Policy Title: Notification of Board of Trustees Decisions

Purpose: The ACPEinc provides written notice to institutes and U.S. Department of Education required agencies of decisions regarding the accreditation of individual programs including: initial accreditation, reaccreditation, revocation of accreditation, suspension, probation, or other decisions affecting the accreditation status of an educational program.

Procedure:

1. Within 30 days of the ACPEinc Board of Trustees voting on an affirmative accreditation decision, written notice will be sent to the following agencies or institutions:
   a. The institute/program that has applied for accreditation
   b. The Secretary of the U. S. Department of Education
   c. The appropriate state licensing or authorizing agency in states with such agencies having established oversight
   d. The appropriate accrediting agencies
   e. The public through the ACPEinc website

2. Within 60 days of a final adverse accreditation decision, including but not limited to: revocation, probation, suspension, denial of accreditation ACPEinc will notify in writing:
   a. The Secretary of the U.S. Department of Education
   b. The appropriate government agency in states with such agencies having established oversight.
   c. The appropriate accrediting agencies

3. Within 24 hours of notifying of an institute or program of a final adverse accreditation decision, including but not limited to: revocation, probation, suspension, denial of accreditation, the ACPEinc will notify the public by placing a notice of the decision on the ACPEinc website.

4. The ACPEinc will make available in writing to all required entities the official response of the affected institute/program

Approved by the Board of Trustees 21 July 2015