

YOUR INSTITUTION MUST MEET THE FOLLOWING ELIGIBILITY REQUIREMENTS PRIOR TO REGISTERING FOR THE COUNCIL ON OCCUPATIONAL EDUCATION'S CANDIDATE ACADEMY PART 1 – SEEKING CANDIDACY*

- a) Offer associate degree and/or non-degree postsecondary instruction exclusively in career and technical education. (The Council does not accredit bachelor's degree programs or institutions offering them.)
- b) Utilize a campus-based instructional delivery system with at least 50% of the institution's total Full-Time Equivalent** (FTE) being derived from enrollments in traditional programs, and at least 50% being derived from non-ESL programs.
- c) Be legally authorized to operate within the jurisdiction in which it is located for a minimum of one year and with a Full-Time Equivalent ** (FTE) of at least 10.
- d) Be in possession of current and applicable licensure/authorization for a minimum of one year.
- e) Be in continuous operation and providing instruction at the main campus and under the same ownership for a minimum of one year with at least one graduate of the institution's longest program (where all courses were completed at the institution).
- f) Have a composite score of at least 1.5 included in the audited financial report for the most recently completed fiscal year.

***Full-Time Equivalent (FTE) is a unit of measurement used by the Commission to define the amount of instruction that equates to one full-time student during one academic year. The Commission defines an FTE as 900 student contact clock hours, 45 quarter credit hours, or 30 semester credit hours of instruction. (See the Policies and Rules of the Commission for a discussion of the rationale for this definition.)*

*Institutions that will meet the candidacy requirements within 6 months of the dates of the Candidate Academy Part 1 – Seeking Candidacy may also attend.