



Accrediting Commission of Career Schools and Colleges

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December 20, 2022

ELECTRONIC DELIVERY

[Redacted]

Richport Technical College
5921 Bluebonnet Boulevard
Baton Rouge, Louisiana 70836

School #M072620
Warning

Dear [Redacted]:

At the December 2022 meeting, the Accrediting Commission of Career Schools and Colleges (“ACCSC” or “the Commission”) considered the following regarding Richport Technical College (“RTC”) located in Baton Rouge, Louisiana:

- An October 12, 2022 notice from the United States Department of Education (“the Department”) placing the school on the Heightened Cash Monitoring 2 (“HCM2”);
- ACCSC’s October 14, 2022 letter regarding the HCM2 notice requesting, among other items, an institutional teach out plan;
- RTC’s November 11, 2022 response to ACCSC, submitted via email;
- ACCSC follow up requests, sent on November 14, 2022, November 30, 2022, and December 9, 2022 for a full response submitted into the Commission’s Official Database;
- RTC’s December 13, 2022 email to ACCSC; and
- RTC’s December 15, 2022 email to the Department copying ACCSC.

Upon review of the above, the Commission voted to place RTC on **Warning** with a subsequent review scheduled for ACCSC’s **February 2022** meeting. The reasons for the Commission’s decision and the Commission’s requirements for the school to demonstrate compliance are set forth below.

December 2022 Meeting Review and Action:

Accrediting standards state that the Commission will require a school to submit a complete ACCSC Institutional Teach-Out Plan Approval Form and if practicable a Teach-Out Agreement with another accredited institution when a school intends to cease operations (i.e., close), intends to cease operations of a branch campus, or when the Department considers a school or facility/location to be closed or the Commission receives notice from the Department that it has placed the school on the reimbursement payment method or the heightened cash monitoring payment method requiring the Department’s review of the institution’s supporting documentation pursuant to federal regulations (*Section IV (F)(2)(a&d), Rules of Process and Procedure, Standards of Accreditation*).

[Redacted]

[Redacted]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

As an additional matter, accrediting standards state that each accredited school must submit financial statements annually in accordance with established and prescribed timelines and the ACCSC Instructions for the Preparation and Submission of Financial Statements and Related Information (*Section V (C)(1), Rules of Process and Procedure, Standards of Accreditation*). [REDACTED]

[REDACTED]

Based on the foregoing, the Commission voted to place RTC on Warning and directs the school to submit the following:

- a. A description of the school’s current operating status;
- b. A Teach-Out Plan prepared in accordance with the [Institutional Teach Out Plan Approval Form](#);
- c. An update on the school’s status with the Department, HCM2 submission, and any financial aid package disbursements or denials as of the date of the RTC’s response;
- d. A copy of all correspondence between the school and Department regarding the school’s voluntary withdrawal from Title IV and current status with the Department; and
- e. The school’s 2021 fiscal year-end audited financial statements.

Warning Restrictions:

Pursuant to *Section VII (K)(8), Rules of Process and Procedure, Standards of Accreditation*, the Commission will not consider substantive changes, a change of location/relocation, or additions (i.e., separate facilities, new programs) to a school or its separate facilities while the school is under a Warning.

Notification to Students:

The Commission requires the school to inform current and prospective students in writing that the school has been placed on Warning and to provide a summary of the reasons for the Warning Order (*Section VII (K)(7) Rules of Process and Procedure, Standards of Accreditation*).

Response Requirements:

By applying for accreditation, a school accepts the obligation to demonstrate continuous compliance with the *Standards of Accreditation*. While the Commission employs its own methods to determine a school's compliance with accrediting standards, the burden rests with the school to establish that it is meeting the standards. The Commission's deliberations and decisions are made on the basis of the written record and thus a school must supply the Commission with complete documentation of the school's compliance with accrediting standards.

RTC must provide a response to the items expressed above that provides the information requested along with any additional information that the school believes supports a demonstration of compliance with accrediting standards.¹ If the school's response contains documentation that includes personal or confidential student or staff information that is not required for the Commission's review (e.g., social security numbers, dates of birth, etc.), please remove or redact that information.

RTC must upload the school's electronic response directly to ACCSC's College 360 Database. The ACCSC College 360 database can be accessed by [clicking here](#). Please note that the password utilized by the institution to access the Annual Report Portal is the same to access the School Submission section of the College 360 database. The Instructions for Electronic Submission can be found [here](#). A detailed overview on how to upload a school submission can be found [here](#).

Keep in mind, the school's response must be prepared in accordance with ACCSC's Instructions for Electronic Submission (e.g., prepared as one Portable Document Format ("PDF") file that has been prepared using Adobe Acrobat software (version 8.0 or higher) and which has a .pdf extension as part of the file name). The school will receive an e-mail confirmation that the file has been received within 24 hours of the submission.

Teach Out Plan/HCM2 Information:

The school must submit a response to Items (a. through d.) above **on or before December 23, 2022**. The school's response must also include a signed certification attesting to the accuracy of the information. If a response and the certificate attesting to the accuracy of the information is not received in the Commission's office **on or before December 23, 2022**, the Commission will consider further appropriate action.

¹ ACCSC has issued two modules of the **Blueprints for Success Series** – [Organizing an Effective Electronic Submission](#) and [Preparing a Comprehensive Response for Commission Consideration](#) – which provide a framework for submitting a well-documented, organized, electronic response for Commission consideration. ACCSC encourages the school to review these modules when formulating its response to this letter. More information is available in the [Resources section](#) at www.accsc.org.

Financial Statements:

The school must submit a response to Item (e.) above **on or before December 30, 2022**. The school's response must also include a signed certification attesting to the accuracy of the information. If a response, and the certificate attesting to the accuracy of the information is not received in the Commission's office **on or before December 30, 2022**, the Commission will consider further appropriate action.

For assistance with the password or for any other questions regarding the electronic submission requirements, please contact [REDACTED]. Please note that any password requests to access College 360 must be made by the school director, or designated member of the school's management team, via e-mail.

For further assistance or additional information, please contact [REDACTED] or [REDACTED]

Sincerely,

[REDACTED]

Michale S. McComis, Ed.D.
Executive Director

c: [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]