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[Ebony.Santee@dca.ca.gov](mailto:Ebony.Santee@dca.ca.gov);

February 12, 2025

ID#: I-061

Mr. Ronny Sussman  
Interim Director  
Valley College of Medical Careers  
8399 Topanga Canyon Boulevard, Suite 303  
West Hills, CA 91304

Dear Mr. Sussman:

The Commission, at its January 2025 meeting, reviewed the record<sup>1</sup> of your institution's financial reporting. Based on review and discussion, the Commission directs the institution to **show cause why its accreditation should not be withdrawn.**

The Commission issues this show cause directive because the institution did not demonstrate compliance with the standards outlined below. This constitutes notice to the institution that absent corrective action and information by and from the institution that demonstrates compliance with the standards, its accreditation may be withdrawn as the Commission's next action. The institution is being provided with the opportunity to respond to the following findings of non-compliance based on the standards set forth in the *Accreditation Manual*.

### **Reasons for the Show Cause**

1. To remain accredited with ABHES, institutions and programs must continue to meet eligibility criteria, procedural requirements, accreditation standards; respond to Commission directives, including responses to visit reports; pay fees (see Appendix G: Fees) or visit expenses; and submit documents. (III.A.10.a).

As of the date of Commission's January 2025 meeting, the institution has not remitted the following required payments in accordance with Appendix G, Fees, of the *Accreditation Manual*.

- \$1,500 [Financial Statements Late Fee](#)
- \$700 [General Late Submission Fee](#)
- \$5,500 [Annual Sustaining Fees](#)

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<sup>1</sup> The accreditation record includes the Commission's August 7, 2024 letter placing the institution on financial reporting, the institution's financial history, and other relevant correspondence and documentation.

- \$700 [General Late Submission Fee](#)

The annual sustaining fees were due to ABHES on November 5, 2024. The institution attempted to pay the fees on November 12, 2024, but the payment was canceled for insufficient funds. ABHES sent a delinquency notice and courtesy extension to December 2, 2024 to the institution in a November 26, 2024 email to the institution. When the sustaining fee payment was not received, the institution was assessed a late fee noticed to the institution in a December 3, 2024 invoice letter.

**The institution has failed to satisfy its financial obligations to ABHES by submitting the delinquent sustaining fees. If the outstanding fees are not paid by March 12, 2025, the Commission may act to withdraw the accreditation of the institution on that basis alone per III.C.7. of the *Accreditation Manual* and will be under no obligation to review any response addressing additional reasons for this show cause directive described in items 2 and 3 below.<sup>2</sup>**

The institution is directed to submit sufficient information and documentation to show compliance with this requirement, including, but not limited to, the following:

- Evidence that all outstanding fees in the amount of \$8,400 have been paid in accordance with the instructions that appear below.
2. An institution demonstrates that it has financial resources to ensure continuity of operation and to fulfill its obligations to students and employees (IV.B.1.).

The institution has not submitted the audited financial statements for fiscal year ending December 31, 2023, or a response to ABHES' August 7, 2024 letter. Therefore, the institution has not demonstrated compliance with the above standard.

Additionally, based on information provided by the U.S. Department of Education, the institution is on Heightened Cash Monitoring 1 (HCM1) status.<sup>3</sup>

The institution, therefore, is directed to submit sufficient information and documentation to demonstrate compliance with the standard, including, but not limited to, the following:

- Audited financial statements for the fiscal year ending December 31, 2023, which demonstrate the institution has revenues and assets available to meet the institution's responsibilities, including continuity of service and the accomplishment of overall educational objectives. The financial statements must evidence a ratio of current assets to current liabilities that is at least

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<sup>2</sup> See I.B.3. of the *Accreditation Manual*. An action to withdraw accreditation would be appealable pursuant to the III.E.3.a. of the *Accreditation Manual*.

<sup>3</sup> While not a basis for this Show Cause directive, the Commission requires the institution to submit an update regarding its HCM1 status with the Department of Education as noted. If the HCM1 status persists, the Commission could expand the show cause to include the HCM1 status as a basis or take any other action pursuant to III.C of the *ABHES Accreditation Manual*.

1:1 for the most recent operating year, a history of operating surpluses for the most recent two years, and a positive net worth for the most recent operating year.

- A Financial Improvement Plan that details the institution's financial objectives, outlines how the institution plans to achieve compliance, and specifies timelines for when compliance will be achieved. The institution's plan must specifically address the outstanding fees owed to ABHES if they are not paid by the March 12, 2025, deadline.
  - An update on its HCM1 status, including copies of all correspondence between the institution and the United States Department of Education between November 1, 2024, and April 30, 2025.
3. To remain accredited with ABHES, institutions and programs must continue to meet eligibility criteria, procedural requirements, accreditation standards; respond to Commission directives, including responses to visit reports; pay fees (see Appendix G: Fees) or visit expenses; and submit documents, including the complete Annual Report, supporting documentation, and financial statements. (III.A.10.a.) The fact that the annual audit is delinquent, and the institution has not submitted assessed late fees means that the institution is also out of compliance with this eligibility requirement.

The institution has still not submitted its audited financial statements for the fiscal year ending December 31, 2023 or remitted the late fee.

The institution is directed to submit sufficient information and documentation to show compliance with this requirement, including, but not limited to, the following:

- Audited financial statements for the fiscal year ending December 31, 2023.
- An Administrative Plan that provides an explanation of why the fiscal year-end (FYE) 2023 audit and response to the August 7, 2024 letter were not submitted by the deadlines and specific information detailing how the institution will ensure that subsequent audits are submitted in a timely manner.

### **Maximum Timeframe for Compliance**

The maximum period of time the Commission may allow for an institution to achieve compliance with accreditation requirements is stated in III.C.1.b. of the *Accreditation Manual*. The finding of non-compliance with standard, IV.B.1. was first identified by the Commission in its letter dated August 7, 2024. The Commission may withdraw accreditation at any time if it determines that an institution or program is not complying with its policies or standards. Alternatively, the Commission may in its discretion provide the institution with an opportunity to bring itself into compliance within a maximum timeframe, which would require a final response due November 1, 2025, for review at the Commission's January 2026 meeting.

The Commission will review the institution's response to this letter and assess its progress toward attaining compliance with the standards at its July 2025 meeting. At that time, the Commission may find that the

institution does not comply with ABHES accreditation standards or policies, and may withdraw the institution's accreditation, or may, for good cause, extend the period for achieving compliance.

### **Submission Procedures and Requirements**

The institution is directed to submit the following:

#### **1. Teach-Out**

By **Monday, February 24, 2025**, the institution must submit online via [DropBox Applications](#) its Teach-Out Plan and the corresponding form (available for download from the ABHES website at <https://www.abhes.org/resources/#Forms>) for all active programs.

#### **2. Student disclosure**

By **Monday, February 24, 2025**, the institution must submit evidence that it has published a student disclosure notice **within seven business days of the date of this letter** informing enrolled and prospective students of the Show Cause action as the reason the Teach-Out Plan or Agreement is required.<sup>4</sup>

#### **3. Unpaid Fees**

By **Wednesday, March 12, 2025**, the institution must submit evidence that it has paid all outstanding fees identified within this letter. **Failure to remit payments will be deemed as non-compliance with a procedural requirement and the Commission may act to withdraw accreditation on that basis alone per III.C.7. of the ABHES Accreditation Manual.** If you have any questions about the fees or need assistance with accessing the invoice links, contact the Accounting Department at [accounting@abhes.org](mailto:accounting@abhes.org) or (301) 291-7550.

#### **4. Additional information regarding the standard-related directives**

By **Thursday, May 1, 2025**, the institution must submit, online via [DropBox Commission Responses](#), its response to the standard-related directives identified within this letter. The file must be named "*I-061\_RSP to Feb 2025 SC Letter\_52025.*"

**The response must be submitted in accordance with the format and content instructions outlined in the [Preparing Your Response](#) Guide. Failure to adhere to the instructions or the due dates will result in a late-fee assessment in accordance with Appendix G of the *Accreditation Manual*.**

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<sup>4</sup> This disclosure is also required under 34 Code of Federal Regulations § 668.43(a) (19) which states: "If the institution is required to maintain a teach-out plan by its accrediting agency, notice that the institution is required to maintain such teach-out plan and the reason that the accrediting agency required such plan under § 602.24(c)(1). . ."

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### Appearance

If, as part of its response to this directive, the institution wishes to appear before a panel of the Commission via teleconference, its request to appear must be submitted to ABHES online via [DropBox Commission Responses](#) by **Monday, February 24, 2025**. The file must be named "*I-061\_Request to Appear\_22025*". A teleconference appearance fee of \$2,000 will be assessed in accordance with Appendix G, Fees, of the *Accreditation Manual* upon receipt of the institution's request to appear. **The required fee must be remitted within five business days.** Failure to remit timely payment of the appearance fee may hinder or delay scheduling of the appearance.

### Disclosures

ABHES will not consider, review, or process substantive changes (as defined in III.B.2.b. of the *Accreditation Manual*) while the institution is under a show cause directive, unless the institution demonstrates that the substantive change is likely to resolve the show cause directive. An institution's request for acceptance of the application must include justification for the change and its effect on the institution's operation.

The U.S. Department of Education, the appropriate State licensing or authorizing agency, the appropriate accrediting agency, and the public have been notified of this action as required under 34 Code of Federal Regulations § 602.26 *et seq* and set forth in Chapter III of the *Accreditation Manual*.

The Commission conducts its evaluation of institutions and programs in an objective and confidential manner. To ensure objectivity, impartiality, and integrity in the accreditation process, Commissioners do not participate in considerations of institutions or programs that present or appear to present a conflict of interest. The list of ABHES Commissioners is posted at <https://www.abhes.org/board-of-commissioners/>. Each Commissioner serves a defined term, which expires June 30, and is held responsible to a strict Code of Ethics. An institution may object to a current Commissioner considering an impending accreditation matter on the basis of a possible conflict of interest, indicating the reason(s) for the objection per the examples listed in I.A.4 of the *Accreditation Manual*. An objection must be submitted in writing to the ABHES Executive Director within five business days prior to a scheduled Commission meeting via email at [info@abhes.org](mailto:info@abhes.org).

If you have any questions concerning this correspondence, please contact staff liaison, Kyle Boyles, at [kboyles@abhes.org](mailto:kboyles@abhes.org) or at (571) 282-0054.

Sincerely,



India Y. Tips  
Executive Director

c:     DAPIP, U.S. Department of Education  
       Debbie Cochrane, California Bureau for Private Postsecondary Education  
       Ebony Santee, California Bureau for Private Postsecondary Education