



## **Important information for programs not compliant with Standard 11**

Standard 11 for Professional AT programs (the Standard requiring a 70% first-time pass rate on the BOC exam), in effect since 2013, is a means of ensuring program quality. Four years ago, the CAATE announced that starting in 2016, programs would be placed on Probation if they were not compliant with Standard 11. In early 2016, the CAATE released its implementation algorithm for taking its first accreditation actions related to Standard 11. That algorithm provided information on how a Standard 11 non-compliance would be reviewed and acted upon through the February 2018 Commission meeting. The algorithm reflected a transitional enforcement strategy for Standard 11 that helped to ease the Standard's significant impact on some programs by providing an extension of an additional year of Probation to rectify their pass rate. As programs have now had several years to adjust to the Standard 11 requirements, the transitional approach will come to an end and the Commission will apply the Standard in the same way that other Standards are applied. Beginning in 2019 (for 2016-18 BOC exam results), the Commission will no longer provide a second year of Probation prior to a program receiving a Show Cause action for Standard 11. The Commission has provided the following table as guidance since spring 2017 to inform programs and stakeholders of how Standard 11 actions will be administered.

Standard 11 Status	Action in February 2017	Action in February 2018	Action in February 2019
Previously Non-Compliant with Standard 11, but now has BOC pass of >70%	Removed from Probation	Removed from Probation	Removed from Probation
Newly Non-Compliant with Standard 11	Placed on Probation	Placed on Probation	Placed on Probation
Already on Probation for one (1) year with pass rate below 50%	Accreditation Withdrawn*	Accreditation Withdrawn	Accreditation Withdrawn
Already on Probation for one (1) year with pass rate above 50%, but below 70%	1 year extension of Probation, Analytic Progress Report and Action Plan	1 year extension of Probation, Analytic Progress Report and Action Plan	Show Cause
Already on Probation for two (2) years with pass rate below 70%	N/A	Show Cause	Show Cause

\*No Accreditation Withdrawn in February 2017 – all programs that met this criteria Voluntarily Withdrew Accreditation prior to Commission Meeting

In an effort to further aid programs with planning for Standard 11 related actions, the Commission provides the following information:

## Standard 11 Show Cause Information and Timeline

### December 2017

1. BOC results sent to the CAATE following the October- November test cycle and are imported into e-accreditation.
2. 3-year aggregate pass rate is reviewed as part of Annual Report Review.
3. Programs are sent their Annual Report Review and, if applicable, asked for a rejoinder. In the case of Standard 11, the program is asked to verify that the 3-year aggregate pass-rate is correct.

### January 2018

1. Program rejoinders are reviewed.
2. Using the guidance table above, Accreditation Actions to be voted upon at the February Commission meeting are prepared and forwarded to the Commissioners for review.

### February 23-24th, 2018

1. Commission meeting, Hilton Garden Inn--Downtown, Austin, TX
2. Accreditation Actions are reviewed and voted upon by the Commission.

## March 2018

1. Programs that are voted to receive a “Show Cause” action are notified by letter:

a. A Show Cause action is a notice of impending Withdrawal of Accreditation unless the program can "show cause" by justifying within the specified time why this action should not be taken. A description of Show Cause actions is available in the [CAATE Policies and Procedures Manual.](<https://caate.net/wp-content/uploads/2016/05/Posted-Policy-Procedure-Manual.pdf>)

2. Programs notified of a Show Cause action may submit (within 30 days) additional information or materials as evidence of the CAATE should not withdraw accreditation.

a. This information or materials submitted as Show Cause evidence must be new, compelling, and/or not previously considered by the Commission, or must demonstrate that the CAATE’s Show Cause decision has been reached in error.

b. Submitted materials will be placed on the agenda, based on their date of receipt, for review at the next available meeting of the Commission. The Commission typically meets via phone conference the 2nd Tuesday of the Month. In order to be placed on the agenda, materials must be received a minimum of one week prior to the meeting date.

## April and May 2018

1. Show Cause evidence is considered by the Commission on its monthly calls. If the program's Show Cause argument is rejected, within 10 days the Commission will send (via Registered Mail) notification of the intent of Withdraw Accreditation to the program and institution. Please see page 21 of the CAATE Policy and Procedures Manual for a complete description of the process for Withdrawal of Accreditation.

2. The program must respond within 15 days of the date of the withdrawal letter to indicate their intent to either accept the withdrawal decision, voluntarily withdraw from accreditation, or appeal the decision. The following are the implications of each option:

***a. \*Accept the decision of Withdrawal\****

- i. Withdrawal would be effective at the end of the institution's academic year.
- ii. Students graduating in that academic year are eligible to sit for the Board of Certification (BOC) examination. However, students graduating after the academic year of withdrawal of accreditation are NOT eligible to sit for the BOC examination. As such, the institution must have a plan for protecting the currently enrolled students by notifying them of the need to transfer or to change majors.
- iii. The institution will notify its regional accreditor of the withdrawal of accreditation.

***b. \*Voluntarily Withdraw from Accreditation\****

- i. The program may elect to voluntarily withdraw from accreditation rather than having their accreditation withdrawn by the Commission.
  - a) Voluntary withdrawal from accreditation allows students already enrolled in the program to complete the program and sit for the BOC examination upon graduation. However, the program would not be able to enroll any additional students after notifying the Commission of their intent to withdraw from accreditation nor would they be able to start a new program prior to the graduation of their existing students.
- ii. In order to voluntarily withdraw from accreditation, the program must submit detailed materials and follow a specific process outlined in the CAATE Policy and Procedures Manual. Please contact the CAATE office with any questions about this process.
- iii. The institution's regional accreditor will be notified when a program Voluntarily Withdraws accreditation.

***c. \*Appeal\****

- i. The CAATE provides a program's sponsor institution the mechanism to appeal the denial of a reconsideration of a recommendation for withdrawing accreditation. The Chief Executive Officer of the program's sponsoring institution/entity may file a Notice of Appeal of a CAATE Denial of Reconsideration. The Notice of Appeal must be sent to CAATE's address as provided on CAATE's website, addressed to the President of CAATE and, sent via recognized overnight courier or certified mail, return receipt requested. To be effective, the Notice of Appeal must: (i) be correctly addressed and postmarked or placed with the overnight carrier within 15 days of the date of CAATE's letter of the Reconsideration Action; (ii) must include payment of an appeal fee payable to CAATE by certified check or money order; and (iii) must include payment by certified check of any membership fees or other

- fees, if any, currently owed by the institution.
- ii. Upon receipt of the Notice of Appeal, the adverse decision will be set aside, leaving the accreditation status of the program in place until the appeal has been conducted and a decision has been rendered.
  - iii. The procedures for Appeal may be found in detail starting on

This notification was sent to all professional AT program directors

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