

# Update to Appendix L of the Accreditation Guidelines for Pennsylvania Public Postsecondary Career and Technical Education

July 2024



**COMMONWEALTH OF PENNSYLVANIA**  
**DEPARTMENT OF EDUCATION**  
Forum Building, 607 South Drive  
Harrisburg, PA 17120  
[www.education.pa.gov](http://www.education.pa.gov)

# Appendix L: Postsecondary Accreditation Annual Operational Report

The following is Annual Operational Report for Year:

All Annual Reports are due in the Pennsylvania Department of Education Office by **August 31** for each year you are accredited.

Name of Institution: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Web Address: \_\_\_\_\_

Please provide a copy of PDE 286 with this report.

Is the CTC's adult education program(s) currently accredited with another agency?  Yes  No

If yes, which accrediting agency?

The information and data submitted herewith is correct and current to the best of my knowledge.

\_\_\_\_\_  
Signature/Chief Administrative Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Signature/Adult Education Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-Mail Address

Directions: Return one hardcopy and one electronic version of this report and support items listed below by **August 31** to:

Pennsylvania Department of Education  
State Accreditation Coordinator  
Forum Building, 607 South Drive, 5<sup>th</sup> Floor  
Harrisburg, PA 17120

In accordance with the requirements specified in the Pennsylvania Public Postsecondary Career and Technical Education Accreditation Guidelines, please provide a narrative with each category to explain how the evidence is used to develop/maintain/grow your Pennsylvania Public Postsecondary Career and Technical Education institution programs of 300 hours or more.

**A. Leadership:**

Provide a response and supporting documentation for each of the Quality Initiatives. Documentation includes but not limited to:

1. Provide job descriptions of key participants in adult education.
2. Provide documentation which lists the vision/mission for adult education.
3. Provide documentation of administration review of adult education.
4. Provide meeting minutes of institutional review of the adult education budget to include budgets from past two years.
5. Provide goals which were set and achieved by the institution.
6. Provide documentation of the administration team's evaluation, analysis and follow up of those involved with adult education programs.

**B. Program**

Provide a response and supporting documentation for each of the Quality Initiatives. Documentation includes but not limited to:

1. Provide labor market and OAC meeting minutes discussing the need for 3 of your approved programs.
2. Provide various marketing documentation.
3. Provide documents with EEO statements and evidence of ethical practices.
4. Provide Financial Aid handbook.
5. Provide equipment plan.

**C. Students**

Provide a response and supporting documentation for each of the Quality Initiatives. Documentation includes but not limited to:

1. Provide a copy of Adult Handbook and describe how it is created and distributed.
2. Provide a copy of attendance policy.
3. Provide a copy of grading policy.
4. Provide enrollment data

5. Provide complete data.
6. Provide industry credential data.
7. Provide curriculum outline for two approved adult education programs.
8. Provide a copy of remediation process.
9. Provide a copy of grievance, complaint policy.
10. Provide a copy of special awards given to adult education students.
11. Provide evaluations and analysis of adult education students to include program strengths and limitations.
12. Provide student survey data in regard to employment to help demonstrate program success.

#### **D. Faculty/Staff/Facilities**

Provide a response and supporting documentation for each of the Quality Initiatives.

Documentation includes but not limited to:

1. Provide job descriptions and qualifications (one for faculty, one for staff).
2. Provide recruitment material for hiring an instructor in adult education.
3. Provide orientation material given to new adult education instructors.
4. Provide documentation showing professional development of adult education instructors.
5. Provide several evaluations and analysis of adult education faculty and staff including the strengths and limitations of the program.
6. Provide maintenance schedule and any updates to the facility.
7. Provide safety meeting minutes.

#### **E. Employers**

Provide a response and supporting documentation for each of the Quality Initiatives.

Documentation includes but not limited to:

1. Provide meeting minutes or emails with employers in regard to adult education.
2. Provide OAC minutes showing input from employers in regard to adult education.
3. Provide several evaluations and analysis from employers in regard to adult education students they have hired including the strengths and limitations of the program.