

## PROFILE OF INSTITUTIONAL CLIENTELE AND PROGRAMS

The Accrediting Council for Continuing Education & Training (ACCET) has been recognized by the U.S. Secretary of Education for its accreditation of institutions offering continuing education and training programs, including those authorized to award occupational associate degrees. A continuing education program is defined in the Higher Education Opportunity Act as: "postsecondary instruction designed to meet the educational needs and interests of adults, including the expansion of available learning opportunities for adults who are not adequately served by current educational offerings in their communities." This document was developed to aid applicant institutions and ACCET in determining whether or not the educational program(s) offered and clients served by the institution are within ACCET's continuing education scope.

Document 1 – The Accreditation Plan: Policies and Procedures defines and describes ACCET's continuing education scope. Since continuing education is a broadly defined sector of postsecondary education, the criteria for accepting an application for accreditation focus on a series of defining characteristics, including elements of learner characteristics, modes of instructional delivery, educational level and purpose. Refinements of this process are periodically undertaken by ACCET through its establishment of categories and interpretations that further define the continuing education scope. The characteristics of this scope, as applied to vocational institutions, are as follows:

1. Postsecondary education and training is offered for the purpose of:
  - Employment training, retraining, and/or upgrade training;
  - Continuing professional development, certification, and licensure; and/or
  - Providing vocational English as a Second Language (ESL) programs to students who need English instruction to use the knowledge, training, or skills they already have to obtain and retain employment.
2. The population served is predominantly 24 years of age or older.
3. Fields of study offered by the institution are designed to prepare students for gainful employment in a recognized occupation as published by the U.S. Department of Labor, Employment & Training Administration, in the Occupational Information Network (O\*Net, formerly the Dictionary of Occupational Titles). All fields of study must also be within the ACCET experience of accreditation.

Provide the following information on the institution's program/course offerings and their related reference to the designated listing and codes/numbers in the O\*Net ([www.onetonline.org](http://www.onetonline.org)) and Classification of Instructional (CIP) ([www.nces.ed.gov/pubs2002/cip2000](http://www.nces.ed.gov/pubs2002/cip2000)). This information must be submitted to ACCET with the application (Document 4) and other supporting materials required in the initial/reaccreditation application processes.

