

# Life After Initial Accreditation... Ready for Ongoing Compliance?

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# And the Beat Goes On.....

Drums keep pounding a rhythm to my brain.....



# Principles and Philosophy of Accreditation.

- Why did we choose to be accredited in the first place?
- Why do we have to ensure that we are always compliant?
- Who will know if we are not compliant?
- Back to basics
- A process and a product!!

**Every employee on the team  
must realize that they cannot  
take the uniform off after they  
have achieved success.**



# Structure the organization and processes to ensure accuracy and timeliness

- Develop a Policy and Procedure manual that is current and available to all staff
- Every employee must know their responsibility in the process and their role in maintaining compliance. Each employee must read, understand, and practice the policies and procedures for their department yet always play 'guard' to all institutional policies and procedures.



## Regular meetings with Department Heads and Campus Director to discuss status and outcomes of key operating indicators:

- Admissions (to include starts, withdrawals, LOAs, reentries)
- Student Population (to include starts, withdrawals, LOAs, and reentries)
- Placement numbers and extern/intern status
- Retention and/or Completion
- Financial Status
- Professional Development Activities
- Minutes, Advisory Board Meetings
- FA Refund Reports

- **Regular meeting with department employees to discuss outcomes, accomplishments, and objectives.**
- **Monthly compliance audit by Director and staff. A simple, random internal review of compliance metrics utilizing a check-off list.**
- **Best Practice Recommendation - Annual compliance audit by individuals outside the organization**



DO

Do the Process Well  
(Staff Training)

DOCUMENT

If "it" isn't documented,  
"it" did not occur

DEMONSTRATE

to Demonstrate Performance  
(Student Outcomes)

3-D  
THINKING



# NOW IT'S TIME TO MONITOR AND ENFORCE!

Presented by: Kevin A. Perneta  
Empire Education Group

Efforts made up to this point were a waste of time unless you monitor to ensure that the policies and procedure are being followed!



# Make it known that monitoring will occur

- Sit in classrooms, pull files, check attendance records, talk with the students.....do what you need to do to make sure the policies/procedures are being followed



“Don’t turn a blind eye” ....

If you find something, address it  
immediately!

In compliance, procrastination can be  
one of  
your worst enemies



# Develop an Internal Inspection Report

You have the answers to the test!!!

-Use that information to develop an internal inspection report that covers everything a State Inspector or accrediting body team would review if they would conduct a visit.

-Also, check on your internal policies and procedures that you have imposed on yourself.

-Give each item on the report a point value so that you can determine a final inspection score.



- Use the report to conduct "official" unannounced spot checks on all areas covered in the report.
- Hold your team accountable for the results of the inspection.
- Try to remain impartial during the visit--
  - Although that's easier said than done, you're not helping yourself if you are lenient. An actual inspector or visiting team will not be as courteous.

# Monitor your outcomes on a regular basis!

-Do not wait until it is time to file your Annual Outcomes Report to determine your rates. By then, it's too late to take action!



-Develop an on-going tracking of your Completion, Licensure, and Placement results so that you have real-time data



# If you have problems, fix them!

- Develop and implement written improvement plans to address areas of concern as they arise.

- Follow-up on your improvement plans to gauge its effectiveness and to correct the course of action if needed via new improvement plans.



# GET INVOLVED!

- Get active with your accrediting body and state licensing body
- Keep up to date on proposed changes so that you can either support, or oppose, the changes
- Vote on Call for Comments, attend Community Forums or other venues that are provided in which you can share your concerns.
- Attend State Board meetings (should your State have one).
- Being involved in the process makes ensuring that your school remains compliant a lot easier!
- Just remember...When changes are made to state laws or accrediting Standards, make sure that you immediately address the change within your school's policies and procedures.

# Ready for Ongoing Compliance?

Presented by: Letha Barnes  
The Career Institute

# Identify Your Mission

The Mission of Milady Institute is to ensure the success of our graduates in the field of cosmetology while providing an energetic environment that facilitates the confidence and skills necessary to succeed. Our priority is to help students unlock their creativity and imaginations, improve themselves, and ultimately achieve professional success.

# Formalize Policies

- Identify areas of operation
- Develop policies for each
- Document policies
- Implement policies

# Areas of Operation

- School Organization
- Personnel
- Job Descriptions
- General School Operations
- Student Salon Operations
- Admissions and Enrollment
- Education
- Accreditation
- Financial Aid
- Notification

# Sample Accreditation Standards

- Educational Objectives and Institutional Evaluation
- Faculty
- Administrative Services
- Admissions
- Student Support Services
- Curriculum
- Financial Practices
- Space & Facilities
- Evaluation of Students

# Policy Development

- Identify the Need
- Gather requisite information
- Employ the transfer technique



# Train, Train, Train

- Explain the reason for the policy
- Confirm understanding
- Ask them Why?
- Obtain acknowledgement

# Changes

- Be thankful for computers
- Nothing is etched in granite
- School operation is a work in progress

- Announce changes
- Notify, train, confirm
- Obtain acknowledgement

# Be Visit Ready

- State Inspections
- Unannounced Accrediting Agency visits
- Announced visits
- Prospective Students and clients