



ACCREDITING COUNCIL FOR CONTINUING EDUCATION & TRAINING  
1722 N. Street, N.W., Washington, D.C. 20036  
Telephone : 202-955-1113 Fax: 202-955-1118  
<http://www.accet.org>

August 15, 2019

VIA EMAIL  
(arbradio@earthlink.net)

Mr. Tom Gillenwater, President  
Academy of Radio and Television Broadcasting  
16052 Beach Boulevard, Suite 263-N  
Huntington Beach, CA 92647

***Re: Interim Report Reviewed;  
Institution Show Cause Issued;  
Reaccreditation Deferred;  
Teach-out Plan Required;  
Interim Report Required***

***ACCET ID #173***

Dear Mr. Gillenwater,

At its August 2019 meeting, the Accrediting Commission of the Accrediting Council for Continuing Education & Training (ACCET) reviewed the institution's interim report received June 28, 2019, submitted in response to the April 17, 2019 Commission Action letter, as a result of its review of the application for reaccreditation (visit conducted on October 16-17, 2018). The Commission's April 2019 action extended the institution's accredited status, and directed the institution to submit an interim report to include items relative to Standard III-B: Financial Procedures, Standard III-C: Financial Aid/Scholarships, Standard IV-D: Curriculum Review and Revision, and Standard IX-D: Completion and Placement.

Upon its review, the Commission voted to issue an Institutional Show Cause directive requiring the institution to show cause why its accredited status should not be denied, based on the institution's failure to provide a complete and substantive response regarding completion and job placement. The Commission further voted to extend the institution's accredited status until December 2019, and to defer further action pending receipt of an additional interim report to include the following specific items:

1. Standard III-C: Financial Aid/Scholarships:

In its interim report, the institution misrepresented its Accountability Systems and Reporting (ASR) and failed to demonstrate that it properly notified students and staff of the availability of the report.

Therefore the institution is directed to provide any updates to the ASR provided to the Department of Education as well as evidence that it has notified students and staff of the ASR availability.

## 2. Standard IX.D – Completion and Job Placement

In its interim report the institution again failed to provide all required information. Therefore, the institution is directed to provide:

- A substantial and detailed narrative update to explain measures taken by the institution to address below- benchmark rates.
- Updated Document 28.1s – Completion and Placement Statistics with corresponding ACCET Document 28.2s – On-Site Sampling Verification Forms (OSVFs) for all 2018 cohorts and partial year 2019 (January 1 – May 31, 2019 for placements and January 1 – September 30, 2019 for completions).
- Supporting documentation for newly recorded placements and waivers for 2019 cohorts.
- A narrative update and supporting documentation to explain why Diane Jones is listed as completer with GPA of 16% and attendance 39%, though she is a transfer out.
- The institution did not provide updated policies and procedures to guide the tracking of self-employed placements. Therefore, the institution is directed once again, to provide updated policies and procedures to guide the tracking of self-employed placements.
- Copies of all employment information and self-employment forms, including the five students listed below, completed since the most-recent revision must be included to demonstrate evidence of implementation of the revised forms.
- In addition, the institution must provide five completed examples of its revised self-employment attestation forms (post-graduation) to include all required elements demonstrated in Document 28.6.
- The institution did not provide updated and revised self-employment attestation forms (post-graduation) for the following graduates
  - E. Babin
  - O. Dotson
  - Z. Lear
  - F. Lewis
  - C. Marzan

Therefore, the institution is again directed to provide updated and revised self-employment attestation forms (post-graduation) for these graduates.

- The required narrative update regarding J. Shy was not included in the institution's response. Therefore, the institution is again directed to provide a narrative update clarifying

how J. Shy signed the self-employment attestation required at enrollment after signing the post-graduation self-employment attestation signed after 30 days of employment.

- The required narrative updated and signed waiver for R. White was not included in the institution's response. Therefore, the institution is again directed to provide a narrative update and signed waiver form (completion or placement waiver as appropriate) for R. White.

**It is noted that failure to include all required components as directed by the Commission may result in a denial of reaccreditation.**

3. In addition, the institution must submit a written teach-out plan that is in accordance with ACCET Document 32 – Closing/Teach-Out Policy, in case of required closure by the institution.

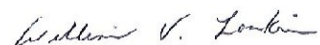
A copy of this report, **including the attached interim report cover sheet**, must be emailed to **interimreports@accet.org** for receipt at the ACCET office no later than **October 31, 2019**.

As a reminder, please be advised that late submission and receipt of documents and reports are subject to significant late fees in accordance with Commission policy. These fees are outlined in ACCET Document 10, which can be found at [www.accet.org](http://www.accet.org).

Deferral of reaccreditation is not an adverse action and is explained in ACCET Document 11 – Policies and Practices of the Accrediting Commission, which is available on our website at [www.accet.org](http://www.accet.org). The deferral of a final decision is intended to allow for an opportunity to clarify and/or resolve the issues of concern cited herein, specifically focused on the demonstration of systematic and effective implementation of revised policies and procedures in practice over time. In accordance with Commission policy, no substantive changes including, but not limited to, new programs or major program revisions, new branch campuses or other new sites, and/or relocation out of the general market area, will be permitted during the term of the deferral period.

Your demonstrated capabilities and commitment in support of the institution's accredited status are essential to a favorable outcome in this process. Should you have any questions or need further assistance regarding this letter, please contact the ACCET office at your earliest opportunity.

Sincerely,



William V. Larkin, Ed.D.  
Executive Director

WVL/lao

Academy of Radio and Television Broadcasting

August 15, 2019

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Enclosures: Interim Report Cover Sheet

CC: Mr. Herman Bounds, Chief, Accreditation Division, US ED (aslrecordsmanager@ed.gov)  
Mr. Ron Bennett, Director, School Eligibility Service Group, US ED (ron.bennett@ed.gov)  
Ms. Charity Helton, Specialist, USED (charity.helton@ed.gov)  
Ms. Martina Fernandez-Rosario, ACD - San Francisco/Seattle, US ED (martina.fernandez-rosario@ed.gov)  
Ms. Yvette Johnson, Enforcement Chief, CA Bureau for Private Postsecondary Education, (yvette.johnson@dca.ca.gov)  
Ms. Leeza Rifredi, Deputy Bureau Chief, CA Bureau for Private Postsecondary Education, (leeza.rifredi@dca.ca.gov)