

Policy on Notice Requirements

As a recognized accreditor, the Council on Education for Public Health (CEPH) has a responsibility to notify the Secretary of the US Department of Education, the appropriate state licensing and authorizing agencies, other accrediting agencies and the public of its accreditation decisions. Notification of accreditation decisions occurs in the following ways:

1. CEPH provides written notice of decisions to award initial or continuing accreditation to a school or program of public health no later than 30 calendar days after the decision is made. This notice is also provided to the Secretary, appropriate state agencies, other relevant institutional and specialized accrediting agencies via e-mail. Decisions are posted on the CEPH website for public accessibility at the same time notices are sent.
2. CEPH provides written notice of an initial (pending opportunity to appeal) decision to a school or program of public health to confer probationary accreditation no later than 30 calendar days after the decision is made.
3. CEPH provides written notice of an initial (pending opportunity to appeal) decision to deny, withdraw, suspend, revoke, terminate or take any other adverse action affecting the accreditation of a school or program at the same time it notifies the school or program of the decision, but no later than 30 calendar days after the decision is made. This notice is provided to the Secretary, appropriate state agencies, other relevant institutional and specialized accrediting agencies via e-mail.
4. CEPH provides written notice of a final decision to place a school or program on probation or final decision to deny, withdraw, suspend, revoke, terminate or take any other adverse action affecting the accreditation of a school or program on the first business day when the 30-day opportunity to appeal is complete. This notice is provided to the school or program, the Secretary, appropriate state agencies, other relevant institutional and specialized accrediting agencies via e-mail at the same time. Decisions are posted on the CEPH website for public accessibility within one business day of when the notification is complete.
5. If CEPH makes a final decision to deny, withdraw, suspend, revoke or terminate the accreditation of a school or program, CEPH will provide a brief statement summarizing the reasons for the agency's decision and the official comments that the affected school or program may wish to make with regard to that decision (or evidence that the school or program was invited to make such comment) no later than 60 calendar days after the final decision is made. This notice is provided to the Secretary, appropriate state agencies, other relevant institutional and specialized accrediting agencies via e-mail and is posted on the CEPH website for public accessibility at the same time notices are sent.
6. CEPH provides written notice to the Secretary, state licensing or authorizing agency, relevant accrediting agencies and the public, upon request, if an accredited school or program decides to withdraw voluntarily from accreditation or lets its accreditation lapse. This notice will be provided via e-mail within 10 calendar days of receiving notice of the school or program's decision or within 10 calendar days of allowing its accreditation to lapse. A school or program that has allowed its accreditation to lapse or has voluntarily withdrawn from the accreditation process is removed from the CEPH website at the same time notices are sent.
7. CEPH provides written notice to the Secretary of Education if, based on review of evidence, it determines that initial or renewed accreditation is warranted for a school or program that a)

resides within an institution or b) is affiliated with a program in a related discipline that is accredited by another recognized accrediting agency, and that accrediting agency has taken adverse action against or placed that institution or affiliated program on probation. The notice will include a thorough and reasonable explanation about why such action was taken and will be provided to the Secretary no later than 30 calendar days after the decision.

8. On an annual basis, CEPH will provide to the Secretary its annual report and its directory of accredited schools and programs via web link. All final accreditation decisions are recorded in the annual report, including decisions to grant or withdraw accreditation status, decisions to confer probationary accreditation status, and decisions of schools or programs to voluntarily withdraw from the review process.
9. CEPH will provide to the Secretary, and other affected parties, via email any proposed change in its policies, procedures, or accreditation criteria that might alter scope of recognition or affect compliance with the criteria for recognition. This notice shall be provided at least 60 days prior to making any such change to allow time for comment and revision.
10. CEPH will provide to the Secretary, in writing, the name of any accredited school or program it has any reason to believe is failing in its responsibilities under Title IV of the Higher Education Act or is engaged in fraud or abuse and to report the reasons for the agency's concerns.
11. Upon request, CEPH will provide to the Secretary a summary of major accreditation activities during the previous year (an annual data summary).
12. Upon request, CEPH will share with other appropriate recognized accrediting agencies and recognized state approval agencies information about the accreditation of a school or program and any adverse actions it has taken against an accredited school or program.

Council on Education for Public Health
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