December 6, 2016

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Jim Herberger
Campus President
Institute of Technology   *School #B072257*
1755 Hilltop Drive
Redding, California 96002

Dear Mr. Herberger:

At the November 2016 meeting, the Accrediting Commission of Career Schools and Colleges ("ACCSC" or "the Commission") considered the Application for Renewal of Accreditation submitted by Institute of Technology ("IOT-Redding") located in Redding, California. Upon review of the July 19, 2016 Team Summary Report and the school's response to that report, the Commission voted to grant IOT **Renewal of Accreditation with Stipulations.** The school's grant of accreditation is for five (5) years[1] and will become effective upon a demonstration that the stipulations stated below have been satisfied.

Stipulations:

1. IOT-Redding must demonstrate continued attention toward ensuring successful student achievement in the 15-month Criminology and Emergency Response Management 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-Redding reported a graduation rate of (37%) and an employment rate (64%) for the aforementioned program that fall below the Commission's student achievement benchmarks. As part of the response and in view of the low student achievement rates in the program, the school submitted a programmatic Teach-Out Approval Form. The Teach-Out Form shows that 12 students remain in the program with the last student graduating in November 2017. As such, in order to assess the school's continued fulfillment of obligations to the remaining students, the Commission directs IOT-Redding to submit the following:

    a. An updated listing by name of all students in the program and their estimated graduation dates;

    b. An updated description of how the school will ensure that the delivery of training and services to the remaining students will not be disrupted or modified and that the students will receive the remaining portion of the program in accordance with the terms set forth in the students' enrollment agreement; and

    c. Any other information or documentation that IOT Institute believes will assist the Commission with determining the school's compliance with accrediting standards in this regard.

2. IOT-Redding must demonstrate that the management team is qualified for their particular roles and possess the appropriate education, training, and experience commensurate with the level of their responsibilities (*Section I (A)(1)(b), Substantive Standards, Standards of Accreditation*). The on-site evaluation team found that IOT did not document prior experience or management trainings for the school's Director of Admissions and Director of Career Services. In response, IOT-Redding provided

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

narrative descriptions of experience and ability to serve in their particular roles for each director. Additionally, the school stated that since the on-site evaluation visit both directors have participated in online trainings in the months of July and August. IOT-Redding, however, did not provide any evidence or documentation to demonstrate completion of these trainings. Therefore, the Commission directs the school to provide documentation of the specific training completions and evidence of any additional on-going training and development activities completed by the Director of Admissions and Director of Career Services.

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-Redding 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-Redding 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.

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[2] ACCSC has issued 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 when formulating its response to this letter. More information is available in the Resources section at www.accsc.org.
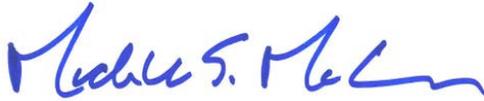
<u>Enclosure:</u>

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-Redding will find the Commission's requirements for the addition of new programs and modifications to existing programs in the *Standards of Accreditation*.

<p style="text-align:center">****</p>

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

c: Tim Vogeley
   Institute of Technology– School #M058993
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Encls.: ACCSC Approved Program Enclosure
   ACCSC Stipulation Response Cover Sheet

ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES
APPROVED PROGRAM ENCLOSURE

INSTITUTE OF TECHNOLOGY (SCHOOL # B072257)
REDDING, 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
Pharmacy Technician	860	47.5	Diploma
Professional Medical Assistant	860	47.5	Diploma
HVAC	800	48.5	Diploma
Medical Billing Office Administration	1060	59.5	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.