



Transmitted by electronic mail only: [REDACTED]

February 17, 2022

ID#: I-387

[REDACTED]
Campus Manager
Charter College
17200 SE Mill Plain Boulevard, Suite 100
Vancouver, WA 98683

Dear [REDACTED]

The Commission, at its January 2022 meeting, reviewed the record¹ of your institution's outcomes reporting. Based on review and discussion, the Commission acted to **withdraw** the Medical Office Administrative Assistant - Certificate program approval from the institution's grant of institutional accreditation, subject to appeal in accordance with Chapter III, Section C, Subsection 6 of the *Accreditation Manual*.

Reason for the Withdrawal of Program Approval

- The Medical Office Administrative Assistant – Certificate program retention and placement rates are below the 70 percent threshold under Chapter III Section A, Subsection 10 of the *Accreditation Manual*.

Chapter III, Section C, states the Commission may withdraw accreditation at any time if it determines that retention and placement rates fall below 70 percent. The Commission may, in its discretion provide an opportunity for the institution or program to bring itself into compliance within a maximum time period specified by the Commission. In this instance, the institution was directed to demonstrate compliance with its final response due on November 1, 2021, for review at the Commission's January 2022 meeting.

As the reports below indicate, the institution failed to demonstrate compliance within the maximum timeframe. Therefore, the approval of the program has been withdrawn subject to appeal.

Retention Rates for the Medical Office Administrative Assistant - Certificate Program Reported to ABHES:

- November 2018 – The institution reported a retention rate of 57% on its 2017-2018 Annual Report.

¹ The record includes the 2017-2018, 2018-2019, 2019-2020, 2020-2021 Annual Reports, outcome reporting letters dated August 2019, February 2020, August 2020, and February 2021, the Commission's program specific warning letter dated August 2021, the institution's response to the letter, and other relevant correspondence and documentation.

- May 2019 – The institution reported a draft retention rate of 74% for the period of July 1, 2018 – March 31, 2019, which was unverifiable because the submitted ABHES Back Up Documentation Form provided a rate of 64%, which did not match that reported in the narrative response.
- October 2019 – The institution reported a draft retention rate of 65% for the period of July 1, 2018 – June 30, 2019.
- November 2019 – The institution reported a retention rate of 65% on its 2018-2019 Annual Report.
- May 2020 – The institution reported a draft retention rate of 69% for the period of July 1, 2019 – March 31, 2020.
- November 2020 – The institution reported a draft retention rate of 65% for the period of July 1, 2019 – June 30, 2020.
- December 2020 – The institution reported a retention rate of 65% on its 2019-2020 Annual Report.
- May 2021 – The institution reported a draft retention rate of 65% for the period of July 1, 2020 – March 31, 2021.
- October 2021 – The institution reported a draft retention rate of 59% for the period of July 1, 2020 – June 30, 2021.
- November 2021 – The institution reported a retention rate of 59% on its 2020-2021 Annual Report.

Placement Rates for the Medical Office Administrative Assistant - Certificate Program Reported to ABHES:

- November 2018 – The institution reported a placement rate of 33% on its 2017-2018 Annual Report.
- May 2019 – The institution reported an updated placement rate of 45% for the 2017-2018 reporting year.
- October 2019 – The institution reported an updated placement rate of 54% for the 2017-2018 reporting year.
- November 2019 – The institution reported a placement rate of 28% on its 2018-2019 Annual Report.
- May 2020 – The institution reported an updated placement rate of 30% for the 2018-2019 reporting year.
- November 2020 – The institution reported an updated placement rate of 31% for the 2018-2019 reporting year.
- December 2020 – The institution reported a placement rate of 34% on its 2019-2020 Annual Report.

- May 2021 – The institution reported an updated placement rate of 45% for the 2019-2020 reporting year.
- October 2021 – The institution reported an updated placement rate of 49% for the 2019-2020 reporting year.
- November 2021 – The institution reported a placement rate of 50% on its 2020-2021 Annual Report.

Appeal of Action, Notice of Intent to Appeal and Required Fees

If the institution wishes to appeal the action of the Commission, it may do so by filing its intent to appeal the Commission action online via [DropBox Commission Responses](#) within 10 calendar days of the date of this letter with file name, “*ABHES ID#_Intent_to_Appeal*,” for receipt by ABHES by **5:00 p.m., Eastern Time, on February 28, 2022**. A non-refundable \$5,000 appeal fee plus an Appeal Hearing expense deposit of \$10,000 are to be remitted to ABHES to accompany the statement of intent to appeal.

All fees are to be remitted electronically. Please contact the Accounting Department at accounting@abhes.org or (703) 917-9503 to obtain an invoice. The institution will be provided a summary of expenses following the appeal hearing and will be refunded or charged the difference from the \$10,000 deposit.

Written Statement of Grounds for Appeal

The *Written Statement of Grounds for Appeal*, including a cover letter, narrative, and exhibits, must be submitted to ABHES online via [DropBox Commission Responses](#) within **45 calendar days of the Commission action, April 4, 2022, in accordance with the instructions in Preparing Your Response**. It is imperative that the file name include ABHES ID#, RSP to Feb 2022 Program Approval Withdrawal Letter - APPEAL, and date of submission (ex: I-100_RSP to Feb 2022 Withdrawal APPEAL Letter_42022). The institution should review carefully all procedures governing its appeal, in accordance with Chapter III, Section E, Subsection 3 of the *Accreditation Manual*. Note that the appeal is based upon the information available to the Commission at the time of its action. Unless specifically provided for in Chapter III, Section E, Subsection 3, (f), the Appeals Panel has no authority to consider evidence outside of the record reviewed by the Commission at its January 2022 meeting. The institution has the burden of demonstrating that the action of the Commission was not supported by the record or was otherwise erroneous.

In accordance with Chapter III, Section E, Subsection 3 of the *Accreditation Manual*, the institution retains its program approval status during any pending appeal.

Should the institution elect not to appeal, the decision to withdraw the program approval will be effective as of **February 28, 2022**, unless the institution submits an executed Teach-Out Agreement. The institution may not reapply to ABHES for the same or a substantively similar program within one year from the effective date of withdrawal.

Required Submissions:

The institution is directed to submit the following:

1. Teach-Out Plan or Executed Teach Out Agreement

- A. If the institution intends to appeal, it must submit by **February 28, 2022**, online via [DropBox Forms/Applications](#) a Teach-Out Plan and the corresponding *Teach-out Plan Form* (available for download from the ABHES website at <https://abhес.org/resources/#Forms>).
- B. If the institution elects not to appeal, it must submit by **February 28, 2022**, online via [DropBox Forms/Applications](#) an executed Teach-Out Agreement, using the corresponding *Teach-out Agreement Form* (available for download from the ABHES website at <https://abhес.org/resources/#Forms>). Upon receipt, the Commission will consider extending the effective date of its decision to withdraw program approval to reasonably accommodate the current students enrolled in the program.

2. Student disclosure

By **February 28, 2022**, the institution must also include in its submission evidence it has published a new student disclosure notice **within seven business days of the date of this letter** that is readily available to enrolled and prospective students informing them of the Withdrawal of Program Approval as the reason the Teach-Out Plan or Agreement is being required.²

Disclosures

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 to withdraw the institution's accreditation and that the action is subject to appeal in compliance with 34 Code of Federal Regulations § 602.26 *et seq* and Chapter III of the *Accreditation Manual*.

If you have any questions concerning this correspondence, please feel free to contact me directly.

Sincerely,



India Y. Tips
Executive Director

- c: Herman Bounds, U.S. Department of Education
Darlene Bartlett, Washington Workforce Training & Education Coordinating Board

² 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). . ."