

COE Candidate Eligibility Requirements

To be eligible for consideration by the Commission for candidacy for accreditation (pre-accreditation status), an institution must:

- a. Meet the Council's definition of "institution" as described in the *Handbook of Accreditation*;
- b. Offer postsecondary instruction exclusively in career and technical education at all campuses on a continuous basis;
- c. Offer credentials no higher than an applied associate degree;
- d. Demonstrate the institutional capacity to assure the following: staffing for administrative and faculty needs; responsible financial and facilities management; and support for the institution's programs and services;
- e. Have produced a graduate from the longest program offered by the institution where the graduate has completed 100% of the program's required hours at the institution (no hours transferred in and no CLEP hours awarded);
- f. Utilize a campus-based instructional delivery system with at least 25% of the institution's total Full-Time Equivalency (FTE) being derived from enrollments in traditional (bricks and mortar) programs at all campuses;
- g. Maintain at least 50% FTE enrollment at each campus in non-VESL programs.
- h. Have an institutional enrollment no fewer than 10 FTE;
- i. Be legally authorized to operate within the jurisdiction in which it is located for a minimum of one year;
- j. Have been in possession of current and applicable licensure/authorization for a minimum of one year;
- k. Have been in continuous operation and providing instruction at the main campus and under the same ownership for a minimum of one year;
- l. Have the on-site administrator or other full-time employee at the main campus attend a COE Candidate Academy within 12 months prior to submitting an application for candidate status;
- m. Demonstrate that it meets the financial stability requirements for the most recent completed fiscal year (covering 12 months of student class attendance) as stated in Standard 7 – Financial Resources;
- n. Be in compliance with Federal requirements applicable to accreditation; and
- o. Agree to comply with all requirements of the Council.