



Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
703.247.4212
703.247.4533 fax
www.accsc.org

December 6, 2016

ELECTRONIC DELIVERY

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Tim Vogeley
Campus President
Institute of Technology
564 West Herndon Avenue
Clovis, California 93612

School #M058993

Dear Mr. Vogeley:

At the November 2016 meeting, the Accrediting Commission of Career Schools and Colleges ("ACCSC" or "the Commission") considered the following reports submitted by Institute of Technology ("IOT-Clovis") located in Clovis, California:

- Application for Renewal of Accreditation;
- New Unrelated Applications for the Microsoft System & Security Analyst (Diploma) and Vocational Nursing (Diploma) programs;
- New Degree Application for the Industrial Maintenance and Automated Technology (AOS) program;
- Outcomes Report; and
- Heightened Monitoring Status.

Upon review of the July 13, 2016 Team Summary Report and the school's response to that report, the Commission voted to grant IOT-Clovis **Renewal of Accreditation with a Stipulation**. The Commission's decision and the school's grant of accreditation is for five (5) years¹ and will become effective upon a demonstration that the stipulation stated below has been satisfied.

The Commission also determined that IOT-Clovis has met the requirements for the addition of the new unrelated Microsoft System & Security Analyst (Diploma) and the Vocational Nursing (Diploma) programs, and the new Industrial Maintenance and Automated Technology (AOS) degree program within the school's scope of accreditation. In addition, the Commission voted to accept IOT-Clovis' Outcomes and Heightened Monitoring Status Reports and to remove the school from reporting.

Stipulation:

IOT-Clovis must demonstrate continued attention toward ensuring successful student achievement in the 9-month Human Resource Administrator (AAS) program (*Section VII (B)(1)(b), Substantive Standards, Standards of Accreditation*). In response to the TSR, using a July 2016 Report Date on the Graduation and Employment ("G&E") Chart, IOT-Clovis reported a graduation rate of (30%) and an employment rate of (67%) for the aforementioned program that fell below the Commission's student achievement benchmarks. In view of the below benchmark student achievement rates, the school made the decision to Teach-Out the program. IOT-Clovis submitted a programmatic Teach-Out Approval Form that shows that two students remain in the program, both scheduled to graduate in November 2016. As such, in order to

¹ The Commission previously granted IOT-Clovis renewal of accreditation for five (5) years effective November 2011. Therefore, the school's accreditation is effective, once the stipulations have been satisfied, for a period of five (5) years going forward from November 2016.

monitor the progress of the two students that remain in this program, the Commission directs IOT-Clovis must submit the following:

- a. The graduation date for the final two (2) students in the program to include updated graduation dates if applicable and
- b. The employment status of the final two (2) students along with supporting documentation.

RESPONSE REQUIREMENTS:

By applying for accreditation, a school accepts the obligation to demonstrate continuous compliance with the *Standards of Accreditation*. While the Commission employs its own methods to determine a school's compliance with accrediting standards, the burden rests with the school to establish that it is meeting the standards. The Commission's deliberations and decisions are made on the basis of the written record and thus a school must supply the Commission with complete documentation of the school's compliance with accrediting standards.

IOT-Clovis must provide a response to the items expressed above that provides the information requested along with any additional information that the school believes supports a demonstration of compliance with accrediting standards.² If the school's response contains documentation that includes personal or confidential student or staff information that is not required for the Commission's review (e.g., social security numbers, dates of birth, etc.), please remove or redact that information.

IOT-Clovis must upload the school's electronic response directly to ACCSC's College 360 Database. The ACCSC College 360 database can be accessed by [clicking here](#). Please note that the password utilized by the institution to access the Annual Report Portal is the same to access the School Submission section of the College 360 database. The Instructions for Electronic Submission can be found [here](#). A detailed overview on how to upload a school submission can be found [here](#).

Keep in mind, the school's response must be prepared in accordance with ACCSC's Instructions for Electronic Submission (e.g., prepared as one Portable Document Format ("PDF") file that has been prepared using Adobe Acrobat software (version 8.0 or higher) and which has a .pdf extension as part of the file name). The school will receive an e-mail confirmation that the file has been received within 24 hours of the submission.

The response must also include a signed certification attesting to the accuracy of the information and be received in the Commission's office **on or before January 23, 2017**. If a response is not received in the Commission's office **on or before January 23, 2017**, the Commission will consider further appropriate action.

² ACCSC has issued the first two modules of the **Blueprints for Success Series**: [Organizing an Effective Electronic Submission](#) and [Preparing a Comprehensive Response for Commission Consideration](#) which provide a framework for submitting a well-documented, organized, electronic response for Commission consideration. ACCSC encourages the school to review these modules prior to formulating its response to this letter. More information is available under the [Resources section](#) at www.accsc.org.

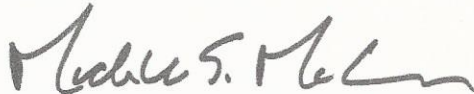
Enclosure:

The mark of an accredited school is its commitment to continuous improvement. Accordingly, the Commission has included an ACCSC Institutional Enhancement Enclosure with this letter, which lists suggestions deserving the school's immediate attention and action.

Also included with this letter is an ACCSC Approved Program Enclosure as documentation of the school's approved programs. Although ACCSC accreditation is institutional in nature, all programs offered by the school must be approved by the Commission. IOT-Clovis will find the Commission's requirements for the addition of new programs and modifications to existing programs in the *Standards of Accreditation*.

For further assistance or additional information, please contact Jose Godoy at 703.247.4501 or jgodoy@accsc.org.

Sincerely,



Michale S. McComis, Ed.D.
Executive Director

Encls.: ACCSC Approved Program Enclosure
ACCSC Institutional Enhancement Enclosure



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ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES
APPROVED PROGRAM ENCLOSURE

INSTITUTE OF TECHNOLOGY (SCHOOL #M058993)
CLOVIS, CALIFORNIA

DECEMBER 6, 2016

The Commission has approved the following programs to be included within the school's scope of ACCSC accreditation:

NON-DEGREE PROGRAMS	INSTRUCTIONAL CLOCK HOURS*	QUARTER CREDIT HOURS	AWARD
Massage Therapist & Health Educator	900	0†	Diploma
Administrative Office Professional	800	49.5	Diploma
Baking and Pastry Specialist	890	47.5	Diploma
Culinary Arts	880	52.5	Diploma
Culinary Arts Specialist	680	39	Diploma
Human Resource Administrator	800	55.5	Diploma
HVAC	800	48.5	Diploma
Medical Billing Office Administration	1060	59.5	Diploma
Microsoft System & Security Analyst	900	54.5	Diploma
Professional Medical Assistant	860	47.5	Diploma
Vocational Nursing	1575	62.5	Diploma

*Non-degree programs may also include recognition of additional time for student preparation outside of class. Please refer to the Commission's letter of recognition where applicable.

† This program is measured in clock hours only.

DEGREE PROGRAMS	QUARTER CREDIT HOURS	AWARD
Accounting	112	AAS
Criminology and Emergency Response Management	97	AAS
Culinary Arts Professional	92	AOS
Human Resource Administrator	91	AAS
Industrial Maintenance and Automated Technology	92.5	AOS
Physical Therapist Assistant	65.5	AAS

This information is current as of the date of this letter. refer to *Section IV, Rules of Process and Procedure, Standards of Accreditation* for a more detailed explanation of all processes and procedures required for the addition or modification of programs.



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ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES
INSTITUTIONAL ENHANCEMENT ENCLOSURE

INSTITUTE OF TECHNOLOGY (SCHOOL #M058993)
CLOVIS, CALIFORNIA

DECEMBER 6, 2016

The Commission directs IOT-Clovis' continued attention towards ensuring that the school conducts Program Advisory Committee ("PAC") meetings which fully conform to accrediting requirements (*Section II (A)(6), Substantive Standards, Standards of Accreditation*). The Commission recommends that the school review the "Maximizing Program Advisory Committees" Monograph Brochure available on the Commission's website.¹ This brochure explains why institutions need effective Program Advisory Committees, describes how to establish and operate a committee, and provides ideas on how to evaluate and reap the benefits of a PAC's success to meet the program's need for continuous performance improvement. Additionally, the Commission recommends that the school review the accompanying ACCSC Webinar², Maximizing Program Advisory Committee, as an additional resource designed to support the school's management of its PAC initiatives.

¹ Maximizing Program Advisory Committees: <http://www.accsc.org/Resources/Publications/Monograph-Series.aspx>

² <http://www.accsc.org/Events/Webinars.aspx>



Accrediting Commission of Career Schools and Colleges

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February 2, 2017

ELECTRONIC DELIVERY

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Rick Wood
Senior Vice President/Chief Compliance Officer
Institute of Technology
564 West Herndon Avenue
Clovis, California 93612

School #M058993

Dear Mr. Wood:

The Accrediting Commission of Career Schools and Colleges ("ACCSC" or "the Commission") has received the response to the December 6, 2016 letter directing Institute of Technology located in Clovis, California to submit additional information in conjunction with the school's Application for Renewal of Accreditation. This is to inform you that the school has satisfied the requirements of the stipulation through documentation provided in response to the Commission's letter and demonstrated compliance with the applicable accrediting requirements. Accordingly, the Commission's December 6, 2017 decision is final.¹

Through the renewal of accreditation, Institute of Technology-Clovis has continued its partnership with other educators who are committed to providing programs of quality and to conducting their affairs with integrity. The Commission is confident that the school will take this responsibility seriously with consideration for the many other ACCSC-accredited institutions that have embraced accreditation as a means to enhance student learning and achieve educational goals.

In accordance with this action, the Commission will include a Certificate of Accreditation for Institute of Technology-Clovis under separate cover. The Commission expects that the school will adhere to the *Standards of Accreditation* on an on-going basis and as revisions are approved and disseminated. Please consult the ACCSC website at www.accsc.org regularly for updates, important due dates, initiatives, and special events that are planned for the benefit of the Commission's accredited institutions.

Please note that ACCSC accredited institutions are required to submit the Annual Report, sustaining fees, and audited financial statements annually. Please consult the ACCSC website at www.accsc.org for instructions for the preparation and submission of the information and fees and for all submission deadlines.

For assistance or additional information, please contact Holly Eichhorst at 703.247.4524 or via e-mail at heichhorst@accsc.org.

Sincerely,

Michale S. McComis, Ed.D.
Executive Director

¹ A The Commission previously granted Institute of Technology-Clovis renewal of accreditation for five (5) years effective November 2011. Therefore, the school's accreditation is effective for a period of five (5) years going forward from November 2016.