

ACCSC DISCLOSURE OF COMMISSION ACTION SUMMARY OF GROUNDS FOR WARNING ACTION

Myotherapy Institute (#M070147)
245 South 84th Street
Lincoln, Nebraska 68510

January 21, 2025

The Accrediting Commission of Career School and Colleges has issued a Warning to Myotherapy Institute located in Lincoln, Nebraska. Pursuant to ACCSC's *Rules of Process and Procedure*, the Commission will publish a summary of the reasons for the Warning. The school has an opportunity to submit a response to demonstrate corrective action regarding the Commission's grounds for the Warning.

1. Myotherapy Institute must demonstrate that the school meets ACCSC's institutional eligibility requirements by demonstrating an ability to operate continuously (*Section I (G)(2)(b), Rules of Process and Procedure, Standards of Accreditation*).
2. Myotherapy Institute must demonstrate that there is substantial likelihood that the school will remain in compliance with accrediting standards following the change of control (*Section IV (E)(2), Rules of Process and Procedure, Standards of Accreditation*).
3. Myotherapy Institute must demonstrate adequate management and administrative capacity as follows:
 - a. The school must demonstrate that it has full-time on-site supervision by an individual or team with the appropriate combination of education, experience, and demonstrated ability to lead and manage a post-secondary educational institution in compliance with accrediting standards (*Section I (A)(1)(a), Substantive Standards, Standards of Accreditation*).
 - b. The school must demonstrate a sufficient number of managers and administrative employees necessary to support the school's operations, student services, and educational programs (*Section I (A)(1)(c), Substantive Standards, Standards of Accreditation*).
 - c. The school must demonstrate appropriate administrative and operational policies and procedures to which the school adheres, reviews, and updates as needed (*Section I (A)(1)(d), Substantive Standards, Standards of Accreditation*).
4. Myotherapy Institute must demonstrate successful student achievement by maintaining acceptable rates of student graduation and graduate employment in the career field for which the school provided education and supporting student achievement rates through student transcripts and the school's verifiable records and documentation of initial employment of its graduates (*Section VII (B)(2)(b) and Section VII (B)(3), Substantive Standards & Appendix VI, Standards of Accreditation*).
5. Myotherapy Institute must demonstrate that the school engages in institutional assessment and improvement activities as follows:
 - a. Myotherapy Institute must demonstrate that the school engages in significant and ongoing institutional assessment and improvement activities appropriate to the size and scale of the school's operations and that support the management and administration of the school as well as the quality of education provided (*Section I (B)(1), Substantive Standards, Standards of Accreditation*).

- b. Myotherapy Institute must demonstrate institutional assessment and improvement activities appropriate to the size and scale of the school's operations in the areas of management; fiscal condition and budget; administrative policies and practices; emergency preparedness; student support services; faculty and staff development; educational program curricula; learning resources system, equipment, and supporting materials; facilities; and student achievement outcomes (*Section I (B)(2), Substantive Standards, Standards of Accreditation*).
 - c. Myotherapy Institute must demonstrate that the school's program evaluation process is ongoing with set intervals for evaluation and is included as part of its institutional assessment and improvement planning activities (*Section II (A)(4)(d), Substantive Standards, Standards of Accreditation*).
6. Myotherapy Institute must demonstrate that the school has and applies a fair and equitable refund policy in accordance with the school's established refund policy (*Section I (D)(3), Substantive Standards, Standards of Accreditation*).
 7. Myotherapy Institute must demonstrate that the school maintains a student services program that takes into account the number of programs and size and mix of the student body and that responds to individual student needs that includes the following:
 - a. Myotherapy Institute must demonstrate that the student services program is coordinated by an individual with appropriate professional and educational qualifications (*Section VI (A)(3)(a), Substantive Standards, Standards of Accreditation*).
 - b. Myotherapy Institute must demonstrate that the student services program minimally encompasses relevant coping skills (e.g., life, career development, budget, and personal financial planning skills); general development appropriate to higher education students; student retention strategies suited to the school's programs; academic advising; testing and tutoring services; supervision and monitoring of attendance records and leaves of absence; graduate employment assistance; student safety and well-being; and information concerning housing, transportation, and child care (*Section VI (A)(3)(b), Substantive Standards, Standards of Accreditation*).
 - c. Myotherapy Institute must demonstrate that the school has counseling services available to students when warranted and necessary based on the student population and circumstances (*Section VI (A)(3)(c), Substantive Standards, Standards of Accreditation*).
 - d. Myotherapy Institute must demonstrate that the school makes graduate employment assistance available to students and the extent and nature of employment assistance services provided aligns with any claims made by the school with regard to those services (*Section VI (C)(1), Substantive Standards, Standards of Accreditation*).
 - e. Myotherapy Institute must demonstrate that the school is attentive to its students' education and other needs as a means to support retention (*Section VI (A)(1), Substantive Standards, Standards of Accreditation*).
 8. Myotherapy Institute must demonstrate that the school has sufficient educational administration to support the programs offered as follows:
 - a. Myotherapy Institute must demonstrate that the school has operational policies necessary to adequately support educational programs and faculty (*Section III (A)(1)(a), Substantive Standards, Standards of Accreditation*).

- b. Myotherapy Institute must demonstrate that at least one on-site person at the school, usually a director of education, has the appropriate educational administration experience and competence necessary to lead and manage the school's instructional programs and overall educational experience in such areas as: curriculum development; educational effectiveness assessment and improvement; and faculty development and performance appraisals (*Section III (A)(1)(b), Substantive Standards, Standards of Accreditation*).
9. Myotherapy Institute must demonstrate compliance with accrediting standards specific to ongoing professional development activities as follows:
 - a. Myotherapy Institute must demonstrate that members of school management and administrative employees participate in ongoing development and training activities that support their particular roles in the school (*Section I (A)(3) Substantive Standards, Standards of Accreditation*).
 - b. Myotherapy Institute must demonstrate that its faculty and educational administrators engage in ongoing faculty assessment and professional development activities that are: appropriate to the size and scope of the school's educational programs; support the quality of education provided; and enhance student learning and achievement and the school did not document the implementation of assessment and professional development activities for its faculty (*Section III (A)(2), Substantive Standards, Standards of Accreditation*).
 - c. Myotherapy Institute must demonstrate that its faculty engage in ongoing development of teaching skills as part of its plan for faculty improvement (*Section III (B)(4), Substantive Standards, Standards of Accreditation*) or which specifically addresses teaching skills and instructional methods in a distance education environment (*Section IX (G)(2), Substantive Standards, Standards of Accreditation*).
10. Myotherapy Institute must demonstrate that the school ensures the continuity of instruction by the reasonable retention of the educational administrative staff and faculty (*Section III (A)(3), Substantive Standards, Standards of Accreditation*).
11. Myotherapy Institute must demonstrate compliance with accrediting standards relative to the distance education assessment, as follows:
 - a. Myotherapy Institute must demonstrate that the school specifies the expected knowledge, skills, and competency levels that students will achieve in a distance education program or course of study, and such knowledge, skills and competency levels are equivalent to those expected from comparable programs or courses of study (*Section IX (A)(2), Substantive Standards, Standards of Accreditation*).
 - b. Myotherapy Institute must demonstrate that the programs and courses of study are appropriate for delivery through distance education methods and facilitate delivery of course content such that students may reasonably be expected to achieve the learning outcomes (*Section IX (C)(2) Substantive Standards, Standards of Accreditation*).
12. Myotherapy Institute must demonstrate that the school has adequate distance education management and administrative capacity in place that includes:
 - a. A qualified distance education administrator or team of administrators with the appropriate combination of distance education experience and/or training to effectively oversee the school's distance education programs or courses of study, and to ensure that those programs and courses

- meet the objectives and the mission of the school (*Section IX (B)(1)(a), Substantive Standards, Standards of Accreditation*).
- b. A distance education administrator or team of administrators that participate in ongoing distance education development and training activities (*Section IX (B)(1)(b), Substantive Standards, Standards of Accreditation*).
 - c. Appropriate distance education administrative and operational policies and procedures to which the school adheres, reviews, and updates as needed (*Section IX (B)(1)(d), Substantive Standards, Standards of Accreditation*).
13. Myotherapy Institute must demonstrate compliance with accrediting standards relative to the distance education assessment as follows:
- a. The school must demonstrate an admissions process for distance education programs and courses of study that includes an assessment of the student’s technical skills, competencies, and access to technology necessary to succeed in a distance education environment prior to their enrollment in the program or course of study (*Section IX (F)(2)(a), Substantive Standards, Standards of Accreditation*).
 - b. The school must demonstrate the validity and reliability of the assessment tools used to assess a student’s readiness for distance education online learning minimally using engagement surveys, academic progress, and student achievement data (*Section IX (F)(3), Substantive Standards, Standards of Accreditation*).
14. Myotherapy Institute must demonstrate compliance with accrediting standards regarding program evaluation as follows:
- a. Myotherapy Institute must demonstrate that the school has a systemic and evidence-based program evaluation process for each occupational program, or each group of related occupational programs designed to:
 - i. Evaluate curriculum and course content;
 - ii. Assess the appropriateness of that coursework in relation to program objectives;
 - iii. Assess the adequacy of program equipment and supporting resource materials;
 - iv. Assess student achievement outcomes and program viability; and
 - v. Make revisions to the curriculum as deemed necessary (*Section II (A)(4)(a)(i-v), Substantive Standards, Standards of Accreditation*).
 - b. Myotherapy Institute must demonstrate that the school’s program evaluation process is comprehensive, conducted by faculty and educational administrators regularly, and uses input from internal and external sources including the following:
 - i. An independent and diverse Program Advisory Committee (“PAC”) for each program area;
 - ii. Student and alumni input collected through sources; and
 - iii. Other resources as useful, needed, and appropriate (*Section II (A)(4)(b), Substantive Standards, Standards of Accreditation*).

- c. Myotherapy Institute must demonstrate that the school gives consideration to the input received from the sources which are a part of its program evaluation process (*Section II (A)(4)(c), Substantive Standards, Standards of Accreditation*).
 - d. Myotherapy Institute must demonstrate that Program Advisory Committees for programs or courses of study that include content delivered via distance education includes at least one additional individual with experience in the delivery of distance education programs who is qualified to review and comment on the school's distance education platform, methods, processes, procedures, and infrastructure in the context of the program/course content and objectives (*Section IX (D)(6), Substantive Standards, Standards of Accreditation*).
15. Myotherapy Institute must demonstrate compliance with accrediting standards regarding admissions as follows:
- a. Myotherapy Institute must demonstrate that the school's recruitment efforts focus on attracting students who are qualified and likely to complete and benefit from the education and training provided by the school and not simply obtaining enrollments (*Section IV (A)(1), Substantive Standards, Standards of Accreditation*).
 - b. Myotherapy Institute must demonstrate that the school neither denies admission nor discriminates against students enrolled at the school on the basis of race, religion, color, gender, sexual orientation, genetic information, age, disability, or national origin (*Section V (A)(6), Substantive Standards, Standards of Accreditation*).
16. Myotherapy Institute must demonstrate compliance with accrediting standards regarding recruitment and admissions as follows:
- a. Myotherapy Institute must demonstrate that a school's personnel are trained and qualified to engage in recruiting activities (*Section IV (A)(5), Substantive Standards, Standards of Accreditation*).
 - b. Myotherapy Institute must demonstrate that the school has in place policies and procedures and takes reasonable steps to ensure that its personnel do not make false, exaggerated, or misleading statements about the school, its personnel, its training, its services, or its accredited status and to ensure that its personnel do not make explicit or implicit promises of employment or salary prospects to prospective students (*Section IV (A)(8), Substantive Standards, Standards of Accreditation*).
 - c. Myotherapy Institute must demonstrate that the school internally reviews and evaluates its recruiting policies and procedures, and the performance of personnel involved in recruiting activities for compliance with accrediting standards and applicable law and regulation at least once annually and maintains documentation of the review and evaluation (*Section IV (A)(9), Substantive Standards, Standards of Accreditation*).
 - d. Myotherapy Institute must demonstrate that the school shall not permit its personnel whose primary responsibilities include recruiting and admissions activities to assist prospective students in completing application forms for financial aid (*Section IV (A)(12), Substantive Standards, Standards of Accreditation*).
 - e. Myotherapy Institute must demonstrate that the school shall not permit personnel whose primary responsibilities include recruiting and admissions activities to become involved in admission testing or admission decisions (*Section IV (A)(13), Substantive Standards, Standards of Accreditation*).

17. Myotherapy Institute must demonstrate did not demonstrate compliance with accrediting standards regarding faculty qualifications and training as follows:
 - a. Myotherapy Institute must demonstrate that the school verifies prior work experience and maintains documentation of academic credentials of all faculty members (*Section III (A)(4), Substantive Standards, Standards of Accreditation*).
 - b. Myotherapy Institute must demonstrate that the school’s faculty members have received training in instructional methods and teaching skills or be experienced teachers and that should a school hire a faculty member without prior training or experience, the school provides training before the faculty member assumes primary instructional responsibilities in any classroom, curriculum, laboratory, or program related training (*Section III (B)(4), Substantive Standards, Standards of Accreditation*).
 - c. Myotherapy Institute must demonstrate that faculty teaching technical and occupationally related courses in an academic associate degree program have a minimum of four years of related practical work experience in the subject area(s) taught and possess a related degree at least at the same level of the course the faculty member is teaching (*Section III (B)(7) Substantive Standards, Standards of Accreditation*).
 - d. Myotherapy Institute must demonstrate that faculty teaching technical and occupationally related courses in non-degree degree programs have a minimum of three years of related practical work experience in the subject area(s) taught (*Section III (B)(5), Substantive Standards, Standards of Accreditation*).
18. Myotherapy Institute must demonstrate compliance with accrediting standards regarding externships as follows:
 - a. Myotherapy Institute must demonstrate that the school has each program reviewed and approved by the Commission before the program is offered to students (*Section II (A)(1)(a), Substantive Standards, Standards of Accreditation*).
 - b. Myotherapy must demonstrate that externships are based on a written training plan that specifies the goals, educational objectives, and specific experiences and applications to be accomplished and that written training plans identify required educational resources, established timelines for the externship, and the evaluation process, and criteria to be used that appropriately and fairly measure demonstrated competency and skill attainment (*Section II (A)(7)(b), Substantive Standards, Standards of Accreditation*).
 - c. Myotherapy Institute must demonstrate that individual student externships that are supervised by a designated school employee who has the appropriate practical work experience qualifications (*Section II (7)(c), Substantive Standards, Standards of Accreditation*).
19. Myotherapy Institute must demonstrate compliance with accrediting standards regarding the school’s mission as follows:
 - a. Myotherapy Institute must demonstrate that a school may not describe in its catalog, advertise, or promote substantive changes prior to receiving written Commission approval (*Section IV (B)(8), Rules of Process and Procedure, Standards of Accreditation*).
 - b. Myotherapy Institute must demonstrate that a school seeking to change its mission or educational objectives substantively receives approval in accordance with the substantive change provisions

- and through the filing of an Application for a Change of Mission or Educational Objectives (*Section IV (E)(1), Rules of Process and Procedure, Standards of Accreditation*).
20. Myotherapy must demonstrate compliance with accrediting standards relative to the school’s learning resource system as follows:
 - a. Myotherapy Institute must demonstrate that the learning resource system (“LRS”) resources are easily and readily accessible to students and faculty during and beyond classroom hours, regardless of location or means of delivery (*Section II (A)(6)(b), Substantive Standards, Standards of Accreditation*).
 - b. Myotherapy Institute must demonstrate use of the learning resource system materials is integrated into a school’s curriculum and program requirements as a mechanism to enhance the educational process and to facilitate positive learning outcomes for students (*Section II (A)(6)(c), Substantive Standards, Standards of Accreditation*).
 - c. Myotherapy Institute must demonstrate that qualified school personnel orient, train, and assist students and faculty in the use of the learning resource system in a manner that supports learning objectives (*Section II (A)(6)(e), Substantive Standards, Standards of Accreditation*).
 21. Myotherapy Institute must demonstrate that the school has established appropriate criteria (e.g., comparability, applicability, source, and age of the previously earned credit; academic preparedness of the student at the time of credit transfer; grade earned for the credit to be transferred; etc.) and applies a systematic, consistent process for determining whether to accept credit earned at other institutions for transfer (*Section II (10)(a)(i), Substantive Standards, Standards of Accreditation*).
 22. Myotherapy Institute must demonstrate compliance with accrediting standards regarding leave of absence (“LOA”) as follows:
 - a. Myotherapy Institute must demonstrate that the period of the leave of absence may not begin until the student has submitted and the school has approved a written and signed request for an approved leave of absence except in those cases where unforeseen circumstances would prevent a student from submitting a request in advance (*Section VII (A)(3)(c)(i), Substantive Standards, Standards of Accreditation*).
 - b. Myotherapy Institute must demonstrate that the leave of absence period may not exceed 180 days within any 12-month period (*Section VII (A)(3)(c)(ii), Substantive Standards, Standards of Accreditation*).
 23. Myotherapy Institute must demonstrate that the school furnishes a copy of the enrollment agreement to the applicant at the time the applicant signs and furnishes a final copy of the enrollment agreement signed by both parties to the student prior to the student starting class (*Section IV (C)(2) (d), Substantive Standards, Standards of Accreditation*).
 24. Myotherapy Institute must demonstrate that the school describes itself and is recognized consistently by each accrediting agency, state agency, and federal agency with regard to governance, programs, and credentials awarded and keeps each agency apprised of any change in its status (*Section I (D)(2), Rules of Process and Procedure, Standards of Accreditation*).

25. Myotherapy Institute must demonstrate that degree programs are comprised of courses with content that is appropriate to the academic level and type of degree awarded (*Section II (C)(1)(b), Substantive Standards, Standards of Accreditation*).
26. Myotherapy Institute must demonstrate that the school discloses, minimally, the graduation rate, graduate employment rate, and licensure/certification examination pass rate for each program offered as last reported to the Commission. The disclosure for each program's graduation rate, graduate employment rate, and licensure/certification examination pass rate must be accurate, not intended to mislead, and include the program population base and time frame upon which each rate is based (*Section IV (C)(3), Substantive Standards, Standards of Accreditation*).
27. Myotherapy Institute must demonstrate its financial structure is sound with resources sufficient for the proper operation of the school and the discharge of obligations to students (*Section I (C)(1), Substantive Standards, Standards of Accreditation*).