



2019 Annual Report Cover Page

ID#	107700
INSTITUTION	Radford M. Locklin Technical College
ADDRESS	5330 Berryhill Road Milton, FL 32570
Date Submitted	11/22/2019 17:34:31 EST

General Report Questions

General Report Questions		YES	NO	N/A	Value
1	Is this Institution, or any of its branches, accredited or a candidate for accreditation by a recognized accrediting agency other than COE?		X		
2	If yes, please state which agency (if no, type N/A):				N/A
3	Is the Institution currently processing Pell Grants?	X			
4	Is the Institution currently processing Federal loans?		X		
5	Has the Institution ever processed Federal loans?		X		
6	Administrative and supervisory staff: Number Full Time: (if none, enter zero)				2
7	Administrative and supervisory staff: Number Part Time: (if none, enter zero)				0
8	Support Staff: Number Full Time: (if none, enter zero)				12
9	Support Staff: Number Part Time: (if none, enter zero)				0
10	Faculty: Number Full Time: (if none, enter zero)				27
11	Faculty: Number Part Time: (if none, enter zero)				2
Indicate the 12-month period you will use to report completion, placement, and licensure exam pass rates for all programs. This period must cover 12-months and must succeed the period used in last year's report. If this is the first Institutional annual report filed, refer to the Help Manual, Choosing a Reporting Period. Changes to the reporting period must be approved by the Council. (MM/DD/YYYY):					
12	From:				07/01/2017
13	To:				06/03/2018
14	Web Address Of Online Catalog (if available): example(http://www.council.org) If not available via Institution's website, upload a PDF copy of the latest Institutional catalog using the UPLOAD function.				http://www.locklintech.com

Combined FTE

Combined FTE		YES	NO	N/A	Value
1	Final FTE Figure for Last Year:				155
ATTENTION: DO NOT use periods or commas in FTE fields.					
2	Traditional Classroom Delivery (Incl. Hybrid) Contact Hours: (If none, enter zero)				133367
3	Traditional Classroom Delivery (Incl. Hybrid) Semester Credit Hours: (If none, enter zero)				0
4	Traditional Classroom Delivery (Incl. Hybrid) Quarter Credit Hours: (If none, enter zero)				0
5	Traditional Classroom Delivery (Incl. Hybrid) Total FTE				148
6	Distance Education Contact Hours: (If none, enter zero)				0
7	Distance Education Semester Credit Hours: (If none, enter zero)				0
8	Distance Education Quarter Credit Hours: (If none, enter zero)				0
9	Distance Education Total FTE: (If none, enter zero)				0
10	Grand Total FTE				148

General Conditions of Accreditation

General Conditions of Accreditation		YES	NO	N/A	Value
1	The Institution continues to demonstrate that it satisfies each of the eligibility requirements for Candidate for Accreditation.	X			
2	The Institution conducts its affairs with acceptable standards of honesty and integrity.	X			
3	The Institution meets all lawful obligations imposed by state and federal agencies.	X			
4	The Institution has notified the Commission of any individual affiliated with the Institution who has been debarred by a government agency or another accrediting agency or was an owner, an administrator, or a governing board member of a COE-affiliated institution that was denied accreditation, was dropped from accreditation, or closed without providing a teach-out or refunds to currently enrolled students.			X	
5	The Institution occupies its own physical facilities and is not co-located with another Institution.	X			
6	The Institution maintains a permanent accreditation file which contains items set forth in the Commission conditions. (See Handbook of Accreditation)	X			
7	Non-Public Institutions Only (If required to operate) The institution has an original current license for the main campus and each branch and/or extension.			X	
8	The on-site administrator or other full-time employee at the main campus attended required workshop(s) within six to eighteen months prior to hosting the accreditation visiting team. (For Initial accreditation, Candidate Academy/Self-Study workshops, For reaffirmation, Self-Study and Annual Report Workshops [The Annual Report and Reporting Student Achievement Data, if applicable].)	X			
9	For initial accreditation or reaffirmation of accreditation, the Institution has placed a notice on the home page of the institution's web site and within at least one print media sources that is circulated within the service area of each campus of the institution. This notice must be placed no more than sixty (60) days prior to hosting the accreditation visit and must state that the institution is applying for initial accreditation or reaffirmation of accreditation with the Commission of COE in compliance with Commission criteria.			X	
10	The Institution has submitted an evaluation of standards form from one of its occupational advisory committees prior to hosting an accreditation visiting team.	X			
11	The Institution has informed the Commission of all planned and unplanned substantive changes.	X			
12	Innovative or experimental programs operated at variance with the standards have received Commission concurrence prior to implementation.			X	
13	Documents the Institution has filed with the Commission accurately represent the status of the Institution.	X			
14	Accredited Institutions Only The Institution's use of the accreditation seal is in compliance with Commission conditions. (See Handbook of Accreditation)	X			
15	The Institution adheres to the Commission's condition on the monitoring of institutional growth and has notified the Commission of increases in total Full-Time Equivalent (FTE) that equal or exceed 25% of the established baseline, and for non-public institutions, increases in gross revenue of 100% or more from the previous year have been reported to the Commission.	X			
16	Student recruitment activities used by the institution are truthful and avoid any false or misleading impressions of the institution, its programs and services, or employment, and are in compliance with all other Commission conditions governing recruitment. (See Handbook of Accreditation)	X			
17	Media used by the institution for advertising purposes are truthful and presented with dignity to avoid any false or misleading impressions of the institution, its programs and services, or employment, and are in compliance with all other Commission conditions governing advertising. (See Handbook of Accreditation)	X			
18	A catalog and/or other official publications, which are published in hard copy or provided online, provide information specified in the Handbook of Accreditation, and are readily available to students, prospective students, and other members of the interested public.	X			
19	If the institution employed a consultant for the purpose of assisting in the accreditation process, it submitted a copy of the consultant's resume within 7 days after employment was secured, and can demonstrate that the terms of the consultant's contract meet Commission conditions stated in the Handbook of Accreditation.			X	
20	The role of contractors hired by the institution (if any) excludes the authority to make official decisions for the institution or to serve in the role of accreditation liaison officer for the institution.			X	
21	If the institution participates in Title IV Financial Aid programs, it does not contract more than 25 percent of the instruction of one or more of its programs with an external agency, corporation, institution, or individual.	X			
22	There is a clear indication that the faculty and staff were primarily responsible for the preparation, editing and revision of documents required in the accreditation process.	X			
23	The institution has named an accreditation liaison officer who is a staff member located at the main campus.	X			

Status with Other Agencies

Status with Other Agencies		YES	NO	N/A	Value
A "YES" response for statements #1-8 signifies that the institution is in compliance with the Commission's conditions.					
1	The Institution is not the subject of an interim action by a state or federal agency potentially leading to the suspension, revocation, withdrawal, or termination of the Institution's legal authority to provide postsecondary education in any state in which it operates.	X			
2	The Institution has not had its state license suspended, revoked, withdrawn, or terminated, even if the required due process procedures have not been completed within any state in which it operates.	X			
3	The Institution has not voluntarily withdrawn its candidacy or accreditation while not in good standing from a nationally recognized accrediting agency.	X			
4	The Institution has not had its candidacy or accreditation withdrawn or been placed on public probation by a nationally recognized accrediting agency.	X			
5	The institution is not the subject of an interim action by another accrediting agency potentially leading to the suspension, revocation, or withdrawal of candidacy or accreditation.	X			
6	The Institution has not been notified of the loss of any agency's accreditation even if the due process procedures have not been completed.	X			
7	If the Institution is presently accredited by another nationally recognized accrediting agency, it describes itself in identical terms to each agency with regard to identity (i.e., main campus, branch campus, branch campus to main campus relationship), mission, governance, programs, degrees, diplomas, certificates, personnel, finances, and constituents to all federal, state, and other agencies, including accrediting agencies.			X	
8	If the institution is seeking dual accreditation, the reasons for wanting dual accreditation have been submitted to each accrediting agency and to the Secretary of the U.S. Department of Education, and the institution has also designated which agency's accreditation is to be utilized in determining the institution's eligibility for program participation under the Higher Education Act.			X	

Non-Main Campus Sites

Non-Main Campus Sites		YES	NO	N/A	Value
1	Ownership of all non-main campus sites is the same (same governance entity, proprietorship or partnership, or the same corporation) as the main campus.			X	
2	The Commission has approved every instance where the names of non-main campus sites have been expanded to clearly identify different locations or specific programs.			X	
3	The complete name of the main campus is identified in all publications and advertisements when referring to a non-main campus site.			X	

Non-Main Campus Sites		YES	NO	N/A	Value
4	Duplicate records on personnel, financial matters, student attendance, and educational progress for non-main campus sites are kept at the main campus. (NOTE: Institutions capable of maintaining and accessing records electronically may keep all records previously mentioned at the main campus.)			X	
5	Programs offered at non-main campus sites are approved by the Commission and are described in the main campus catalog (or catalog supplements for branch campuses).			X	
6	Instruction provided at non-main campus sites maintains the educational integrity of the institution and does not endanger its compliance with the standards, criteria, and conditions adopted by the Council.			X	

Non-Main Campus Sites: Branch Campuses

Non-Main Campus Sites: Branch Campuses		YES	NO	N/A	Value
1	Each branch campus operates under the supervision of an on-site administrator who reports to the on-site chief administrator at the main campus.			X	

Non-Main Campus Sites: Extension Campuses

Non-Main Campus Sites: Extension Campuses		YES	NO	N/A	Value
1	Extensions are located within a 50-mile radius of the main campus.			X	

Non-Main Campus Sites: Extended Classrooms

Non-Main Campus Sites: Extended Classrooms		YES	NO	N/A	Value
1	Extended classrooms are located within two miles of a main or branch campus.			X	
2	Extended classrooms are supervised by the administration of the main or branch campus.			X	

Non-Main Campus Sites: Instructional Service Centers

Non-Main Campus Sites: Instructional Service Centers		YES	NO	N/A	Value
1	Program instruction at instructional service centers is under the direct control of the main campus and located within the geographic service area designated by the governing board of the institution.			X	
2	All student services are available on-site at the instructional service center and the full range of services is made accessible to participating students at the main campus.			X	
3	Instructional service centers are a joint venture between the institution and an employer or another educational agency.			X	

Non-Main Campus Sites: Additional Space

Non-Main Campus Sites: Additional Space		YES	NO	N/A	Value
1	Additional space acquired for instructional or student services purposes is located within one quarter of a mile from a main campus or branch campus.			X	

Standard 1 Institutional Mission

Standard 1 Institutional Mission		YES	NO	N/A	Value
1	The primary mission of the institution is to instruct students to such competency levels that they are qualified for initial employment and/or career advancement.	X			
The Institution's mission is:					
2	Clearly and concisely stated in written form;	X			
3	Published in hard copy and/or online;	X			
4	Publicly available; and,	X			
5	Used consistently in publications;	X			
6	The institution has an organized and functional institutional advisory committee.	X			
The institutional advisory committee meets the following requirements:					
7	Is composed of at least three persons external to the institution;	X			
8	Has at least three external members who meet these criteria present at each meeting (with at least two members physically present and one virtually present)	X			
9	Meets at least once annually, if serving only in an institutional advisory capacity; OR twice annually, if serving in an occupational advisory capacity;	X			
10	Keeps typed minutes to document its activities, recommendations, meeting attendance, and demographic information of each member; and,	X			
11	Is used to provide community involvement in maintaining a relevant mission for the institution.	X			
12	Public information and community relations are maintained to promote the institution's mission in its community.	X			

Standard 2 Educational Programs

Admissions		YES	NO	N/A	Value
The Institution's admissions policies and procedures are:					
1	Clearly stated;	X			
2	Consistently applied;	X			
3	Non-discriminatory;	X			
4	Published; and,	X			
5	Consistently communicated to students.	X			
6	For students admitted to a Vocational English-As-A-Second-Language Program, the institution utilizes written admission procedures that comply with policies established by the Commission.			X	
7	Admission requirements offer reasonable expectations for successful completion of the occupational programs offered by the institution regardless of the delivery mode.	X			
8	Students admitted into Associate Degree programs have a high school diploma or its equivalent.			X	
An institution that admits students by exception to its standard admissions policies must:					
9	Have written admissions policies and procedures for these exceptions;	X			
10	Apply them uniformly;	X			
11	Provide documented evidence on how they are used;	X			
12	Maintain records on student progress; and,	X			
13	Evaluate the effectiveness of the procedures used in admitting students by exception on an annual basis.	X			
14	Orientation to technology is provided and technical support is available to students.	X			

Programs		YES	NO	N/A	Value
Occupational education programs align with:					
1	The mission of the institution; and,	X			
2	The occupational needs of the people served by the institution.	X			
Each occupational education program has:					
3	Clearly stated objectives;	X			
4	Defined content relevant to these objectives and the current needs of business and industry;	X			
5	Assessment of student achievement based on the program objectives and content; and,	X			
6	Annual evaluation of its objectives.	X			
A systematic process has been implemented to document:					
7	That the objectives and content of programs are current; and,	X			
8	That coursework is qualitatively and quantitatively relevant.	X			
9	Three bona fide potential employers review each educational program annually and recommend;	X			
10	Admission requirements;	X			
11	Program content that is consistent with desired student learning outcomes;	X			
12	Program length;	X			
13	Program objectives;	X			
14	Competency tests;	X			
15	Learning activities;	X			

Programs	YES	NO	N/A	Value
16 Instructional materials;	X			
17 Equipment;	X			
18 Methods of program evaluation;	X			
19 Level of skills and/or proficiency required for completion; and,	X			
20 Appropriate delivery formats for the subject matter being taught.	X			
NOTE: The Employer Program Verification Form must be completed by potential employers of the institution's graduates as evidence of compliance with criteria 9-20 above.				
21 The Institution considers the length and the tuition of each program in relation to the documented entry level earnings of completers.	X			
22 Courses required for each program are offered with sufficient frequency for the student to complete the program within the publicized time frame.	X			
Associate Degree programs offered must meet the following requirements:				
23 The program is designed to lead graduates directly to employment in a specific career.			X	
24 The appropriate applied degree title, such as Associate of Applied Technology, Associate of Applied Science, Associate of Occupational Studies, Associate of Science, or Associate of Occupational Technology, is used and includes the specific career and technical education field (i.e., Associate of Applied Science in Veterinary Technology).			X	
25 The program has a minimum of 60 semester hours or 90 quarter hours.			X	
26 The program includes a minimum of 15 semester hours or 23 quarter hours of general education courses, with a minimum of one course from each of the following areas: humanities, behavioral sciences, natural or applied sciences, and mathematics.			X	
27 For all coursework delivered via distance education: Distance education courses and programs are identical to those on campus in terms of the quality, rigor, breadth of academic and technical standards, completion requirements, and the credential awarded.			X	
Each program offered by the institution:				
28 Is approved and administered under established institutional policies and procedures and supervised by an administrator who is part of the institutional organization;	X			
29 Has continuous involvement of on-campus administrators and faculty in planning and approval;	X			
30 Has varied evaluation methodologies that reflect established professional and practice competencies;	X			
31 Is qualitatively and quantitatively consistent at each campus where it is offered;	X			
32 Has measures of achievement of the student learning objectives;	X			
33 Has individual student records, including period of enrollment, financial, and educational program records, permanently maintained by the institution at the main campus;	X			
34 Is described in catalogs, brochures, and/or other promotional materials and includes tuition/fee charges, refund policies, admissions and academic requirements, information technology requirements, and employment requirements; and,	X			
35 Provides for timely and meaningful interaction among faculty and students.	X			
36 A credit hour is equivalent to a minimum of each of the following: one semester credit for 15 clock hours of lecture, 30 clock hours of laboratory, or 45 clock hours of work-based activities; or one quarter credit for 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of work-based activities.			X	
37 For all coursework delivered via distance education: Faculty teaching distance education courses ensure timeliness of their responses (synchronously or asynchronously) to students' requests by following institutional requirements on response times of no more than 24 hours within the published operational schedule of the program/course.			X	

Instruction	YES	NO	N/A	Value
1 Academic competencies and occupational skills are integrated into the instructional program for each occupational area.	X			
2 The instructional programs provide instruction in the competencies essential to success in the occupation, including job knowledge, job skills, work habits, and attitudes.	X			
3 The sequence of instruction required for program completion (lecture, lab, and work-based activities) is determined by desired student learning outcomes.	X			
The sequence of instruction required for program completion is used to:				
4 Organize the curriculum;	X			
5 Guide the delivery of instruction;	X			
6 Direct learning activities; and,	X			
7 Evaluate student progress in order to maximize the learning of competencies essential to success in the occupation.	X			
8 Occupational advisory committees are appointed for each program to ensure that desirable, relevant, and current practices of each occupation are being taught.	X			
Each occupational advisory committee:				
9 Consists of a minimum of three members external to the institution who have expertise in the occupational program;	X			
10 Represents each service area covered by the program at each meeting (main campus and each branch campus);	X			
11 Has at least three external members who meet these criteria present at each meeting (with at least two members physically present and one virtually present);	X			
12 Meets at least twice annually;	X			
13 Ensures that no fewer than three months separate each official committee meeting; and,	X			
14 Follows an agenda and maintains typed minutes to document its activities, recommendations, meeting attendance, and demographic information for each member. (NOTE 1: The criteria above represent the minimum requirements for occupational advisory committees. Institutions have the option to have separate committees for each campus - main and branch.) (NOTE 2: External members may serve on more than one occupational advisory committee as long as they meet each of the above criteria for membership for each committee on which they serve.)	X			
15 Occupational advisory committees review, at least annually, the appropriateness of the type of instruction (such as lecture, laboratory, work-based instruction, and/or mode of delivery) offered within each program to assure that students gain competency with specific skills required for successful completion of the program.	X			
16 Job-related health, safety, and fire-prevention are an integral part of instruction.	X			
17 To develop skill proficiency, sufficient practice is provided with equipment and materials similar to those currently used in the occupation.	X			
18 All instruction is effectively organized as evidenced by syllabi, lessons, competency tests, and other instructional materials.	X			
19 The institution uses a systematic, objective, and equitable method of evaluating student achievement based on required competencies.	X			

Instruction	YES	NO	N/A	Value
20 For all coursework delivered via distance education: The institution directly verifies the currency and quality of all contracted courseware on an annual basis, is directly responsible for such currency and quality, and maintains curriculum oversight responsibility within all contracts.			X	
21 For all coursework delivered via distance education: Each course/program has in place a standardized template, course descriptions, learning objectives, course requirements (i.e. standard syllabus, outcomes, grading, resources, etc.), and learning outcomes in order to facilitate quality assurance and the assessment of student learning.			X	
22 For all coursework delivered via distance education: The institution has processes in place to establish that the student who registers for a distance education course or program is the same student who participates in and completes the program and receives the academic credit (with methods such as secure logins, pass codes, and proctored examinations).			X	
23 For all coursework delivered via distance education: The institution monitors student progress and participation by means such as course management systems that provide student time online, frequency of logins, electronic footprints, electronic grade book, and percentage of course completed.			X	
Written agreements with work-based activity partners, if any:				
24 Are current;	X			
25 Specify expectations for all parties; and,	X			
26 Ensure the protection of students.	X			
27 Each work-based activity has a written instructional plan for students. If NO is checked, resume with criterion 30. Write one explanation that specifies which element is not compliant.	X			
28 The written instructional plan for each work-based activity specifies the particular objectives, experiences, competencies, and evaluations that are required.	X			
29 The written instructional plan for each work-based activity designates the on-site employer representative responsible for guiding and overseeing the students' learning experiences and participating in the students' written evaluations.	X			
30 All work-based activities conducted by the institution are coordinated by a designated institutional employee possessing appropriate qualifications.	X			

Standard 3 Program and Institutional Outcomes

Standard 3 Program and Institutional Outcomes	YES	NO	N/A	Value
1 Individual student progress data, including (a) appropriate evaluations of knowledge and skills required for occupation(s) studied and (b) notations of completion(s) of and/or withdrawal from programs, are maintained and made a part of his/her record.	X			
2 The institution submits accurate and verifiable program completion data each year to the Commission for comparison with required benchmarks.	X			
3 FOR INITIAL ACCREDITATION ONLY: The majority of programs meet the required benchmark for completion for the most recent 12-month period possible.			X	
4 FOR ACCREDITED INSTITUTIONS ONLY: All programs meet the required benchmark for completion OR the institution has taken any actions required by the Commission due to program completion rates failing to meet the required benchmark.	X			
5 The institution submits accurate and verifiable program placement data each year to the Commission for comparison with required benchmarks.	X			
6 FOR INITIAL ACCREDITATION ONLY: The majority of programs meet the required benchmark for placement for the most recent 12-month period possible.			X	
7 FOR ACCREDITED INSTITUTIONS ONLY: All programs meet the required benchmark for placement OR the institution has taken any actions required by the Commission due to program placement rates failing to meet the required benchmark.	X			
8 If applicable, the institution submits accurate and verifiable licensure exam pass rate data each year to the Commission for comparison with required benchmarks.	X			
9 FOR INITIAL ACCREDITATION ONLY: If applicable, the majority of programs meet the required benchmark for licensure exam pass rates for the most recent 12-month period possible.			X	
10 FOR ACCREDITED INSTITUTIONS ONLY: All applicable programs meet the required benchmark for licensure exam pass rate OR the institution has taken any actions required by the Commission due to licensure exam pass rates failing to meet the required benchmark.	X			
11 The institution has a written plan to ensure that follow-up is systematic and continuous. If NO is checked, leave criteria 12-15 blank. Write one explanation that specifies which element is not compliant.	X			
The institution's written plan for follow-up includes the following elements:				
12 Identification of responsibility for coordination of follow-up activities.	X			
13 Methods for collection of data on completion, placement, and licensure exam pass rates;	X			
14 Information collected from completers and employers of completers that is focused on program effectiveness; and,	X			
15 Methods for surveying completers and employers of completers to assess the level of satisfaction with the education that was received.	X			
16 The follow-up plan is reviewed by the faculty and administration and revised as necessary on an annual basis.	X			
17 Follow-up information is used to evaluate and improve the quality of program outcomes.	X			
18 Follow-up information is made available at least on an annual basis to instructional personnel and administrative staff.	X			

Standard 4 Strategic Planning

Standard 4 Strategic Planning	YES	NO	N/A	Value
1 The institution has a written strategic plan. If NO is checked, leave criteria 2-9 blank. Write one finding of non-compliance that specifies BOTH the requirement for a plan AND each criterion 2-9. (See instructions page.)	X			
The institution's written strategic plan includes, as a minimum, the following components:				
2 Mission of the institution;	X			
3 Vision of the institution;	X			
4 Objectives for a minimum period of three years;	X			
5 Strategies for achieving the objectives;	X			
6 Current and projected financial resources that provide a basis for initiatives specified in the strategic plan; and,	X			
7 Strategies for evaluating progress toward achieving the objectives.	X			
8 The strategic plan is reviewed by the faculty, administration, and institutional advisory committee and revised as necessary at least annually.	X			
9 The results of the evaluation of progress toward achieving the objectives are documented annually.	X			

Standard 5 Learning Resources

Media Services		YES	NO	N/A	Value
1	The institution has a written plan for its media services. If NO is checked, resume with criterion 10. Write one explanation that specifies which element is not compliant.	X			
The written plan for media services is appropriate, is inclusive of all methods of program delivery, and includes the following:					
2	The scope and availability of the services;	X			
3	A variety of current and relevant educational materials, such as reference books; periodicals and manuals of a business, professional, technical, and industrial nature; audio-visual materials and equipment; Internet access to sites with educational and reference materials appropriate to program offerings; and other materials to help fulfill the institution's purposes and support its educational programs;	X			
4	The staff person (administrative, supervisory, or instructional) responsible for the implementation and coordination of the media services;	X			
5	Roles and responsibilities of designated staff member(s);	X			
6	Orientation for user groups (i.e., instructors, students, and others);	X			
7	Facilities and technical infrastructure essential for using media materials;	X			
8	Annual budgetary support for the services; and,	X			
9	Annual evaluation of the effectiveness of media services and utilization of the results to modify and improve media services.	X			
10	Media services (instructional supplies, physical resources, technology, and fiscal resources) are available to support the instructional programs offered by the institution.	X			
11	Media services are available to ensure the achievement of desired student learning and program objectives.	X			
12	A current inventory of media resources is maintained.	X			
13	Provisions are made for necessary repair, maintenance, and/or replacement of media equipment and supplies.	X			
14	The institution provides instructional media (both print and non-print) to support students and faculty in meeting program objectives.	X			
15	The institution's learning resources (media services, technology, facilities, and materials) are comprehensive, current, selected with faculty input, and accessible to the faculty and students.	X			

Instructional Equipment		YES	NO	N/A	Value
1	The institution has an inventory procedure to account for instructional equipment.	X			
2	The institution has a procedure for emergency purchases to assure the acquisition and/or repair of equipment within a reasonable period of time to support continuous instruction.	X			
3	Relevant and up-to-date equipment is available to support the instructional programs offered by the institution.	X			
4	The institution has a written plan for maintaining equipment and for replacing or disposing of obsolete equipment.	X			
5	All instructional equipment meets appropriate and required safety standards.	X			

Instructional Supplies		YES	NO	N/A	Value
1	Instructional supplies are available to support the instructional programs offered by the institution.	X			
2	The institution has a procedure for purchasing and storing instructional supplies.	X			
3	Funds are budgeted to provide supplies at a level that assures quality of occupational education.	X			
4	The institution has a procedure for emergency purchases of instructional supplies within a reasonable period of time to support continuous instruction.	X			
5	First aid supplies are readily available.	X			
6	All instructional supplies meet appropriate and required safety standards.	X			

Standard 6 Physical Resources

Standard 6 Physical Resources		YES	NO	N/A	Value
1	A plan that addresses the adequacy and improvement of all physical facilities and technical infrastructure has been developed and is maintained that includes, if applicable, distance education infrastructure.	X			
2	The technology used by the institution to deliver services and, if applicable, program content to students meets the needs of the students without creating barriers to student support or learning.	X			
3	A plan for ongoing operation and maintenance of all physical facilities, technical infrastructure and if applicable, distance education infrastructure, has been developed and is in use.	X			
The operation and maintenance plan addresses the following elements:					
4	Personnel;	X			
5	Equipment and supplies;	X			
6	Relevant state law; and,	X			
7	Applicable federal codes and procedures	X			
The operation and maintenance plan is:					
8	Available to employees and students; and,	X			
9	Evaluated on an annual basis and revised as needed.	X			
10	Physical facilities at all locations provide adequate, safe, and clean facilities with appropriate supporting utilities for classrooms, laboratories/shops, offices, rest rooms, lounges, meeting rooms, parking, etc.	X			
11	A written plan for assuring the health and safety of the institution's employees, students, and guests to maintain readiness in cases of sickness, accidents, or emergency health care needs on campus is in use.	X			

Standard 6 Physical Resources		YES	NO	N/A	Value
The health and safety plan:					
12	Includes a procedure for reporting and investigating accidents;	X			
13	Has been distributed to employees;	X			
14	Is available to students; and,	X			
15	Is evaluated/ revised with input from employees and students on an annual basis.	X			
16	An appropriate plan to ensure the privacy, safety, and security of data contained within the technical infrastructure of the institution networks, whether provided directly by the institution or through contractual arrangements, has been developed and is in use.	X			
17	The institution ensures computer system and network reliability and emergency backup for all technical services whether provided directly by the institution or through contractual arrangements.	X			

Standard 7 Financial Resources

Standard 7 Financial Resources		YES	NO	N/A	Value
1	A qualified financial officer or department oversees the financial and business operations of the institution.	X			
2	Financial records are maintained so that the institution's fiscal position may be analyzed in a timely manner.	X			
3	The institution demonstrates responsible financial management with funds sufficient to maintain quality educational programs and to complete the education of all students enrolled.	X			
4	The institution considers its financial resources as a basis for strategic planning.	X			
5	The institution uses adequate auditing and budgetary controls and procedures consistent with local, state, and federal requirements.	X			
6	The institution exercises proper management, financial controls, and business practices.	X			
7	All persons handling institutional funds or revenues from any source are bonded or covered under an employee dishonesty insurance policy.	X			
8	Financial aid programs utilizing public and/or private funds are capably administered and accurately documented.	X			
9	Qualified personnel are responsible for proper record-keeping, reporting, and auditing.	X			
10	The institution has reported all contingent liabilities in a timely manner. (See the definition for 'contingent liability'.)			X	
11	To satisfy Commission reporting requirements, the institution has submitted notices and copies of all lawsuits filed against the institution within 5 days of being served.			X	
12	Compliance with the Higher Education Reauthorization Act Title IV eligibility and certification requirements is maintained, including compliance with default management and audit benchmarks.	X			
13	A written, comprehensive student loan repayment program addressing student loan information, counseling, monitoring, and cooperation with available lenders is utilized.			X	
14	Students are informed of their ethical responsibilities regarding financial assistance.	X			
15	Special Financial Stability Requirement for Public Institutions The institution clearly identifies sources of funds and revenues and shows evidence of fiscal stability.	X			
Special Financial Stability Requirements for Non-Public Institutions					
16	To document financial stability, the institution submits annual audited financial statements prepared by an independent certified public accountant and completed COE financial forms. Financial statements are prepared in accordance with Generally Accepted Accounting Principles (GAAP). The audit is performed in accordance with Generally Accepted Government Auditing Standards (GAGAS). A separate income statement must be provided for the main campus and each branch campus. (See definition of audited financial statements in Section VII, Definitions, Standard Seven.) For initial accreditation, non-public institutions must submit audited financial statements for the two most recent fiscal years that include composite score worksheets prepared by an independent CPA. The first of those two years may be the audited financial statements submitted with the institution's candidacy application and the second audited financial statements must represent activity while the institution is in candidate status. Restated (or revised) audited financial statements will not be accepted without third-party certification.			X	
The institution demonstrates its financial stability through submission of the most recent audited financial statement that reflects:					
17	A minimum, unrounded composite score of 1.5 for the two most recent fiscal years as disclosed on a composite score worksheet included in the audit report; and,			X	
18	No condition or event which could potentially affect the institution's ability to continue operation, including but not limited to, contingent liabilities, on-going litigation, or the financial stability of a parent corporation.			X	
Refund Policy					
19	The institution has a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class or if a student does not enter or does not complete the period of enrollment for which the student has been charged.	X			
The following elements are present and indicative of a fair and equitable refund policy:					
20	The institution's refund policy is published in the catalog and uniformly administered.	X			
21	Refunds, when due, are made without requiring a request from the student.	X			
22	Refunds, when due, are made within 45 days (1) of the last day of attendance if written notification has been provided to the institution by the student, or (2) from the date the institution terminates the student or determines withdrawal by the student.	X			
23	Retention of tuition and fees collected in advance for a student who does not commence class does not exceed \$100.	X			
24	The institution complies with the refund policies adopted by the Commission unless a different policy is mandated by a non-public institution's licensing agency or a public institution's governing board.	X			

Standard 8 Human Resources

General		YES	NO	N/A	Value
1	Duties and responsibilities of each position are specified in written job descriptions made available to administrators, faculty, and staff of the institution.	X			
2	The institution has provided and implemented appropriate and published procedures for handling complaints/grievances for faculty and staff, consistent with the policies of the institution's governing board.	X			
3	Procedures have been developed for the continuous evaluation of the performance and effectiveness of full- and part-time employees, with at least an annual written review and evaluation.	X			
4	Appropriate orientation procedures for all employees are maintained and followed equitably.	X			

Faculty		YES	NO	N/A	Value
1	The Institution has a sufficient number of faculty members to fulfill its mission and operate its programs.	X			
Each faculty member possesses					
2	At least a high school diploma (or its equivalent);	X			
3	Expertise in the area of responsibility that is actively maintained; and,	X			
4	A record of performance that reflects work-based standards as interpreted by the institution.	X			
5	Additional requirements established for faculty members by the institution's governing board and/or state regulatory agencies are met.	X			
6	Faculty members who teach general education courses in associate degree programs hold a minimum of a bachelor's degree with 15 semester hours or 23 quarter hours in the teaching discipline with a grade of at least a 'C' in these courses.			X	
7	Faculty members who teach technical courses in associate degree programs have a minimum of an associate degree in an area that is related to the technical courses they teach. (In exceptional cases, evidence of documented work experience and skills in the technical field may be considered in lieu of formal academic requirements.)			X	
8	For all coursework delivered via distance education: Instructors involved in distance education delivery of instruction are employees of the institution (full-time, part-time, or adjunct).			X	
9	For all coursework delivered via distance education: The institution provides training for faculty who use technology in distance education courses and programs.			X	
10	The institution plans, provides, supports, and annually documents professional growth opportunities for and participation by all faculty members.	X			
11	Documentation is available to demonstrate that each faculty member in a technical field maintains contact with employers in the technical field through annual visitations and personal contact.	X			

Administrative and Supervisory Personnel		YES	NO	N/A	Value
1	The Institution has a sufficient number of administrative and supervisory personnel to fulfill its mission and to oversee the operation of its programs.	X			
2	Administrative and supervisory personnel possess postsecondary education credentials and/or experience and demonstrated competencies appropriate to their areas of responsibility.	X			

Instructional Support Staff		YES	NO	N/A	Value
1	The Institution has a sufficient number of instructional support staff members to fulfill its mission and enable its programs.	X			
2	Personnel are employed to maintain student records and financial records; to assist in producing instructional materials; and to prepare correspondence, reports, and other records as needed.	X			
3	Instructional support staff possess education credentials and/or experience and demonstrated competencies appropriate to their areas of responsibility.	X			

Non-Instructional Support Services		YES	NO	N/A	Value
1	Custodial services are available to provide routine care and maintenance of facilities and grounds for the institution.	X			
2	Preventative maintenance services are provided to ensure continued operation of the facilities.	X			

Standard 9 Organizational Structure

Standard 9 Organizational Structure		YES	NO	N/A	Value
1	The institution has a properly constituted governing body or board that has the legal authority and responsibility for the institution's operation and control.	X			
2	If applicable, the non-public institution has in custody the currently valid original document(s), typically a license, required to operate as an occupational education institution within the state where it is located.			X	
3	The authority for implementation of the governing body's policies is delegated to a chief administrator who is responsible for the institution's operation.	X			
4	The chief administrator is the official of record for all purposes of the Commission, is a full-time staff member of the institution, has his/her office on the main campus, and is the Commission's point of contact with the institution, including branches, if any.	X			
5	An organizational chart is available that shows the functional relationships among the personnel of the institution.	X			
6	The organizational structure is designed to promote the effective operation of educational programs and institutional services for students.	X			

Standard 10 Student Services and Activities

Standard 10 Student Services and Activities		YES	NO	N/A	Value
1	The institution provides academic advisement services to assist students in planning for the occupational education programs they seek to pursue.	X			
2	Tests or other means of assessing the achievement and aptitudes of students for various occupations are appropriate and are used to provide personalized counseling and program admissions services to students.	X			
3	If the institution has processed Title IV loans or is currently processing Title IV loans, it has a default management plan that meets the requirements of the Commission for as long as required by the U.S. Department of Education to maintain a plan.			X	
4	There is a student orientation program to acquaint new students with policies, functions, and personnel of the institution.	X			
5	The institution has a written plan for evaluating the effectiveness of student retention in all programs and ensures that the plan:	X			
6	Includes input from faculty and students;	X			
7	Is evaluated on an annual basis; and,	X			
8	Addresses how results are shared with faculty and staff.	X			
9	The institution has published and implemented appropriate grievance policies for handling complaints from students, as described in the institution's catalog and/or the student handbook.	X			

Standard 10 Student Services and Activities		YES	NO	N/A	Value
10	The Commission's mailing address, telephone number, and website are included within the grievance policy for cases where the grievance is not settled at the institutional level.	X			
11	Institutional records reflect that program complaints and grievances receive due process and include evidence of resolution.	X			
12	The institution maintains records on student complaints that are filed in accordance with the institution's grievance policy to ensure acceptable quality in the educational programs offered by the institution.	X			
13	A procedure is in effect for reporting and investigating all incidents affecting health and safety.	X			
14	A designated staff member is responsible for maintaining official files and records of students.	X			
15	Written procedures for access to student coursework, testing, and records are established to protect their confidentiality, limiting access to authorized personnel only.	X			
16	All period of enrollment, financial, academic, and current educational progress records are available at the institution.	X			
17	The institution, upon request by students, provides transcripts or procedures for obtaining transcripts containing as a minimum the following information: program of study, courses or units of study completed with corresponding grades, and period of enrollment.	X			
18	Preserving and protecting student coursework, testing, and records are provided by the use of storage devices, duplicate physical or digital records, security files, or other measures that ensure both the preservation and security of the records from fire, theft, vandalism, and other adverse actions.	X			
19	The institution is responsible for any reasonable accommodation of students who are identified to have special needs.	X			
20	The institution provides placement services for all program completers.	X			
21	The institution demonstrates that it is following a written plan for placement services that includes the following elements:	X			
22	Identification of responsibilities for coordination of placement services.	X			
23	A communications network that exists between the person responsible for placement coordination, the staff, the faculty, and various businesses and industries of the service area;	X			
24	File/listing of employers and employment opportunities.	X			
25	Counseling of students.	X			
26	Maintenance of placement records for completers as a means of measuring the success of the institution in achieving its mission.	X			
27	Evaluation on an annual basis; and,	X			
28	Description of how evaluation results are shared with faculty and staff.	X			
29	The institution has a written plan for determining the effectiveness of student services, and ensures that the plan:	X			
30	Identifies responsibilities for coordination of student services;	X			
31	Provides for the counseling of students;	X			
32	Is evaluated on an annual basis; and,	X			
33	Addresses how evaluation results are shared with faculty and staff.	X			

Criteria For Publications

Criteria For Publications		YES	NO	N/A	Value
Publication (e.g. catalogs/brochures/pamphlets/web sites)—A catalog and/or other official documents which are made available through various media (hard copy or online) to provide the information specified below that must be readily available to students, prospective students, and other constituents. The publication(s) must contain and accurately depict the following:					
1	Institutional mission;	X			
2	Admission requirements and procedures;	X			
3	Policy on the transfer of students between programs within the institution	X			
4	Policy on the transfer of students from other institutions	X			
5	Policy on the transfer of credits that includes a statement of the criteria established by the institution regarding the transfer of credit earned at another institution	X			
6	Basic information on programs and courses, with any required sequences and frequency of course offerings explicitly stated;	X			
7	Program completion requirements, including length of time required to obtain certification of completion;	X			
8	Faculty (full-time and part-time listed separately) with degrees held and the conferring institution;	X			
9	Description of institutional facilities readily available for educational use;	X			
10	Rules and regulations for conduct;	X			
11	Tuition, fees, and other program costs;	X			
12	Opportunities and requirements for financial aid;	X			
13	Avocational programs/courses are neither accredited by the Council, nor qualify students to receive Title IV financial aid (such as ESL programs)			X	
14	Policies, procedures, and time frame for refunding fees and charges to students who withdraw from enrollment;	X			
15	National and/or state legal requirements for eligibility for licensure or entry into an occupation or profession for which education and training are offered;	X			
16	Any unique requirements for career paths or for employment and advancement opportunities in the profession or occupation described;	X			
17	Grading system;	X			
18	Academic/school calendar;	X			
19	Street address and telephone number of each campus of the institution (main campus and each additional permanent site);	X			
20	Institution's student grievance procedure which includes the Commission mailing address, telephone number, and web site address.	X			
Other publications that make any reference to the institution's status (candidate or accredited) with the Commission must be accurate and must include the name, address, telephone number, and web site address of the Commission. (In lieu of reference to the Commission, the institution may use the following statement: "For information about national and program accreditation, contact the institution.")					

Summary of Explanations of No Responses

107700 - Radford M. Locklin Technical College

Reporting Period: 07/01/2017 - 06/03/2018

Program Name:	5. Beginning Enrollment	6. New Enrollees	7. Cumulative Enrollment	8. Still Enrolled	9. New-Graduate Completers	10. Graduate Completers	11. Total Completers	12. New-Graduate Completers Employed in Positions Related to Field of Instruction	13. Graduate Completers Employed in Positions Related to Field of Instruction	14. Total Completers Employed in Positions Related to Field of Instruction	15. Graduate Completers Employed in Positions Unrelated to Field of Instruction	16. Graduate Completers Waiting to Take Licensure Exam	17. Graduate Completers Who Took Licensure Exam	18. Graduate Completers Who Passed Licensure Exam	19. Graduate Completers Unavailable for Employment	20. Graduate Completers Who Refused Employment	21. Graduate Completers Seeking Employment/Status Unknown	22. Withdrawals	23. Sum of Rows 16, 19, and 20	24. Difference - Row 10 minus Row 23	25. Difference - Row 11 minus Row 23	26. Graduation Rate (%)	27. Total Completion Rate (%)	28. Graduate Placement Rate (%)	29. Total Placement Rate (%)	30. Licensure Exam Pass Rate (%)
Air Conditioning, Refrigeration & Heating Technology 1 - Active Program - Produced Graduates - Program DOES NOT Require Licensure for Employment	5	15	20	3	0	14	14	0	9	9	3	0	0	0	2	0	0	3	2	12	12	82	82	75	75	0
Air Conditioning, Refrigeration & Heating Technology 2 - Active Program - Produced Graduates - Program DOES NOT Require Licensure for Employment	6	8	14	3	0	8	8	0	7	7	1	0	0	0	0	0	0	3	0	8	8	73	73	88	88	0
Applied Cybersecurity - Active Program - Produced Graduates - Program DOES NOT Require Licensure for Employment	2	5	7	1	0	4	4	0	3	3	1	0	0	0	0	0	0	2	0	4	4	67	67	75	75	0
Automotive Service Technology 1 - Active Program - Produced Graduates - Program DOES NOT Require Licensure for Employment	4	7	11	5	0	3	3	0	3	3	0	0	0	0	0	0	0	2	0	3	3	60	60	100	100	0
Automotive Service Technology 2 - Active Program - Produced Graduates - Program DOES NOT Require Licensure for Employment	0	1	1	0	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0	1	1	100	100	100	100	0
Computer Systems & Information Technology - Active Program - Produced Graduates - Program DOES NOT Require Licensure for Employment	5	16	21	4	4	11	15	4	10	14	0	0	0	0	1	0	2	2	1	10	14	65	88	100	100	0
Electrician - Active Program - Produced Graduates - Program DOES NOT Require Licensure for Employment	1	0	1	0	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0	1	1	100	100	100	100	0
Electricity - Active Program - Produced Graduates - Program DOES NOT Require Licensure for Employment	4	10	14	3	4	7	11	4	6	10	1	0	0	0	0	0	0	0	0	7	11	64	100	86	91	0
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 1 - Active Program - No Graduates Produced	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Heating, Ventilation, Air-Conditioning/Refrigeration (HVAC/R) 2 - Active Program - No Graduates Produced	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Legal Administrative Specialist - Active Program - Produced Graduates - Program DOES NOT Require Licensure for Employment	0	2	2	1	0	1	1	0	1	1	0	0	0	0	0	0	0	0	0	1	1	100	100	100	100	0
Massage Therapy - Active Program - Produced Graduates - Program REQUIRES Licensure for Employment	0	9	9	0	0	9	9	0	7	7	1	0	9	8	0	0	1	0	0	9	9	100	100	78	78	89
Medical Administrative Specialist - Active Program - Produced Graduates - Program DOES NOT Require Licensure for Employment	3	5	8	2	0	4	4	0	3	3	0	0	0	0	0	0	1	2	0	4	4	67	67	75	75	0
Pharmacy Technician - Active Program - Produced Graduates - Program DOES NOT Require Licensure for Employment	5	10	19	2	0	17	17	0	14	14	2	0	0	0	0	0	1	0	0	17	17	100	100	82	82	0
Practical Nursing - Active Program - Produced Graduates - Program REQUIRES Licensure for Employment	0	28	28	10	0	13	13	0	13	13	0	0	13	12	0	0	0	5	0	13	13	72	72	100	100	92
Professional Culinary Arts & Hospitality - Active Program - Produced Graduates - Program DOES NOT Require Licensure for Employment	5	6	11	4	0	5	5	0	5	5	0	0	0	0	0	0	0	2	0	5	5	71	71	100	100	0
Welding Technology - Active Program - Produced Graduates - Program DOES NOT Require Licensure for Employment	11	16	27	5	0	18	18	0	18	18	0	0	0	0	0	0	0	4	0	18	18	82	82	100	100	0
Welding Technology-Advanced - Active Program - Produced Graduates - Program DOES NOT Require Licensure for Employment	3	9	12	5	0	6	6	0	6	6	0	0	0	0	0	0	0	1	0	6	6	86	86	100	100	0
Campus Totals	58	147	205	49	8	122	130	8	107	115	9	0	22	20	2	1	3	26	3	119	127	78	83	90	91	91

Institution Totals

Grand Totals	58	147	205	49	8	122	130	8	107	115	9	9	22	20	2	1	3	26	3	-119	127	78	83	90	91	91
	5. Beginning Enrollment	6. New Enrollees	7. Cumulative Enrollment	8. Still Enrolled	9. Non-graduate Completers	10. Graduate Completers	11. Total Completers	12. Non-graduate Completers Employed in Positions Related to Field of Instruction	13. Graduate Completers Employed in Positions Related to Field of Instruction	14. Total Completers Employed in Positions Related to Field of Instruction	15. Graduate Completers Employed in Positions Unrelated to Field of Instruction	16. Graduate Completers Waiting to Take Licensure Exam	17. Graduate Completers Who Took Licensure Exam	18. Graduate Completers Who Passed Licensure Exam	19. Graduate Completers Unavailable for Employment	20. Graduate Completers Who Refused Employment	21. Graduate Completers Seeking Employment/Status Unknown	22. Withdrawals	23. Sum of Rows 16, 19, and 20	24. Difference - Row 10 minus Row 23	25. Difference - Row 11 minus Row 23	26. Graduation Rate (%)	27. Total Completion Rate (%)	28. Graduate Placement Rate (%)	29. Total Placement Rate (%)	30. Licensure Exam Pass Rate (%)