

Application For Accreditation

# Instructions for Submission

**General Instructions:** An institution seeking initial or renewal of accreditation submits the following Application for Accreditation. The completed application and supporting documentation should be submitted following DEAC’s *Guidelines for Electronic Submission*.

**SECTION 1:** Complete the chart, including all locations (e.g., domestic and international). Provide contact information for an individual who is physically located at each location and able to answer location-specific questions. Ensure that a key person enrolls in and successfully completes the *Preparing for DEAC Accreditation* tutorial to qualify as a compliance officer. The course is available on DEAC’s Online Training Center webpage.

**SECTION 2:** Provide the requested responses related to ownership structure.

**SECTION 3:** Complete the *DEAC Educational Offerings Information Sheet*.

**SECTION 4:** Provide requested responses related to educational offerings.

**SECTION 5:** Review and acknowledge each institutional affirmation by marking the check box to the left.

**SECTION 6:** Provide the identified supporting documentation following DEAC’s *Guidelines for Electronic Submission*.

**SECTION 7:** Read all disclosure statements. Signing the Application for Accreditation indicates that the institution understands its obligations to DEAC’s accreditation process and DEAC’s disclosure requirements.

**SECTION 8:** The president/CEO certifies that all information and documentation provided is true and accurate.

Distance Education Accrediting Commission

1101 17th Street NW, Suite 808

Washington, D.C. 20036

**Tel:** 202.234.5100

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# Application for Accreditation

An institution seeking initial or renewal of accreditation submits the following Application for Accreditation.

DEAC’s scope of recognition by the Secretary of Education is: the accreditation of postsecondary institutions in the United States that offer degree and/or non-degree programs primarily by the distance or correspondence education method up to and including the professional doctoral degree, including those institutions that are specifically certified by the agency as accredited for Federal Student Assistance program purposes. Accordingly, DEAC seeks to ensure, through the application process that the institution’s educational offerings and delivery systems remain within DEAC’s scope of recognition.

**Accreditation:**  [ ]  Initial [ ]  Renewal

## Section 1: Institution Information

**Institution Name:** Insert Institution Name

**Former Names:** Insert Former Name(s)

**Provide the address for the institution’s main facility1**

| **Address** | **City** | **State (Country, Province)** | **Zip Code** | **Local Contact** |
| --- | --- | --- | --- | --- |
| Address | City | State | Zip Code | Local Contact |

1Main Facility: A geographic location that houses the headquarters of an institution. The institution provides evidence it is approved in the state for the activity that it conducts at the location.

**Provide information for other locations (if any):** Complete the chart below. Add rows as needed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Address** | **City** | **State (Country, Province)** | **Zip Code** | **Location Type2** | **Local Contact3** |
| Address | City | State | Zip Code | Choose an item. | Local Contact |
| Address | City | State | Zip Code | Choose an item.  | Local Contact |
| Address | City | State | Zip Code | Choose an item.  | Local Contact |
| Address | City | State | Zip Code | Choose an item.  | Local Contact |
| Address | City | State | Zip Code | Choose an item.  | Local Contact |

2Location Type: Other than a main facility, DEAC institutions can operate:

* Administrative Site: A separate office located geographically apart from the main headquarters location, which typically provides an off-site workplace for the convenience of institution officials who do not live near the headquarters. Neither educational programs nor instructional services to students are offered from an administrative site.
* In-Residence Component (Facility): Instruction that requires in-person delivery of curriculum, learning of certain manual skills, technical proficiency with specialized equipment, access to resources or the application of certain techniques under professional supervision. In-residence components must not exceed 49% of a DEAC-approved program.

**Website(s):** Insert Website Link(s)

**Main Telephone Number:** Main Telephone Number

**Institutional Mission Statement:** Insert Mission Statement

**Primary Contact:** Name of President/CEO

**Title:** Title

**Email:** Email

**Telephone:** Telephone Number

**Compliance Officer Contact:** Name of compliance officer

**Title:** Title

**Email:** Email

**Telephone:** Telephone Number

Note: This individual must have already completed the *Preparing for DEAC Accreditation* tutorial.

1. Is the institution eligible to participate in Federal Student Assistance Title IV funding programs?

[ ]  Yes [ ]  No

If yes, list the accreditor of record for Federal Student Assistance Title IV funds.

Insert Response

**Note:** Institutions who are eligible to participate in Federal Student Assistance Title IV funding programs will submit a Federal Financial Assistance Programs Companion document when they submit their Self Evaluation Report.

1. Is the institution and/or any of its programs accredited by any other accrediting organizations (institutional or programmatic)?

[ ]  Yes [ ]  No

If yes, list the name of each accrediting organization, date of original accreditation, and the most recent action by the accrediting organization.

Insert Response

1. Has any owner or manager been directly or indirectly employed or affiliated with any institution that has lost or been denied accreditation by any accrediting organization during that individual’s period of employment or affiliation?

[ ]  Yes [ ]  No

If yes, please provide a statement of the facts and circumstances surrounding the action and identify the owner or manager involved. If the matter is not yet final, please describe the status of the matter (e.g., still under investigation, on appeal, etc.). If the matter is final, provide appropriate documentation.

Insert Response

1. Has the institution ever been denied accreditation, had its accreditation terminated, or voluntarily resigned its accreditation from any accrediting organization, including DEAC?

[ ]  Yes [ ]  No

If yes, please list the organization and date of action and include an explanation of the action taken the accrediting organization.

Insert Response

1. Does the institution have any pending accrediting action by any accrediting organization?

[ ]  Yes [ ]  No

If yes, please include an explanation.

Insert Response

1. Does the institution conduct recruiting, teaching, marketing, or other business-related functions outside the United States or country of domicile?

[ ]  Yes [ ]  No

If yes, please explain the institution’s engagement and activity within the global community.

Insert Response

1. Does the institution contract with any educational entities or agents outside the United States or country of domicile?

[ ]  Yes [ ]  No

 If yes, please explain the institution’s contract with the educational entities or agents.

Insert Response

**Note:** Institutions currently engaging in international activities as defined by Part Two, Section XIX.K. – Engaging in International Activities of the *Accreditation Handbook* will submit an Engaging in International Activities Companion document when they submit their Self Evaluation Report.

## Section 2: Institution Ownership

1. What year was the institution was established?

Insert Response

1. How is the institution legally established (e.g., S corporation, C corporation, nonprofit corporation, partnership, publicly traded corporation, proprietorship)?

Insert Response

1. Provide the name of the legal entity that owns the institution.

Insert Response

1. Provide the number of years under present ownership.

Insert Response

1. If multiple levels of ownership exist between the entity that directly owns the institution and the ultimate parent entity, provide a complete description of each level of ownership, including at least the following information for each entity (including the parent company): the entity’s full name, how the entity is legally established (e.g., S corporation, C corporation, nonprofit corporation, partnership, publicly traded corporation, proprietorship), and the percentage of ownership it holds over the institution.

Insert Response. Separately list the full name, legal establishment information, and percentage of ownership of each entity over the institution.

1. If applicable, outline all changes of ownership and/or control that have occurred in the past two years.

Insert Response

1. Does the institution receive consistent financial support from another affiliated source or sources (e.g., foundation, grant, partner, individual donor, corporation, association)?

[ ]  Yes [ ]  No

If yes, provide a contact name, address, email address, and telephone number for each source.

Insert Response

1. Has any owner or manager of the institution been employed by or affiliated with any institution that has closed or has entered into bankruptcy during that individual’s period of employment or affiliation?

[ ]  Yes [ ]  No

If yes, please describe the facts and circumstances surrounding the bankruptcy or institution closure.

Insert Response

1. Is any matter pending (e.g., audit, inquiry, review, administrative, civil, or criminal proceeding), or has any action been taken by any court or administrative body (e.g., federal or state court, grand jury, special investigator, U.S. Department of Education, or any state agency) involving an owner or manager or any institution with which an owner or manager has been employed or affiliated?

[ ]  Yes [ ]  No

 If yes, please describe the current status of the matter.

Insert Response

## Section 3: Program/Course Information

Please complete the *DEAC Educational Offerings Information Sheet*.

## Section 4: Information on Educational Offerings

1. Provide the number of new enrollments in the last calendar year.

Insert Response

1. Provide the total number of students as of the date of this application.

Insert Response

1. List the full name of any programs offered in a language other than English and the language in which the program is offered. Add rows as needed.

|  |  |
| --- | --- |
| **Program Name** | **Language of Instruction** |
| Program Name | Language |
| Program Name | Language |
| Program Name | Language |
| Program Name | Language |

1. List the full name of any programs that require students to complete an in-residence program component.

Insert Response

**Note:** Institutions requiring students to fulfill an in-residence program component will submit an In-Residence Program Companion document when they submit their Self Evaluation Report.

## Section 5: Institutional Affirmations

Accreditation is a voluntary, peer review process. The institution assumes the burden of proof in demonstrating that its curricula are within DEAC’s recognized scope of authority and that all policies and procedures meet DEAC accreditation standards.

The president/CEO submits this application for the institution seeking accreditation or renewal of accreditation and affirms the following:

|  |
| --- |
|[ ]  The institution is a distance education institution or provider as defined by DEAC as an educational institution or organization whose primary purpose is providing education or training that: |
| [ ]  | a. Formally enrolls students and maintains student records. |
| [ ]  | b. Retains qualified faculty to service students. |
| [ ]  | c. Provides educationally sound and up-to-date curricula that are supported by quality instructional materials and appropriate technology. |
| [ ]  | d. Provides continuous two-way communication on student work, e.g., evaluating students’ examination, projects, and/or answering queries, with timely feedback given to students. |
| [ ]  | Each program offered by the institution is predominantly distance education or correspondence education (51 percent or more). |
| [ ]  | The institution offers non-degree and/or degree programs up to the professional doctoral level pursuant to DEAC’s scope of recognition.  |
| [ ]  | The institution uses the term “college” or “university” in its name only if it offers academic degree programs. |
| [ ]  | The institution is properly licensed, authorized, exempted, or approved by all applicable state education institutional authorities (or their equivalent for non-U.S. institutions). The institution is in compliance with all applicable local, state, and federal requirements. Exemptions from state law are supported by state-issued documentation or by express statutory/regulatory language. Should an institution lose its state licensure in its state of domicile for any reason while applying for initial accreditation or reaccreditation, that process is automatically terminated. In any such situation, the institution shall not be entitled to receive any refund of fees already paid to DEAC nor shall DEAC have any liability to the institution associated with the termination of the application/evaluation process. DEAC accreditation of an accredited institution is also automatically withdrawn as of the date of the loss of state licensure. Such a withdrawal of accreditation may be appealed by an institution pursuant to DEAC’s appeal procedures. |
| [ ]  | At the time of initial application, the institution has been enrolling students in the current programs for 12 consecutive months. |
| [ ]  | At the time of initial application, the institution has been operating under the current legal status, form of control, and ownership for two consecutive years. |
| [ ]  | The institution has clearly articulated outcomes for its educational offerings and has an ongoing outcomes assessment program in place designed to measure student achievement and satisfaction. |
| [ ]  | The institution maintains a permanent physical facility that supports its educational offerings and business operations in a professional setting. The facility is maintained at a fixed geographic location that is appropriately licensed or authorized as required by local and state regulatory authorities. A P.O. Box is not a physical facility address. |
| [ ]  | The institution documents, through audited comparative or reviewed comparative financial statements that cover its two most recent fiscal years, that it is financially sound and can meet its financial obligations to provide instruction and service to its students. All financial statements submitted to DEAC are prepared in compliance with generally accepted accounting principles in the United States of America (GAAP) or International Financial Reporting Standards. If the financial operations of the institution are supported by a parent company or a third party, audited or reviewed financial statements are provided by the supporting entity to demonstrate that the supporting entity possesses sufficient financial resources to provide the institution continued financial sustainability, as well as the commitment to do so. If the institution’s financial performance is included within the parent corporation’s statements, a supplemental schedule for the individual institution is appended to the parent statement. |
| [ ]  | The institution demonstrates that its name is free from any association with any activity that could damage the standing of DEAC or of the accrediting process, such as illegal actions, unethical conduct, or abuse of consumers. |
| [ ]  | The institution and the institution’s owners, governing board members, officials, and administrators possess sound reputations and show a record of integrity and ethical conduct in their professional activities, business operations, and relations. The owners, governing board members, officials, and administrators have records free from any association with any misfeasance, including, but not limited to, owning, managing, or controlling any educational institutions that have entered bankruptcy or have closed, to the detriment of the students. Ongoing state, federal or local indictments, enforcement activities, or other censure against an institution, an institution’s owners, governing board members, officials, and administrators must be promptly disclosed by an institution to DEAC regardless of whether initiated before or during the period in which an institution is applying for accreditation or reaccreditation and during any period during which an institution is accredited by DEAC (Section XI.B). The notice should include an explanation from the institution as to the circumstances giving rise to the governmental action and why the governmental action should not result in a declaration of ineligibility under this section and/or a violation of Standard X. Upon receipt of the notice, the Commission may, in its sole discretion, initiate investigative proceedings and/or make a determination that the governmental action places the institution in violation of this eligibility criterion and of Standard X. |
| [ ]  | The institution agrees that, as part of the application process, its owners, officers, and managers may be subject to a background check by DEAC, which may include, but not be limited to, DEAC surveys of state educational oversight agencies, federal departments and agencies, and consumer protection agencies; and checks on the credit history, prior bankruptcy, criminal background, debarment from federal student aid programs, the closing of educational institutions in which they were owners, managers, or principals, or the loss of accreditation or state approval to operate an educational institution. The costs of such background checks will be borne by the applicant. |
| [ ]  | The institution, and its corporate affiliates, are free from any pending or final action brought by a state agency or recognized accrediting agency to (1) suspend, revoke, withdraw, or terminate any one or more of such entities’ legal authority to operate or (2) deny accreditation or renewal of accreditation to one or more of such entities. An applicant for reaccreditation and its corporate affiliates must be free from any such final action by a state agency or recognized accrediting agency. |
| *The institution’s owners, governing board members, officials, and administrators understand that, in applying for accreditation, the institution:*  |
| [ ]  | Voluntarily submits itself for review and decision by the Distance Education Accrediting Commission of its qualifications. |
| [ ]  | Has reviewed the accreditation standards and supporting materials. |
| [ ]  | Has the opportunity, as a part of the accreditation process, to demonstrate it meets all accreditation standards and assumes the burden of proof to document this compliance. |
| [ ]  | Assumes the obligation to be honest, forthcoming, complete, and accurate in presenting information, answering questions, and providing information to the Distance Education Accrediting Commission and designated evaluators. |
| [ ]  | Voluntarily accepts responsibility to comply with the accreditation standards and fulfill all the obligations of an accredited institution. |
| [ ]  | Agrees to remain in compliance with all requirements set forth in the *DEAC Accreditation Handbook* and Bylaws. |
| [ ]  | Agrees to cooperate with DEAC in all aspects of the accreditation process, including, as applicable, DEAC’s policies and procedures for conducting on-site or virtual site visits, and in facilitating surveys and inquiries to students, recruiting personnel, state and federal consumer and regulatory agencies, employers of graduates, and other individuals, agencies, or groups that may have an opinion about the institution, its programs, or its services. |
| [ ]  | The institution acknowledges that accreditation information may be shared with other accrediting organizations, government entities, and the public in accordance with DEAC policies and procedures and applicable federal and state laws and regulations. |

## Section 6: Documentation

* Non-refundable Application for Accreditation Fee (see *DEAC Accreditation Fees* document). Provide evidence of payment (scanned copy of check or similar). Insert Date Fee was Mailed
* Certificate of Completion from the *Preparing for DEAC Accreditation* Tutorial
* *DEAC State Authorization Form*
* Documentation of state authorization/licensure for institution’s state of domicile (where the institution maintains its primary facility, as listed in this application).
* Documentation of state authorization/licensure in any other states.
* *DEAC Educational Offerings Information Sheet*
* Audited comparative or reviewed comparative financial statements covering the two most recent fiscal years

**Note:** Financial statements are audited or reviewed and prepared in compliance with generally accepted accounting principles in the United States of America (GAAP) or International Financial Reporting Standards. The institution’s budgeting processes demonstrate that current and future budgeted operating results are sufficient to allow the institution to accomplish its mission and goals.

* Excel Spreadsheet with 100 Students (per division)

**Note:** The institution must submit a Microsoft Excel spreadsheet with the names, mailing addresses, and email addresses of no more than the first 100 students consecutively enrolled within each division of the institution beginning the first day of the 12th month preceding the date of this application. As far as possible, the number of the students reflects the same proportion of the enrollments for each of the institution’s major course/program offerings. If the institution has less than 100 students, submit the information for all students enrolled. Only institutions that are 100 percent correspondence may submit the names and addresses of students on self-adhesive mailing labels.

* International Contracts/Agreements (if applicable)

**Note:** Applicants for initial accreditation who engage in any international activities, as defined by Part Two, Section XIII.K – Engaging in International Activities of the *Accreditation Handbook* will submit an Engaging in International Activities Companion document when they submit their Self Evaluation Report. Applicants for renewal of accreditation whose current international activities have already been reviewed and approved by DEAC will submit an Engaging in International Activities Companion document when they submit their Self Evaluation Report. Applicants for renewal of accreditation seeking to begin international activities or expand the scope of the institution’s current international activities need to submit an Engaging in International Activities Substantive Change Application.

## Section 7: Disclosures

**Initial Accreditation:** DEAC does not offer pre-accreditation status. Therefore, an applicant institution may not refer to its accreditation status in any manner until DEAC awards full accreditation status. In doing so, it could potentially mislead the public about the institution’s affiliation with DEAC. An institution applying for initial accreditation agrees not to make any promotional use of its application for accreditation status prior to receiving DEAC accreditation. DEAC does not list the name of initial applicants for public comment until it has successfully completed a Readiness Assessment.

**Initial Accreditation:** Initial applicants may not add additional programs during the application process. Neither can initial applicants undergo change to their current legal status, form of control, or ownership during the application process.

**Initial Accreditation:** The application for accreditation is valid for 18 months from the date of acceptance. Institutions must submit a copy of their Self-Evaluation Report and associated Exhibits, applicable Companion documents and associated Exhibits, and the associated non-refundable fee (see *DEAC Accreditation Fees* document) within 60 days after the application is accepted by the Distance Education Accrediting Commission. If the Commission does not receive the institution’s Self-Evaluation Report within 60 days, the application will automatically expire, and the institution will need to re-apply.

**Renewal of Accreditation:** The application for accreditation is valid for 12 months from the date it is received by the Distance Education Accrediting Commission. Institutions must submit a copy of their Self-Evaluation Report and associated Exhibits, applicable Companion documents and associated Exhibits, and the associated non-refundable fee (see *DEAC Accreditation Fees* document) six weeks prior to the scheduled on-site visit.

**Initial and Renewal of Accreditation:** DEAC reserves the right to limit its reviews to the kinds of institutions and types of programs that are within its recognized scope and decline to consider for accreditation those institutions and programs that are outside DEAC’s scope or competence or instances where a lack of adequate standards does not permit a meaningful evaluation.

**Initial and Renewal of Accreditation:** The applicant agrees to pay additional fees associated with curricular reviews, review of international activities, and in-residence program components as applicable. See *DEAC Accreditation Fees* document.

## Section 8: Certification

I certify that all of the information contained on this application and in the submitted documentation is true and correct, and I understand that, by electronically typing my name in this document, it is considered to have the same legally binding effect as signing my signature using pen and paper.

**Institution’s President/CEO:** Name of President/CEO

**Institution’s President/CEO Signature:** Print Name or Insert Digital Signature

**Date:** Insert Date