

4. Policy on Change of Location

The Commission requires that, at all times, the building, workspace, and equipment of an accredited institution complies with the local fire, building, health, and safety requirements. When an institution decides to move to a new location, however close to the original site, it is necessary for an Examining Committee to visit the new site and for the Accrediting Commission to approve the new site. This policy applies when any previously approved location (headquarters or administrative offices) is affected. (When a training site is moved, refer to C.7. Policy on New Combination Distance Study—Resident Programs.)

When an institution relocates, the scope of the on-site visit is not necessarily limited to an evaluation of the physical facility but may encompass the institution’s compliance with other standards.

Action

When an accredited institution contemplates a move to a new location, the institution must notify the Executive Director in writing. Before accreditation can be affirmed for the new institution location, the institution must prepare a *Change of Location Report* and undergo an on-site visit.

An on-site visit must take place within **six** months of the change of location. The Commission may grant a time extension when it deems it is for a good cause.

When the move is completed, the institution must submit **three** copies of a *Change of Location Report* to the Executive Director. The report must be signed and dated by the institution’s President and must include (but not be limited to) the following:

1. The date and reason(s) for the relocation;
2. Name, address, and telephone number of the site;
3. Evidence that the institution is or continues to be properly licensed, authorized, or approved by the applicable state educational institutional agency;
4. Copy of the lease or deed for the site;
5. Evidence of professional liability, property, and general liability for the institution. Provide a copy of the “Certificate of Liability Insurance.”
6. A description of the new location that should include a picture, diagram, and floor plan of the facilities;
7. Information on how records are maintained, protected, stored, and retained at the new location;
8. Full information on the office equipment and record keeping storage system showing that the new location is capable of handling the administrative requirements and the educational program of the institution;
9. Provide information on any changes in student services resulting from the relocation;

10. A report on changes that have been made to the institution’s staff and faculty;
11. A description of any changes in office equipment, staff, courses/programs, or services;
12. A copy of an occupancy permit and other documents required by local officials for operating the institution at the new location;
13. A description of any applicable evidence of compliance with fire codes. Provide a copy of the fire inspection report; and
14. An updated DETC Teach-Out Agreement (E.8. or E.9), which includes the institution’s new address.

If the Chair’s Report on the Change of Location visit is favorable, the Executive Director is authorized to notify the institution that the new location has interim approval. This approval is subject to the institution’s written statement that it agrees with the findings in the Chair’s Report, and that it will comply with the recommendations.

The institution must also acknowledge that the interim approval is subject to the final review and action by the Accrediting Commission at its next meeting.

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