



## **ACCREDITATION, APPROVAL, AND LICENSURE OF INSTITUTION AND PROGRAMS**

### **Mission**

It is the philosophy of the college to assist the student in obtaining the knowledge and skills needed to succeed in both professional and personal environments.

The College's programs implement this philosophy by:

- Providing specialized training in career fields that offer employment opportunities.
- Emphasizing business skills designed to enhance employability.
- Providing general education coursework which emphasizes personal development, communication skills and self-confidence.
- Assisting students in developing skills, attitudes, and work habits consistent with good business practices so that they will achieve a level of employability.

### **Institutional Operating Standards**

The following standards have been adopted by this institution to govern its operations and establish expectations for all employees:

- To provide quality value-added service to our customers,
- To exhibit a high level of ethical standards in every action taken and statement made,
- To comply with all federal, state or other laws, rules or regulations,
- To operate in the progressive, professional manner required in a competitive, worldwide marketplace while always maintaining the above three principles.

While these standards are general in nature, they reflect the institution's expectations that all employees and representatives act with integrity, honesty and fairness at all times. This applies to both conduct towards fellow employees as well as to the general public, the government, and all regulatory agencies and their staff. The institution recognizes that its reputation is its most valuable asset, and its reputation depends on the actions of its employees, hence, the above-stated requirements.

## **Accreditation**

The College is accredited by the Accrediting Council for Independent Colleges and Schools . The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and recognized by the Council for Higher Education Accreditation.

ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES & SCHOOLS

750 First Street, NE, Suite 980

Washington, DC 20002-4241

202-336-6780

Students who have concerns/complaints not addressed to their satisfaction may contact the Accrediting Council of Independent Colleges and Schools at: the following address: ACICS, 750 First Street, N.E., Suite 980, Washington, D.C. 20002-4241, (202) 336-6780.

## **Associations**

The College is a member of the following:

Career College Association

National Association of Student Financial Aid Administrators

West Virginia Association of Independent Colleges and Schools

Students have the right to review all documents describing accreditation, approval, or licensing. A request for such review should be made to the Executive Director of the campus. The Executive Director will make accreditation, approval, and or licensing documents available for review at an agreed upon time and location.