

## **CODE OF GOOD PRACTICE IN ACCREDITING SECONDARY EDUCATION**

The Commission on Technical and Career Institutions, in accordance with this Code of Good Practice, agrees as follows:

- to evaluate or visit a secondary school only at the invitation of the chief executive officer;
- to permit the withdrawal of a request for initial accreditation at any time (even after evaluation) prior to final action;
- to recognize the right of a school to be appraised in light of its own stated purposes so long as those purposes demonstrably fall within the definitions of general purpose established by the organization;
- to rely upon the processes associated with regional accreditation in the conduct of evaluations of the general quality of an institution;
- to state criteria for accreditation in terms that are manifestly relevant to the quality of an institution, respecting institutional freedom in other matters;
- to use relevant qualitative and quantitative information in its evaluation process;
- to consider a program or programs of study at a school, including its administration and financing, not on the basis of a single predetermined pattern, but rather in relationship to the operation and goals of the entire school;
- to assist and stimulate improvement of the educational effectiveness of a school, and to this end be prepared to provide consultative assistance;
- to encourage sound educational experimentation and permit innovations;
- to design questionnaires and forms so as to not only obtain information for the visiting examiners, but also as much as possible to stimulate a school to evaluate itself;
- to conduct any evaluation visit to a school by experienced and qualified examiners under conditions that assure impartial and objective judgment;
- to follow the principle that there shall be adequate representation in an evaluation from the staffs of other schools offering programs of study in the fields to be accredited;
- to avoid appointment of visitors who may not be acceptable to an institution;

- to cooperate with other accrediting agencies insofar as possible in scheduling joint visits when a school so requests;
- to provide for adequate consultation during the visit between the visiting committee members and the faculty and staff of a school, including the superintendent/principal/director or a designated representative;
- to provide adequate opportunity for the inclusion of students among those interviewed during accrediting visits;
- to provide the superintendent/principal/director of a school being evaluated an opportunity to review the report prepared by the visiting committee and to comment on its factual accuracy before the Commission takes action;
- to regard the text of the evaluation report as confidential between an institution and the accrediting agency, with the exception that it may be made available to other recognized accrediting agencies by which the institution has been accredited or whose accreditation it is seeking;
- except as provided in the above, to permit an institution to make such disposition of evaluation reports as it desires consistent with Commission policies on the public release of information;
- to consider decisions relative to accreditation only after receipt of the comments of the superintendent/principal/director, and when the chair of the visiting committee and the views of the visiting committee are otherwise adequately represented in writing;
- to notify a school as quickly as possible regarding any accreditation decision;
- to revoke accreditation only after advance notice has been given sufficient to permit timely rejoinder to the superintendent/principal/director that such action is contemplated and the reasons therefore;
- to provide a means for a school to appeal from or request a reconsideration of a decision regarding accredited status.