>
<td>L, L</td>
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<tr>
<td>Monitoring Institutional Growth (See Monitoring)</td>
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<tr>
<td>Contractual Agreements for Consulting or Recruiting (Third-party review fee may apply)</td>
<td>L, L</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ADDITIONAL NON-MAIN CAMPUS SITES</strong> (Only one application for the establishment of a new non-main campus shall be accepted at a time. An application for a second non-main campus site will not be accepted until after the on-site visit of the first application and final approval is granted by the Commission.) [See Section V. B. 1. g. Non-Main Campus Sites.]</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Branch Campus</td>
<td>A, A</td>
<td></td>
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<tr>
<td>Instructional Service Center</td>
<td>A, A</td>
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<td></td>
<td>$1,500 (Plus Dues)</td>
</tr>
<tr>
<td>Extended Classroom</td>
<td>A, A</td>
<td></td>
<td></td>
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</tbody>
</table>

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<table>
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<th>SUBSTANTIVE CHANGE</th>
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<th>Fee Required</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Public Institutions</td>
<td>Non-Public Institutions</td>
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<td></td>
</tr>
<tr>
<td>New Non-Degree Program - Within Current Scope</td>
<td>M</td>
<td>A</td>
<td></td>
<td>$500</td>
</tr>
<tr>
<td>Change of Scope: New Non-Degree Program - New Occupational Area Outside Current Scope</td>
<td>L</td>
<td>A</td>
<td>●</td>
<td>$1,000</td>
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<tr>
<td>Change of Scope: Initial Associate Degree Program - Outside Current Scope</td>
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<td>A</td>
<td>●</td>
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<tr>
<td>Initial/New Associate Degree Program - Within Current Scope</td>
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<tr>
<td>Program Relocation/Replication (Non-Public Institutions)</td>
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<td>$500 Per Location</td>
</tr>
<tr>
<td>Change in Existing Program - Increase/Decrease in Length of Less Than 25% (Only one such change per program can be processed within a 12-month period.)</td>
<td>L</td>
<td>A</td>
<td></td>
<td>$500</td>
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<tr>
<td>Change in Existing Program - Mode of Delivery</td>
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<td></td>
<td>$500</td>
</tr>
<tr>
<td>Change in Existing Program - Increase in Length of 25% or More (Only one such change per program can be processed within a 12-month period.)</td>
<td>M</td>
<td>A</td>
<td></td>
<td>$500</td>
</tr>
<tr>
<td>Change of Program Name</td>
<td>L</td>
<td>L</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Institutional Distance Education Delivery (See Section VII for definition.)</td>
<td>A</td>
<td>A</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td>Contractual Agreements for Instruction (with entities that are/are not Title IV, HEA certified)</td>
<td>A</td>
<td>A</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>Clock Hour/Credit Hour Conversion</td>
<td>A</td>
<td>A</td>
<td></td>
<td>$500 Per Program</td>
</tr>
<tr>
<td>Deleting an Educational Program (Programs with no students currently enrolled)</td>
<td>L</td>
<td>L</td>
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<tr>
<td>Teach-Out of a Program (Conducted within the institution)</td>
<td>A</td>
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</tr>
<tr>
<td>Teach-Out Plans/Agreements (Conducted with an outside entity)</td>
<td>A</td>
<td>A</td>
<td></td>
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</tr>
</tbody>
</table>

**IMPORTANT:** A moratorium will be placed on the acceptance, processing, and approval (both initial and final) of ALL substantive changes beginning six months prior to the original scheduled dates of accreditation team visits through the date the Commission grants initial accreditation or reaffirmation of accreditation.

**EXCEPTION:** Program additions and changes may be approved after the last day of an accreditation visit for initial or reaffirmation of accreditation only for the purpose of compliance with findings stated in the official team report.

Institutions in candidate status and those placed on restrictive violation statuses are not permitted to apply for approval of substantive changes of any kind.

The Executive Director may elect at any time to defer decisions regarding substantive changes to the Commission for approval.

* Required site visits must be conducted within 180 days of the effective date of initial approval by the Commission and may require a deposit.

**A** - Application  
**L** - Letter of request that includes program details, location(s) affected, and appropriate approvals