Accreditation Maintenance Activities and Documentation
~ Public and Non-Public Institutions ~
(For 2026 Accreditation Visits)

WRITTEN PLANS, POLICIES, PROCESSES AND PROCEDURES THAT MUST BE MAINTAINED AT ALL TIMES

The following chart details, by standard, documentation that must be maintained at all times in order to demonstrate compliance with many accreditation criteria. (This is *not* an exhaustive list of all accreditation requirements.) The criteria specified in the chart reference the **2024 Standards Check Sheets** used by accreditation visiting teams in 2026.

Criteria by Condition/Standard	Type of Documentation	Check Sheet Criteria Public/Non-Public Institutions
Conditions of Accreditation		
Publications (Website and Other Official Documentation)	Website/Other Documents	20
STANDARD 1 – Institutional Mission		
N/A	N/A	N/A
STANDARD 2 – Educational Programs		
A. Educational Program Administration		
Systematic Process For Each Program	Process(es)/Procedures	1-9
B. Associate Degree		
N/A	N/A	N/A
C. Occupational Advisory Committee Activities		
N/A	N/A	N/A
D. Program Curriculum and Instruction		
Curriculum or Instructional Plan	Plan	1-5
E. Coursework Delivered via Distance Education or Hybrid		
Distance Education Student Identity Verification	Process(es)	3
F. Work-Based Activities		
Work-Based Activity Partners	Agreement(s)	1-3
Work-Based Activities/Instructional Plan	Plan	4-6
STANDARD 3 – Program Outcomes		
A. Completion		
N/A	N/A	N/A
B. Placement		
N/A	N/A	N/A
C. Licensure Exam Pass Rate		
N/A	N/A	N/A
D. Follow-Up		
Program Outcomes Follow-Up	Plan	1-9
STANDARD 4 – Strategic Planning		
Strategic Plan	Plan	1-8

PLANS, POLICIES, PROCESSES AND PROCEDURES (Continued)

Criteria by Condition/Standard	Type of Documentation	Check Sheet Criteria Public/Non-Public Institutions
STANDARD 5 – Educational Resources		
A. Educational Resources		
N/A	N/A	N/A
B. Instructional Equipment and Supplies		
Purchasing and Storing Instructional Equipment and Supplies	Procedure(s)	2
Emergency Equipment and Supplies Purchases	Procedure(s)	3
Maintaining/Replacing or Disposing of Obsolete Equipment	Procedure(s)	4
STANDARD 6 – Institutional Infrastructure		
A. Physical Resources		
Operation and Maintenance of Physical Facilities	Plan	1-7
B. Health and Safety		
Health and Safety of Employees, Students, and Guests to Maintain Readiness	Plan includes Procedure	1-4
C. Technical Infrastructure		
Institution's Technical Infrastructure	Plan	1-7
Preserving and Protecting Student Coursework, Testing, Records	Procedure	9
STANDARD 7 – Financial Resources		
Auditing and Budgeting	Procedure(s)	4
Title IV Default Management Plan	Plan	12
Student Loan Repayment	Program	13
Refunds	Policy(ies)	19-24
STANDARD 8 – Human Resources		
A. General		
Faculty/Staff Complaints/Grievances	Procedure(s)	2
Effectiveness/Performance Evaluations of Full and Part-Time Staff	Procedure(s)	3
Employee Orientation	Procedure(s)	4
B. Faculty		
N/A	N/A	N/A
C. Administrative and Supervisory Personnel		
N/A	N/A	N/A
D. Instructional and Support Staff		
N/A	N/A	N/A
E. Non-Instructional Support Services		
N/A	N/A	N/A
STANDARD 9 – Organizational Structure		
Organizational Relationships	Chart	5
STANDARD 10 – Student Services and Activities		
A. Admission and Retention		
Student Orientation	Program	3
Student Retention	Plan	5-8
Admission	Policy(ies)/Procedure(s)	9
Admission By Exception, if applicable	Policy(ies)/Procedure(s)	11 a-d
Admission For Vocational English-As-A-Second Language	Policy(ies)/Procedure(s)	12
B. Records		
Access to Coursework, Testing, Records	Procedure(s)	2
Student Transcripts	Procedure(s)	4

PLANS, POLICIES, PROCESSES AND PROCEDURES (Continued)

		Check Sheet Criteria Public/Non-Public Institutions
Criteria by Condition/Standard	**Type of Documentation**	
C. Complaints and Grievances		
Student Grievances	Policy(ies)	1
D. Placement Services		
Placement Services	Plan	2-9
E. Effectiveness of Student Services		
Effectiveness of Student Services	Plan	1-5