

**Discussion of Handbook Language Related to  
Stipulations and Programs that are Inactive  
January 2019**

**Overview**

This agenda item presents proposed revisions to the language of the [Accreditation Handbook](#) pursuant to the direction and decision from the November 2018 meeting of the Committee on Accreditation (Committee).

**Staff Recommendation**

That the Committee approve the proposed revisions to the language of the *Accreditation Handbook* that are presented in this item.

**Background**

At its meeting on November 7, 2018 the Committee considered [an agenda item](#) in which staff identified two main issues with specified language in [Chapter 3](#) of the *Accreditation Handbook*. Specifically, Chapter 3 contains a section on *Inactive Programs*. This section includes step-by-step guidance to institutions or programs that may wish to declare a program that has been previously approved by the Commission as “inactive”. This guidance is in need of updates so that it properly reflects changes in this process that have been made since its inception many years ago.

Additionally, the section contains a description of the parameters around the limitations and requirements for inactive programs. At the time this language was written, it did not take into consideration the broad set of circumstances under which an institution or program may declare a program as “inactive”. For instance, a program may wish to pause operations when a site visit identifies stipulations around serious concerns or especially challenging issues that warrant large-scale changes – reorganization or restructuring of a program, perhaps, or deep consideration of the institution’s commitment to the program. Staff recommended that institutions or programs be allowed to put a program on inactive status with the requirement that all stipulations must be addressed prior to reactivation of the program. Additionally, the program will be automatically withdrawn if stipulations are not addressed within the 5 years that a program is allowed to remain inactive. Any site visit that might be required to address the stipulation would incur an Extraordinary Fee and need to occur prior to reactivation of the program.

After consideration and discussion, the Committee directed staff to update the language in Chapter 3 of the *Accreditation Handbook* to address these issues. The proposed language is provided in [Appendix A](#) of this item.

**Next Steps**

Staff will update the *Accreditation Handbook* in accordance with any language adopted by the Committee.

## Appendix A

### Inactive Programs

An institution or program sponsor may decide to declare a program that has been previously approved by the Commission as 'inactive.' The following procedures must be followed:

- The program must have 15 or fewer candidates when it requests inactive status
- The institution or program sponsor ~~notifies~~ must notify the Administrator of Accreditation of its intention to declare the program inactive. The program can be deemed inactive when it no longer accepts new candidates; it is then recognized only for current candidates to complete the program.
- The notification to the Administrator must include the anticipated date that the inactive status will begin (i.e. the date from which candidates will no longer be admitted to the program). This date must be no more than six months from the date of notification.
- Candidates already admitted to the program ~~are~~ must be notified in writing by the institution or program sponsor that the program is being declared inactive.
- ~~The institution assists enrolled candidates in planning for the completion of their program. A plan regarding how current candidates will complete the program must accompany the inactive request.~~
- The institution must determine the date, by which all enrolled candidates will finish the program, not to exceed a maximum of one year after the anticipated inactive date.
- Following the date after which all current candidates will be able to complete the program, as determined by the institution, the program may no longer operate and the institution may no longer recommend candidates for the credential until such a time as the program is re-activated. The program will not be listed on the Commission's public web page for approved programs. The program will appear as inactive in the Credential Information Guide (CIG).
- Inactive programs will participate in all accreditation activities. Expectation for review at the site visit will be determined by the Administrator of Accreditation. ~~An inactive program will be included in accreditation activities in a modified manner as determined by the Administrator of Accreditation.~~
- An inactive program may be reactivated only when the institution submits a request to the COA and the COA has taken action to reactivate the program. If the program standards under which the program was approved have been modified, or if new regulations have been added, the institution or program sponsor must address the updated standards before the program may be re-activated.

Any accreditation stipulations that were unresolved at the time an institution declares a program inactive must be addressed to the satisfaction of the COA prior to the program being reactivated. An inactive program may remain in inactive status for no longer than 5 years; after which, the program sponsor must determine whether the program should be withdrawn permanently or reactivated. If the institution does not request reactivation or withdrawal within the 5-year limit, the COA will withdraw the program at its next scheduled meeting. If a stipulation is not addressed within the allowable 5 years, the program will automatically be withdrawn. Commission staff will notify the program sponsor at least six months prior to the automatic withdrawal date. If a Focused Site Visit is required by the COA to remove a stipulation, the site visit will incur an Extraordinary Fee and need to take place prior to the request for reactivation.