

Application for Accreditation

Name of Institution: _____

Address of Institution: _____
(Street Address) (City, State) (ZIP)

Telephone No.: _____ Fax No.: _____
(Area Code) (Area Code)

E-Mail: _____ Web Site: _____ Today's Date: _____

President/CEO: _____ E-Mail: _____

Accreditation Contact Person: _____ E-Mail: _____

Please answer the following questions:

Year institution was established: _____; # of years under present ownership _____;
___ Private, For-Profit; ___ Private, Non-Profit; ___ Government

Date of enrollment of first distance education student: _____

Active distance education students: _____ Combination course resident students: _____

Number of new enrollments in last calendar year: _____

Are all of your programs offered online? ___ Yes; ___ No. What % online? _____ What % correspondence? _____

Courses & Programs Offered: ___ vocational; ___ avocational; ___ degrees; ___ certificates; ___ high school

(For Initial Applicants only) Please use the appropriate form at the end of this application to list all courses and programs. Also note, no new programs may be added during the period the institution is pursuing accreditation.

Resident Training Sites:

Name: _____ Address: _____

List the state(s) and/or country in which the institution is licensed or approved: _____. Attach a copy of all state(s) license and/or country license(s).

List other accrediting agencies that accredit your institution, with date of original accreditation and the most recent action.

Agency Dates

Agency Dates

Has the institution ever resigned accreditation or had accreditation denied or terminated (including DETC)?

Yes _____ No _____ Please list agency and date: _____

Are student recruitment personnel employed? Yes _____ No _____ If yes, how many? _____

List states/countries in which student recruitment personnel are active: _____

Does the applicant employ student recruitment personnel or contract with any outside agents? Yes _____ No _____ If, yes, explain.

Certification of Application

This application is submitted by the institution's President/CEO for which accreditation or reaccreditation is being sought, and that official hereby attests to the following:

1. The institution is a “bona fide distance education institution” as defined by the DETC Accrediting Commission as an educational institution which:
 - formally enrolls students and maintains student records;
 - retains a qualified faculty to service students;
 - transmits to students organized instructional materials;
 - provides continuous two-way communication on student work, e.g., evaluating students' examinations, projects, and/or answering queries, with prompt feedback given to students;
 - offers courses of instruction which must be studied **predominantly at a distance** from the institution or organization; and
 - is properly licensed, authorized, or approved by the applicable state educational institutional authority.
2. The institution has had at least two continuous years of successful operation as a bona fide distance education institution under the current ownership and with the current programs.
3. The institution can document—via an audited or reviewed comparative financial statement that covers its two most recent fiscal years—that it is financially sound and that it can meet its financial obligations to provide instruction and service to its students. Please submit audited or reviewed financial statements as described in C.10. Policy on Financial Statements.
4. The institution can show that the name being used by the institution is free from any association with any activity that could damage the standing of the Commission or of the accrediting process, such as illegal actions, unethical conduct, or abuse of consumers.
5. The institution, institution's owners, governing board members, and administrators possess sound reputations and show a record of integrity and ethical conduct in their professional activities, business operations, and relations. The owners, board members and executive staff 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 with students having been disadvantaged as a result.

6. The institution agrees that as part of the application process for initial or re-accreditation, its owners, officers and managers may be subject to a background check by DETC, which may include, but not be limited to, DETC surveys of State educational oversight agencies, Federal departments and agencies, consumer protecting agencies, checks on the credit history, prior bankruptcy, criminal background, debarment from Federal Student Aid Programs, the closing of other organizations 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.
7. Institution is free from any pending or final action brought by a state agency or recognized accrediting agency to suspend, revoke, withdraw, or terminate the institution's legal authority to operate or to deny accreditation or reaccreditation.
8. The institution understands that the Commission requires that **all** distance education courses, programs, divisions, and/or affiliates of the ownership undergo the accreditation process. The failure of one distance education program and/or division to apply for or achieve accreditation within a time frame set by the Commission renders **all distance education programs or divisions** ineligible for accreditation. In addition, if one distance education course, program, division, and/or affiliate of the ownership is ineligible to apply for accreditation, including ineligibility due to the limits on DETC's scope of activity, then all "divisions" of that ownership will be deemed to be ineligible to apply for accreditation.
9. The institution is voluntarily seeking accreditation or reaccreditation by the Accrediting Commission of the Distance Education and Training Council, recognizing that such accreditation may not be specifically required for state licensure, eligibility for government funding, or other purposes external to the Distance Education and Training Council.
10. Institution official has reviewed the Standards for Accreditation and supporting materials of the Accrediting Commission.
11. Institution official fully accepts and supports the concept of accreditation as a voluntary, non-governmental process involving peer review and a necessary degree of confidentiality in decision-making and record keeping.
12. Institution official of a non-accredited institution agrees that the institution will not make any reference to its application for accreditation in its promotional materials.
13. Institution official verifies that the appropriate key person (Name: _____ [attach copy of Certificate]) has completed the *DETC Course in Preparing for Accreditation*. **(Please Note: DETC will NOT accept this application without proof that someone has completed this course.)**
14. Institution official understands that, in applying for accreditation, the institution:
 - a) voluntarily submits itself to a review and decision by the Accrediting Commission as to the institution's qualifications;
 - b) has the opportunity, as part of the accrediting process, to present itself as meeting each of the Standards for Accreditation, and assumes the "burden of proof" in documenting compliance with the Standards;
 - c) assumes the obligation to be forthcoming, complete, and accurate in presenting information to, and answering questions of, the Accrediting Commission and its designated evaluators;
 - d) may exercise the right to appeal the denial or withdrawal of accreditation by the Accrediting Commission, thereby assuring due process for itself;

Application Checklist

Yes

- _____ Submit an electronic copy of the *Application for Accreditation* and supporting documents.
- _____ Submit audited or reviewed financial statements as described in C.10. Policy on Financial Statements.
- _____ Enclosed with this application is a check for \$3,000 (for initial) or \$1,000 (for reaccreditation) payable to the “Distance Education and Training Council.” Please send an electronic copy to Nan@detc.org.
- _____ Enclosed are the names and addresses (**on self-adhesive mailing labels**) of no more than the first 100 students consecutively enrolled with each division of our institution beginning the first day of the 18th month preceding the date of this application. Insofar as possible, the number of the students reflects the same proportion of the enrollments for each of our institution’s major course/program offerings. (If you have less than 100 students, please submit all of their names and addresses.)
- _____ E-mail an Excel table with the student’s name and e-mail address for those students whose mailing labels are furnished above (e-mail to Brianna Bates at Brianna@detc.org).
- _____ Enclosed are copies of all institution’s current state(s) licenses.
- _____ If appropriate, enclosed are international contracts and fees for the review (see DETC C.17. Policy on International Activities).
- _____ The appropriate person has completed the *DETC Course on Preparing for Accreditation*.
- _____ We will mail the appropriate number of Self-Evaluation Reports by the date set by the Director of Accreditation. **For new applicants, a copy of the Self-Evaluation Report must be submitted within 60 days from the date of this application.**

SAMPLE

High School Program(s)

Please provide this information with your Application for Accreditation.

Name of Institution: _____

Name Program:	High School Diploma	Date of 1 st enrollment: June 1, 2007
# of Courses in Program:	35	No. Current Active Students: 20
Length of each course:	8 weeks	No. Total Enrollments (since first offering): 320
Tuition per course:	\$100	
Courses:		
Grade 9:	English I	
	Algebra 1	
	World Geography and Cultures	
	Biology	
	Spanish 1	
	Health/Life Skills	
Grade 10:	English II	
	etc	
Grade 11:		
Grade 12:		

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