



ACCREDITING COUNCIL FOR CONTINUING EDUCATION & TRAINING  
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December 24, 2019

VIA EMAIL  
(arbradio@earthlink.net)

Mr. Tom Gillenwater  
President  
Academy of Radio and Television Broadcasting  
16052 Beach Boulevard, Suite 263-N  
Huntington Beach, CA 92647

***Re: Reaccreditation Deferred;  
Interim Report Reviewed;  
Interim Report Required;  
Institutional Show Cause Continued;  
Teach-out Reviewed;  
Teach-out Required***

***ACCET ID #173***

Dear Mr. Gillenwater,

At its December 2019 meeting, the Accrediting Commission of the Accrediting Council for Continuing Education & Training (ACCET) reviewed the institution's interim report received October 31, 2019, submitted in response to the August 2019 Commission Action letter, as a result of its review of the application for reaccreditation (visit conducted on October 16-17, 2018). The Commission's August 2019 action extended the institution's accredited status and directed the institution to submit an interim report to include items relative to Standard III-C: Financial Aid/Scholarships, Standard IV-D: Curriculum Review and Revision, and Standard IX-D: Completion and Placement. Additionally, the institution was directed to submit a written teach-out plan in accordance with ACCET Document 32 – Closing/Teach-Out Policy, in case of required closure by the institution.

Upon its review at the December 2019 meeting, the Commission voted to continue the Institutional Show Cause and to defer with Good Cause further action pending receipt of additional information. The good cause was the resolution of issues pertaining to Standards III-C and IV-D. The institution is reminded that a Show Cause directive requires the institution to show cause and provide a compelling rationale as to why its accredited status should not be withdrawn for completion and placement rates well below ACCET's required minimum benchmarks. Further, the institution is advised that, in accordance with ACCET Document 11 – Policies and Practices of the Accrediting Commission, the Commission may defer reaccreditation to your institution for a maximum of 12 months; thereafter, the Commission may only extend the deferral for "good cause" for an additional 12 months. The Commission further voted to extend the institution's accredited status until April 2020, and to defer further action pending receipt of an additional interim report to include

the following specific items:

1. Standard IX.D – Completion and Job Placement

In its interim report, the institution again failed to provide all required information, as requested. Additionally, programs remain below ACCET's required benchmarks for completion and/or placement. Therefore, the institution is directed to provide the following items:

- a) A substantial and detailed narrative update to describe measures taken by the institution to address below-benchmark rates in completion and/or placement. The institution must also provide updated Document 28.1s – Completion and Placement Statistics with corresponding ACCET Document 28.2s – On-Site Sampling Verification Forms (OSVFs) for all programs for all 2018 cohorts and partial year 2019 (January 1 – December 31 for completion and January 1 – October 31 for placement).
- b) A narrative update and supporting documentation to demonstrate actions taken by the institution to address the following issues with the tracking of completion and job placement statistics:

2019 Radio Broadcasting IDL:

- April OSVF includes three students (two gross, one transfer in); corresponding Document 28.1 only includes one gross and one transfer in.

2019 Television/Video Production & Broadcasting

- January OSVF: includes only one start (non-completer); corresponding Document 28.1 includes two gross, one transfer in, and the remaining net student as a completer.
  - February OSVF: includes one start who graduated and was placed; corresponding Document 28.1 for completion includes one start but no completers or placements; corresponding Document 28.1 for placement includes no starts, but one placement.
  - April OSVF: includes two placements; corresponding Document 28.1 includes only one.
  - Missing September OSVF; corresponding Document 28.1 indicates one start/completer.
- c) Supporting documentation for newly recorded placements and waivers for 2018 and 2019 cohorts. All supporting placement documentation must include the employment verification form and all supplemental attestations, as applicable. It is noted that the institution did not provide complete 2018 completion and placement tracking data in its previous interim report, as requested in the August 15, 2019 Commission Action letter. Additionally, it is noted that the self-employment attestations provided in the previous

interim report did not include the graduates program name, start date, and graduation date, therefore, 30 days post-graduation could not be verified.

- d) An updated internal completion and job placement policy to include those responsible for tracking the information, the required timeframes, and the requirement for verifying placements and waivers, including self-employment attestations. It is noted that the institution's previous interim report provided only a narrative explanation of the process and not the actual policy. Further, the narrative did not include the required timeframes or required language necessary to demonstrate alignment with ACCET Document 28.6 – Employment Verification Form.
- e) The enrollment agreement and accompanying self-employment acknowledgement form (signed at enrollment) for J. Shy. The institution indicated that this information was attached in the previous interim report, but no acknowledgement form was provided.
- f) A copy of the Google Doc described in the interim report used to track academic and attendance performance as well as strategies in place to improve placement outcomes for 2019 graduates.
- g) An updated written teach-out plan that is in accordance with ACCET Document 32 – Closing/Teach-Out Policy, in case of the closure by the institution.

**The institution is reminded that all requested documentation must be thoroughly addressed. Failure to submit all requested documentation may result in adverse action by the Commission.**

A copy of this report, **including the attached interim report cover sheet**, must be emailed to [interimreports@accet.org](mailto:interimreports@accet.org) for receipt at the ACCET office no later than **February 28, 2020**.

As a reminder, please be advised that late submission and receipt of documents and reports are subject to significant late fees in accordance with Commission policy. These fees are outlined in ACCET Document 10, which can be found at [www.accet.org](http://www.accet.org).

Further, while under a Show Cause directive, the institution is restricted from making any substantive changes including, but not limited to, new programs, major program revisions, new branch campuses or other new sites, or relocations out of the general market area.

Deferral of reaccreditation is not an adverse action and is explained in ACCET Document 11 – Policies and Practices of the Accrediting Commission, which is available on our website at [www.accet.org](http://www.accet.org). The deferral of a final decision is intended to allow for an opportunity to clarify and/or resolve the issues of concern cited herein, specifically focused on the demonstration of systematic and effective implementation of revised policies and procedures in practice over time. In accordance with Commission policy, no substantive changes including, but not limited to, new programs or major program revisions, new branch campuses or other new sites, and/or relocation out

Academy of Radio and Television Broadcasting

December 24, 2019

Page 4 of 4

of the general market area, will be permitted during the term of the deferral period.

Should you have any questions or need further assistance regarding this letter, please contact the ACCET office at your earliest opportunity.

Sincerely,



Judy Hendrickson  
Interim Executive Director

JHH/seb

Enclosure: Interim Report Cover Sheet

cc: Mr. Herman Bounds, Chief, Accreditation Division, US ED (aslrecordsmanager@ed.gov)  
Ms. Charity Helton, Accreditation Division, US ED (charity.helton@ed.gov)  
Mr. Ron Bennett, Director, School Eligibility Service Group, US ED (ron.bennett@ed.gov)  
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