



Teach-Out Plan

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to

Accrediting Commission for Community and Junior Colleges

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Contents

<u>Circumstances Requiring the Need for a Teach-Out Plan</u>	<u>1</u>
<u>Current Enrollment in College Degree and Certificate Programs</u>	<u>1</u>
<u>Institutions with Similar Programs</u>	<u>1</u>
<u>Planned Procedures for Verifying Receiving Institutions</u>	<u>2</u>
<u>Planned Procedures for Notifying Students and Ensuring Access to Transcripts</u>	<u>2</u>
<u>Planned Procedures for Ensuring Availability of Resources to Support Students</u>	<u>3</u>

Circumstances Requiring the Need for a Teach-Out Plan

On January 16, 2025 California Preparatory College (CPC) received an action letter from Dr. Mac Powell, President of ACCJC, placing CPC on probation and indicating a need to submit a teach-out plan. This letter also included the various corrections that needed to be made in order to be considered in compliance with the standards of ACCJC.

The primary violations centered around the lack of reporting annual reports, audits, and payment of dues. The required dues were paid several weeks before the April 10 deadline. CPC fully expects to submit all other required documents as requested and meet and exceed all other deficit conditions. The two partially completed annual reports will be fully completed by the deadline of April 22, 2025. Communication has already taken place between CPC and its ACCJC representative regarding the three missing audits. It was agreed that two of the missing audits will be submitted by mid-April, 2025 and the third one will be submitted in early May 2025. This is the fastest that the auditors could complete the three years of audits.

CPC allowed itself to get into this negative financial situation because of outside circumstances related to a need to move the campus, a long sequence of issues related to not being able to apply for U.S. Department of Education Title IV approval, and the lack of tuition revenues due to COVID - especially due to the inability to enroll international students for a 2-year period during Covid.

Fortunately, the situation has been remedied and the College has 1) moved to a much improved and lower cost facility; 2) has improved its enrollment by 30%; 3) continued its process of institutional improvement by strengthening its procedures, programs, faculty, and staff; and 3) will be able to meet all ACCJC requirements and standards in the future.

Current Enrollment in College Degree and Certificate Programs

Program Name	Award Type	Enrollment
CNA - Certified Nurse Assistant	Non-credit bearing certificate	13 students in Fall, 2025
WHPC- Certificate in Western Healthcare Practices and Communication	Non credit bearing Certificate	77 students
ESL English as a Second Language	Non- credit bearing Certificate	11 students
Associate in Health Science	Associate of Science in Health Science. Credit bearing Diploma	27 students
Associate in Business	Associate of Arts in Business. Credit Bearing Diploma	13 students

See also [EXHIBIT 1](#), List of Students Currently Enrolled in Each Program.

Institutions with Similar Programs

Program Name	Award Type	Institution with Similar Program
Associate in Health Science	Associate of Science in Health Science. Credit Bearing Diploma	Riverside Community College, Riverside California San Bernardino Valley Community College, San Bernardino California Crafton Hills College, Yucaipa California
Associate in Business	Associate of Arts in Business, Credit Bearing Diploma	Riverside Community College, Riverside California San Bernardino Valley Community College, San Bernardino California Crafton Hills College, Yucaipa California

Planned Procedures for Verifying Receiving Institutions

CPC has five primary programs.

CPC's CNA certificate program would continue to operate under state certifications and in partnership with Adventist Health. None of these courses require ACCJC accreditation for state certification to continue to be earned by students. Program length is 3 months and not reliant on any federal funding.

The WHPC certificate program would continue to operate but will eventually need, within a year, to go through a process of notifying Homeland Security of the loss of ACCJC accreditation. Although operated without accreditation for more than 15 years, CPC will need to reestablish this program to operate without accreditation. There will be sufficient time to teach-out WHPC

students. None of the WHPC courses require ACCJC accreditation for operation or certification and do not receive any federal or state funding.

The number of students in the College's ESL program are generally under 11 students at any given time and these students do not stay in the program more than one year. This program operated for 15 years before accreditation and would continue to operate as these courses are not given transferable credit. Students would be given the option to transfer to a local community college or the ESL program of their choice. This course does not require ACCJC accreditation for certification and does not receive any state or federal funding.

Associate in Business and Associate in Health Science students are the students that will transfer to other institutions. CPC has already verified Riverside Community College, San Bernardino Valley Community College, and Crafton Hills College as having every course required for our students to complete their degrees. Such students will be given the option, as previously noted, of these three highly established local community colleges. The programs are very standard and the classes are also very standard classes which transfer easily to any junior or community college. **Please see the link to websites for [San Bernardino Valley Community College](#), [Riverside Community College](#), and [Crafton Hills College](#).**

Planned Procedures for Notifying Students and Ensuring Access to Transcripts

Because CPC has never received federal or state funding there would be very little immediate financial impact. CPC's employees would continue to work as volunteers and stipend workers as the College completed the teach-out process for students. There would be very little difference in the College's operational income or expenses. The CNA program, WHPC program, and ESL program would all continue to operate for the foreseeable future under the current financial system until students completed their program - or the programs would continue as a non-accredited program.

The College's academic records are cloud-based and paper-based and held by an academic records company, ThinkWave. The College would continue as an institution and would continue to pay the \$119 a month to service the academic records and maintain an office with paper records. The College currently keeps 6 years of financial records as well. The College would continue to maintain a records manager on a part-time basis. In addition to overseeing the records for the CNA, WHPC, and ESL student programs that would continue to be in

existence, the records manager would also manage any request for transcripts of students in the associate degree programs. Again, it is CPC's intent not to lose ACCJC accreditation and to build these associate programs by increasing enrollment as an ACCJC accredited institution, but for now, they are only a small percentage of the current student population.

As is known, the College has a relatively small student body of approximately 145 students enrolled at any given semester. Of that group, approximately 40 are associate degree students that would be highly impacted by the loss of ACCJC accreditation. All students would be notified of the change, however special counseling would be given to all associate degree students who would be encouraged to transfer to one of our three local community colleges: San Bernardino Community College, Riverside Community College, or Crafton Hills College. Our life counselors, who are part-time, would continue to work taking care of the students in the non-affected certificate programs and would also give personal counseling to every student who is in an associate degree program and who wishes to transfer.

With a small number of students - every student is seen multiple times each semester by the College's administrators and staff. They will all have personal conversations regarding the teach-out process and will be given a transfer plan and a transcript. They will be assisted with applications and counseling as they transfer to a school of their choice or to one of the 3 chosen local community colleges. They will receive initial communication through email, texting, and the College's messaging system via its electronic ID badge app.

Planned Procedures for Ensuring Availability of Resources to Support Students

CPC is significantly different from most any other college that would be in a teach-out plan. Never in CPC's 18 years of history has it received any federal or state funds or any other outside funding for our students. Although the College desperately wishes to keep accreditation, and believes it will meet every requirement to do so, losing accreditation would make very little difference on the current revenue sources. The majority of CPC's revenues come from cash payments from students in certificate programs that are not related to our accredited associate degrees. These programs are as follows:

1. The Western Healthcare Practices and Communications program (WHPC) which assists international nurses to become licensed healthcare providers in the United States. This program existed for 15 years without ACCJC accreditation and would continue to exist.

2. The CNA program which is done in partnership with Adventist Health and again does not have accredited classes.
3. The ESL program is also not offering accredited classes.

These three programs would still most likely need to prove to state and immigration officials that they could continue without accreditation, getting state approval to operate and maintain status. CPC operated under this model for 15 years and would seek to reestablish itself under that procedure.

Almost every student who is currently taking associate degree courses that are not part of the WHPC, ESL or CNA certificate program take CPC's courses for a very low price or free. So again, while the College would need to eventually end these programs, it would continue with the teach-out process with almost identical revenues that it has been receiving for 18 years.

CPC's administrators and the majority of our instructors work on stipends or volunteer, and with similar income revenues continuing, would be able to continue their work for CPC since there would be little loss in revenues.

Although the College will follow any procedures to encourage its associate degree students to transfer to the local community colleges, it will operate as it used to prior to receiving accreditation.

Again, despite the teach-out plan as outlined above, it is the goal and strong desire of CPC not to lose accreditation and to instead grow all of its programs as an ACCJC accredited institution.