

## ***XII. Notification of Accreditation Decisions***

### ***Section 12.01 Purpose***

Consistent with federal regulations, the ACPEinc will provide written notice of all relevant accreditation actions to its accredited programs, the appropriate State licensing or authorizing agency, appropriate accrediting agencies, and the public. The United States Education Department (USED) also will be notified once recognition is granted.

### ***Section 12.02 Procedure***

The following procedures outline the notification requirements, following a decision by the ACPEinc Board of Trustees.

- a) When a program is notified that it is subject to an initiated adverse action, a final adverse action, or a final conditional action, the appropriate State licensing or authorizing agency and the appropriate accrediting agencies also will be notified.
- b) Within five (5) business days of notifying a program of an initiated adverse action, a final adverse decision, or a Conditional Accreditation, the program will notify the public by publishing the decision on the program's website.
- c) Within ten (10) business days of having received notice, programs are required to disclose to their candidates and prospective candidates a program's Conditional Accreditation action, an initiated adverse action, or a final adverse

action. The ACPEinc will indicate the program's current accreditation status on its website.

d) Within ten (10) business days of receiving notification from a program of its decision to voluntarily withdraw its accreditation, the ACPEinc will notify the appropriate State licensing or authorizing agency, the appropriate accrediting agencies, and the public via its website.

e) Within ten (10) business days of the expiration of a program's accreditation, the ACPEinc will notify the appropriate State licensing or authorizing agency, the appropriate accrediting agencies, and the public via its website.

f) Within thirty (30) days of a decision to award initial accreditation or renewal of accreditation, written notice will be sent to the program, the appropriate state licensing or authorizing agency, the appropriate accrediting agencies, and the public through the ACPEinc website.

g) Within sixty (60) days of a final adverse accreditation decision, the ACPEinc will provide a brief statement summarizing the reasons for its decision and the official comments that the affected program made about the adverse decision to the appropriate state licensing or authorizing agency or the appropriate accrediting agencies. The ACPEinc will inform the public of the program's revised status through its website.

**Ratified by the Board 20150721; amended 20210119**