

**Minnesota Nonpublic Education Council**

When submitting multiple documents, reference the document name and page number below.

**CHECKLIST FOR RECOGNITION CRITERIA**

**I. Organizational and Administrative Requirements**

Criterion	Yes	No	Document / Page / Narrative Response	Visiting Team Findings
A. Has voluntary membership of K-12 schools.			•	
B. Has principal purpose of accrediting K-12 schools.			•	
C. Satisfies the “separate and independent” requirement of guidelines.			•	
D. Complies with applicable state and federal non-discrimination law.			•	
E. Has qualified administrative staff and financial resources to carry out its accrediting responsibilities.			•	
F. Has competent and knowledgeable individuals to conduct its on-site evaluations, establish its policies, and make its accrediting decisions.			•	
G. Has academic and administrative personnel on its evaluation and decision making bodies.			•	

Criterion	Yes	No	Document / Page / Narrative Response	Visiting Team Findings
<p>H. Has clear and effect controls against conflicts of interest by its board of directors, commissioners, evaluation team members, consultants, administrative staff, and other agency representatives.</p>			<ul style="list-style-type: none"> <li>•</li> </ul>	
<p>I. Agency maintains complete and accurate records of:</p> <ol style="list-style-type: none"> <li>1. Its last two full accreditation reviews of each school including on-site evaluation team reports, school responses to on-site reports, and special reviews conducted between regular reviews, and a copy of the school's most recent self-study.</li> </ol>			<ul style="list-style-type: none"> <li>•</li> </ul>	
<ol style="list-style-type: none"> <li>2. All decisions regarding the accreditation of any school, including all correspondence that is significantly related to those decisions.</li> </ol>			<ul style="list-style-type: none"> <li>•</li> </ul>	
<p>J. Accrediting agency will provide the site team three (3) years of financial statements as substantiation of future fiscal viability and ongoing sustainability.</p>			<ul style="list-style-type: none"> <li>•</li> </ul>	

## II. Required Standards and their Application

Criterion	Yes	No	Document / Page / Narrative Response	Visiting Team Findings
A. Agency accreditation standards address the quality of the school in the following areas: 1. Successful student achievement in relationship to the school's mission, including consideration of course completion and graduation.			•	
2. Curricula.			•	
3. Faculty.			•	
4. Facilities - each school shows sufficient, appropriate, and safe facilities and equipment to meet all pertinent building, health, and other legal requirements for operation.			•	
5. Appropriate fiscal and administrative capacity.			•	
6. Student support services.			•	
7. Recruiting and admissions practices, academic calendars, catalogs, publications, grading, and advertising.			•	

Criterion	Yes	No	Document / Page / Narrative Response	Visiting Team Findings
B. The agency's pre-accreditation standards, if offered, are related to the agencies accreditation standard, and don't permit a school to hold pre-accreditation status for more than five years.			•	
C. The agency requires its accredited schools to demonstrate compliance with applicable state and federal non-discrimination law.			•	

### III. Applying Standards in Reaching an Accrediting Decision

Criterion	Yes	No	Document / Page / Narrative Response	Visiting Team Findings
A. The agency evaluates whether a school maintains clear educational objectives consistent with the school's mission and diploma awarded.			•	
B. The agency evaluates whether a school is successful in achieving its stated objectives.			•	
C. The agency evaluates whether the school maintains grade-completion and graduation requirements that conform to commonly accepted standards.			•	

Criterion	Yes	No	Document / Page / Narrative Response	Visiting Team Findings
D. The agency requires the school to prepare and in depth self-study that includes the assessment of education quality and the school's continuing efforts to improve educational quality.			•	
E. The agency conducts at least one on-site review of the program and obtains sufficient information to determine compliance with agency standards.			•	
F. The agency allows the school the opportunity to respond to the on-site review report in writing.			•	
G. The agency conducts its own analysis of the self-study and supporting documentation to determine if the school complies with agency standards.			•	
H. The agency provides the school with a detailed written report that assesses the school's compliance with agency standards, including areas needing improvement, and the school's student achievement.			•	
I. The agency has effective controls against inconsistent application of the agency's standards.			•	
J. Accreditation decisions are based upon the agency's published standards.			•	
K. The agency has a reasonable basis for determining that the information it relies upon for making accrediting decisions is accurate.			•	

#### IV. Monitoring and Re-evaluation of Accredited Schools

Criterion	Yes	No	Document / Page / Narrative Response	Visiting Team Findings
The agency must reevaluate the schools it accredits at regularly established intervals, not exceeding ten years.			•	

#### V. Enforcement of Standards

Criterion	Yes	No	Document / Page / Narrative Response	Visiting Team Findings
A. When the agency's review determines that a school is not in compliance with any of its standards, the agency immediately initiates adverse action against the school or requires the school to take action to bring itself into compliance with agency standards in not more than two years.			•	
B. When a school does not bring itself into compliance within two years, the agency takes immediate adverse action unless the agency, for good cause, extends the period for achieving compliance.			•	

## VI. Review of Standards

Criterion	Yes	No	Document / Page / Narrative Response	Visiting Team Findings
A. The agency maintains a systematic program of review that demonstrates that its standards are adequate to evaluate the quality of the education provided by the schools it accredits.			•	
B. The agency's program of review is comprehensive, occurs at reasonable and regular intervals, examines each of the agency standards and the standards as a whole, and involves all the agency's relevant constituencies in the review with an opportunity for input.			•	
C. If the agency needs to make changes to its standards, the agency must initiate action within twelve months and complete in a reasonable time.			•	

## VII. Required Operating Policies and Procedures

Criterion	Yes	No	Document / Page / Narrative Response	Visiting Team Findings
A. The agency requires the school to obtain the agency's approval of substantive change before the agency includes the change in the scope of the school's previous accreditation.			•	

Criterion	Yes	No	Document / Page / Narrative Response	Visiting Team Findings
<p>B. The agency defines substantive change as: any change in the mission or objectives of the school, any change in legal status, form of control, or ownership, establishing additional campus locations offering at least 50% of its programs, and the establishment of distance location programs through which the school offers at least 25 percent of its programs.</p>			<ul style="list-style-type: none"> <li>•</li> </ul>	

### VIII. Operating Procedures Requirements

Criterion	Yes	No	Document / Page / Narrative Response	Visiting Team Findings
<p>A. The agency must maintain and make available to the public, upon request, written materials describing:</p> <ol style="list-style-type: none"> <li>1. Each type of accreditation it grants.</li> </ol>			<ul style="list-style-type: none"> <li>•</li> </ul>	
<ol style="list-style-type: none"> <li>2. Procedures schools must follow in applying for accreditation.</li> </ol>			<ul style="list-style-type: none"> <li>•</li> </ul>	
<ol style="list-style-type: none"> <li>3. Standards and procedures it uses to determine whether to grant, reaffirm, reinstate, restrict, deny, revoke, terminate, or take any other action related to accreditation that the agency grants.</li> </ol>			<ul style="list-style-type: none"> <li>•</li> </ul>	

Criterion	Yes	No	Document / Page / Narrative Response	Visiting Team Findings
4. Schools the agency currently accredits and the year the agency will next review or reconsider it for accreditation.			•	
5. The names, academic and professional qualifications, and relevant employment and organizational affiliations of the members of the agency's policy and decision-making bodies and the agency's primary administrative staff.			•	
B. The agency reviews any complaint it receives against any accredited school and takes follow-up action, as necessary, based on the results of the review.			•	
C. The agency ensures its accredited schools accurately disclose their accreditation status publicly.			•	

## IX. Due Process Requirements

Criterion	Yes	No	Document / Page / Narrative Response	Visiting Team Findings
A. The agency uses procedures that afford a school a reasonable amount of time to comply with the agency's requests.			•	
B. The agency notifies the school in writing of any adverse action and the notice describes the basis of the action.			•	

Criterion	Yes	No	Document / Page / Narrative Response	Visiting Team Findings
C. The agency permits the school the opportunity to appeal an adverse action.			•	
D. The agency notifies the school in writing of the result of its appeal and the basis for that result.			•	

### X. Notification of Accrediting Decisions

Criterion	Yes	No	Document / Page / Narrative Response	Visiting Team Findings
A. The agency provides written notice to the Minnesota Nonpublic Education Council no later than 30 days after it makes a decision to award initial accreditation to a school or renew accreditation of a school.			•	
B. The agency provides written notice to the Minnesota Nonpublic Education Council not later than 30 days after it make a decision to deny, withdraw, suspend, revoke, or terminate the accreditation of a school.			•	
C. The agency notifies the Minnesota Nonpublic Education Council if an accredited school voluntarily withdraws from accredited status or lets its accredited status lapse within 30 days.			•	

## XI. Other Information Provided to MNEC

Criterion	Yes	No	Document / Page / Narrative Response	Visiting Team Findings
A. The agency submits an annual report to the Minnesota Nonpublic Education Council including any major changes in the agency's policies, procedure, or accreditation standards.			•	
B. The agency submits a copy, updated annually, of its directory of accredited schools.			•	