

ACCET ANNUAL REPORTING REQUIREMENTS

The following list of mandated annual reporting requirements is provided as a quick reference guide/reminder to assist member institutions in complying with ACCET standards and policies. Please note that failure to provide required reporting may result in late fees, a show cause directive, and/or adverse action taken by the Accrediting Commission. ACCET documents are available on the ACCET website at www.accet.org.

ANNUAL REPORTING:

Annual Report and Data Verification (Document 12.a) – Due by the close of your fiscal year end.

Staff Contact: Anneka Swamy, ext. 103, aswamy@accet.org

Annual Report and Enrollment Statistics (Document 12.b) - Due within 30 days following your fiscal year end.

Staff Contact: Anneka Swamy, ext.103, aswamy@accet.org

Annual Completion and Placement Statistics Reporting (Documents 12.c) **along with**
Completion and Placement Statistics (Document 28.1) [Required of Vocational Institutions Only]

- Document 12.c - Annual Completion & Placement Statistics Reporting – Due by May 1st of each year; **AND**
- Document 28.1 - Completion and Placement Statistics – Due by May 1st of each year.

Staff Contact: Linsay Oakden, Ext. 109, loakden@accet.org

Annual Financial Reporting (See Documents 27, 27.1, and 27 Addendum)

- Financial Statements - Due within 4 months following your fiscal year end; **OR**
- Alternative Financial Reporting & Annual Affidavit for specifically approved institutions - Due within 45 days following your fiscal year end.

Staff Contact: Kristin Georger, ext. 108, kgeorger@accet.org