

December 6, 2023

ELECTRONIC DELIVERY

clsmith@iot.edu

Carol Smith
Campus President
Institute of Technology
564 West Herndon Avenue
Clovis, California 93612

School #M058993

Dear Ms. Smith:

At the November 2023 meeting, the Accrediting Commission of Career Schools and Colleges (“ACCSC” or “the Commission”) considered the following applications submitted by Institute of Technology located in Clovis California:

- Application for Renewal Accreditation (Corresponding On-Site Evaluation)
- Application for Initial Distance Education
- Applications for Unrelated Non-Degree Programs:
 - Welding Technology (Diploma)
 - Barbering (Diploma)

Upon review of the September 27, 2023 On-site Evaluation Report and the school’s response to that report, the Commission voted to grant Institute of Technology **Renewal of Accreditation with Reporting** for a period of five years (5) years going forward from November 2021.¹ The Commission also determined that the school met the requirements for the addition of distance education and the inclusion of the Welding Technology (Diploma) and Barbering (Diploma) programs within the school’s scope of accreditation.

The mark of an accredited school is its commitment to continuous compliance with accrediting standards and continuous improvement. Accordingly, the Commission has included with this letter an ACCSC Reporting Enclosure, which requires Institute of Technology to submit an interim report on its continued compliance with the Commission’s standards as noted therein. The Commission has also included with this letter an ACCSC Institutional Enhancement Enclosure, which lists suggestions deserving Institute of Technology’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, the Commission must approve all programs offered by the school. Institute of Technology will find the Commission’s requirements for the addition of new programs and modifications to existing programs in the *Standards of Accreditation*.

In accordance with this action, the Commission is enclosing a copy of the school’s Certificate of Accreditation. Through the grant of renewal accreditation, Institute of Technology 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.

¹ The Commission previously granted Institute of Technology renewal of accreditation for five (5) years effective November 2016. Therefore, the school’s accreditation is effective for a period of five (5) years going forward from November 2021.

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 regularly the ACCSC website for updates, important due dates, initiatives, and special events planned for the benefit of the Commission's accredited institutions as well as instructions for the preparation and submission of the Annual Report, sustaining fees, and annual audit of the school's financial statements.

For further assistance or additional information, please contact Nora Delgado at ndelgado@accsc.org.

Sincerely,



Michale S. McComis, Ed.D.
Executive Director

c: Marisa Maron, mfetzer@selectededucationgroup.com

Encls.: ACCSC Approved Program Enclosure
ACCSC Reporting Enclosure
ACCSC Institutional Enhancement Enclosure
ACCSC Certificate of Accreditation

ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES
APPROVED PROGRAM ENCLOSURE

INSTITUTE OF TECHNOLOGY (SCHOOL #M058993)
CLOVIS, CALIFORNIA

DECEMBER 6, 2023

The Accrediting Commission of Career Schools and Colleges (ACCSC) 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
Baking and Pastry Specialist	890	48	Diploma
Barbering	1000**	0	Diploma
Business Office Administration	720	44.5	Diploma
Cosmetology	1000**	0	Diploma
Culinary Arts	880	49	Diploma
Heating, Ventilation and Air Conditioning (HVAC)	800	48.5	Diploma
Industrial Maintenance and Automated Technology	800	49.5	Diploma
Medical Billing Office Administration	860	47.5	Diploma
Professional Medical Assistant	860	47.5	Diploma
Vocational Nursing	1575	62.5	Diploma
Welding Technician	900	51	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.

**Program measured in clock hours only.

The programs listed above are approved for Hybrid Distance Education.

DEGREE PROGRAMS	QUARTER CREDIT HOURS	AWARD
Criminology and Emergency Response Management	97	AAS
Physical Therapist Assistant	65.5	AAS

The programs listed above are approved for Hybrid Distance Education.

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

ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES
REPORTING ENCLOSURE

INSTITUTE OF TECHNOLOGY (SCHOOL #M058993)
CLOVIS, CALIFORNIA

DECEMBER 6, 2023

In accordance with *Section V (A) and V (D), Rules of Process of Procedure of the Standards of Accreditation*, the Commission directs Institute of Technology to submit a **Student Satisfaction Report** on its compliance with accreditation requirements as outlined below. Please note that Institute of Technology may provide additional data that serves to amplify and strengthen the school's report; however, the Commission will not accept any submission that does not conform to the required format.

Institute of Technology must submit a report on its continued effects to ensure that the school remains attentive to student educational and other needs (*Section VI (A)(1), Substantive Standards, Standards of Accreditation*). Results from the student survey of 71% (77 of 108) of the students enrolled in the Vocational Nursing (Diploma) program conducted during the on-site evaluation indicated the following:

- 36% did not feel good about their decision to attend the school
- 46% would not recommend the school to a friend
- 28% dissatisfaction with Academic Progress
- 33% dissatisfaction with Student Services
- 33% dissatisfaction with Faculty
- 24% dissatisfaction with Learning Resources
- 33% dissatisfaction with Facilities
- 44% dissatisfaction with Training Equipment

In response to the September 27, 2023 On-site Evaluation Report ("OER"), Institute of Technology stated that, "the school evaluated the policies and procedures and took several steps to enhance the student experience in the VN program" (October 30, 2023 Institute of Technology Response, pg. 23). The school further stated that the factors impacting student satisfaction within the program included staff and faculty turnover, changes within the school's academic leadership, and the implementation of conduct and classroom policies related to students in the evening programs. In addition, the school provided a description of the mechanisms for remaining attentive to student needs including school leadership and administrative staff meeting with all incoming students to provide an overview of the school's services available to students such as coaching and resources to assist with educational needs, life challenges, academic resources, tutoring, transportation, and student activities and the Director of Nursing meeting with new students to review the program handbook and the program expectations.

In response to the OER, Institute of Technology provided a summary of a survey conducted October 2023 as follows:

In October 2023, 79.3% indicated that they agree or strongly agree with the statement "the school reports my academic progress (grades and attendance) to me at regular intervals." There was improvement related to facilities and training equipment, 67% of students agree there is sufficient

time for hands-on training and practicing on the equipment, 63% agree the training equipment is sufficient in quantity, and 63% agree the equipment is sufficiently up-to-date and in good repair. Related to classrooms and the facility, 58% agree the facilities are adequately maintained, 76.8% agree classrooms are adequately maintained, and 76% agree laboratories are adequately maintained. Students noted the availability of resources related to the Learning Resource Center, 75% agree there is a dedicated staff person that oversees the library, 76% agree that the library/LRC is useful for completing required assignments, and 83% agree materials are available during and beyond classroom hours. The remaining areas noted in this visit report, faculty, student services, the decision to attend the school, and recommending the school, all showed a slight decrease in student satisfaction, averaging 55% positive responses in these areas. The school recognizes that although there has been improvement in some areas, continued attention to student satisfaction in all areas is necessary (Id., page 23).

The Commission found that the October 2023 student survey results do not yet show sufficient improvement to demonstrate the effectiveness of the school's efforts to improve student satisfaction. Specifically, the survey results showed continued dissatisfaction particularly related to facilities and the training equipment. As such, the Commission determined that additional monitoring of the school's efforts to improve student satisfaction is warranted. The Commission is also interested in the specific satisfaction results in the questions related to students feeling good about their decision to attend the school and recommending the school to a friend.

Based on the foregoing, the Commission voted to place the school on Student Satisfaction Reporting and directs Institute of Technology to submit the following:

- a. Summary results of a student survey of not less than 50% of the student population in the Vocational Nursing (Diploma) program using either the ACCSC student survey or one that is substantially similar;
- b. A copy of the survey instrument used;
- c. For each area in which students expressed less than 80% satisfaction; provide the following:
 - i. An assessment of the factors impacting the rates of student satisfaction;
 - ii. A detailed narrative of the school's plans to address any areas of student satisfaction, and an update regarding the previous strategies implemented to improve student satisfaction, and how the strategies implemented by the school have impacted rates and are intended to target those factors; and
 - iii. Documentation to show the implementation of the school's plan for improving student satisfaction; and
- d. Any additional information that the school believes will be useful to the Commission in making a determination regarding the school's compliance with accreditation standards with regard to student satisfaction.

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.

Institute of Technology must provide a response to this reporting requirement 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.

Institute of Technology 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 College 360 DMS Submissions 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 school's response must include a signed ACCSC [Institutional Review Cover Sheet](#) attesting to the accuracy of the information and be received in the Commission's office **on or before June 30, 2024** along with the \$250 reporting processing fee. If a response, the required fee, and the certificate of attesting to the accuracy of the information is not received in the Commission's office **on or before June 30, 2024**, the Commission will consider further appropriate action.

For assistance with the password or for any other questions regarding the electronic submission requirements, please contact Maurice Gatewood at mgatewood@accsc.org or 703.247.4525. Please note that any password requests to access College 360 must be made by the school director, or designated member of the school's management team, via e-mail.

² ACCSC has resources for submitting a well-documented and organized response for Commission consideration. As a reminder *Section I (H)(1) Rules of Process and Procedure, Standards of Accreditation*, states that all submissions and notifications must be organized as required by the *ACCSC Instructions for Electronic Submission*. More information is available on the [ACCSC website](#) under [Resources](#) and [Forms and Reports](#).

ACCREDITING COMMISSION OF CAREER SCHOOLS AND COLLEGES
INSTITUTIONAL ENHANCEMENT ENCLOSURE

INSTITUTE OF TECHNOLOGY (SCHOOL #M058993)
CLOVIS, CALIFORNIA

DECEMBER 6, 2023

The recommendations contained in this Institutional Enhancement Enclosure do not indicate noncompliance with accreditation requirements but instead represent suggested areas where the school can direct its continued attention for the purpose of ongoing institutional improvement.

Institute of Technology should direct its continued attention towards ensuring that student achievement rates are supported through verifiable records and documentation of initial employment of its graduates (*Section VII (B)(3) Substantive Standards* and *Appendix VII – Guidelines for Employment Classification, Standards of Accreditation*). In instances in which the school can show diligent efforts have been made to secure written documentation without success, the school maintains documentation of verbal verification that includes the following:

- a. The graduate's and employer's name and contact information;
- b. A signature of school staff attesting to verbal employment verification with the employer and the date of verification; and
- c. A signature of school staff attesting to verbal employment verification with the graduate and the date of verification



*The Accrediting Commission of Career Schools and Colleges
recognizes*

**Institute of Technology
Clovis, CA**

as an accredited institution.

*The Accrediting Commission of Career Schools and Colleges is listed by the
U.S. Department of Education as a nationally recognized accrediting agency.*

A handwritten signature in blue ink, reading 'Michale S. McComis'.

Michale S. McComis, Ed.D. Executive Director

November 2024 (5 years)

Effective Date

