

RECORDS MAINTENANCE POLICY

The Commission on Technical and Career Institutions will maintain complete and accurate records of its accreditation or pre-accreditation reviews of each institution.

The records will include

- Commission letters of notification to institutions concerning their accredited status
- the institution's most recent self-study report
- the last two (2) full accreditation or preaccreditation reviews
- any on-site evaluation team report
- focused visit reports
- reports of special reviews conducted between regularly scheduled reviews
- institution responses to on-site reports
- periodic review reports