



INDIANA COMMISSION *for*
HIGHER EDUCATION

Indiana Board for Proprietary Education
AGENDA

Wednesday, September 16, 2020

101 West Ohio Street, Suite 300
Indianapolis, IN 46204-4206

www.che.in.gov

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AGENDA

Meeting of the Board for Proprietary Education Indiana Commission for Higher Education

September 16, 2020
10:00 A.M. – 12:00 P.M.

[Join Microsoft Teams Meeting](#)

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- I. **Call to Order – 10:00 A.M. (Eastern)**
 - Roll Call of Members and Determination of Quorum**
 - Executive Director’s Report**
 - Consideration of the Minutes of the June 16, 2020 Board Meeting 1**

- II. **Decision Items**
 - A. Initial Program Application
 - 1. ALR Educational Health Services: Institutional Authorization and One Certificate Program at One Location
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 - B. Academic Degree Program
 - 1. American College of Education: One Education Specialist Degree Program, and One Doctorate Program Offered Exclusively through Distance Education
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 - Ed.S. in Second Language Instruction83
 - Ed.D. in Second Language Instruction 103

- III. **INFORMATION ITEM**
 - OLD BUSINESS**
 - NEW BUSINESS**
 - ADJOURNMENT**

The next meeting of the Board is tentatively scheduled for **December 8, 2020, in Indianapolis, Indiana (Microsoft Teams)**.

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STATE OF INDIANA
Board for Proprietary Education

Minutes of Meeting

Tuesday, June 16, 2020

I. CALL TO ORDER

The Board for Proprietary Education met in regular session starting at 10:00 A.M. (Eastern) virtually via Microsoft Teams videoconferencing, with Chairman Sauer presiding.

ROLL CALL OF MEMBERS AND DETERMINATION OF A QUORUM

Members Present: Scott Bogan, Rod Haywood, Jr., Ken Konesco, Jean Putnam, Ken Sauer and Anne Shane.

Members Absent: None

Commission Staff Present via Microsoft Teams: Alexa Deaton, Jillian Scholten and Bailey Troutman.

Guests Present via Microsoft Teams: Byron Barton, Tom Brouwer, April Hay, Stephanie Hinshaw, Claudia Mitchell, and Ayana Redding.

It was determined that there was a quorum for the June 16, 2020 Board meeting.

CONSIDERATION OF THE MINUTES OF THE MARCH 3, 2020 BOARD MEETING

R-20-02.1 **Resolved:** That the Board for Proprietary Education hereby approves the Minutes of the March 3, 2020 regular meeting
(Motion – Konesco, second – Shane, unanimously approved)

II. EXECUTIVE DIRECTOR'S REPORT

Dr. Ken Sauer began by noting the engagement of Alexa Deaton and Jasmine Williams in the BPE Committee meetings on financial disclosures. Dr. April Hay, Registrar for Indiana State University, would be joining the meeting for an in-depth discussion of the transcript audit that she conducted.

III. TIME – SENSITIVE ACTION ITEM

A. Initial Institutional Authorization and Academic Degree Program

1. Initial Institutional Authorization of ALR Educational Health Services at Mishawaka and a Certificate in Licensed Practical Nurse program to be offered.

Representing ALR Educational Health Services was: Ayanna Redding, Director of Education and CEO.

Ross Miller presented the staff report on the institutional authorization of ALR Educational Health Services at Mishawaka and one certificate program to be offered

at one location.

B. Academic Degree Program

R-20-02.02 Resolved: That the Board for Proprietary Education does not approve by consent the following staff report, in accordance with the background information provided in this agenda item.
(Motion – Konesco, second - Shane, unanimously approved)

1. Master of Science in Health Informatics to be offered by American College of Education.

Representing American College of Education were: Bryon Barton, Chair of Healthcare; Tom Brouwer, Director of Regulatory Affairs and Compliance; Stephanie Hinshaw, Senior Vice President of Academic Affairs; and Claudia Mitchell, Assistant Provost of Health Care Professions.

Ross Miller presented the staff report recommending that American College of Education be granted approval to offer one master’s degree program via distance education.

R-20-02.03 Resolved: That the Board for Proprietary Education approves by consent the following recommendation, in accordance with the background information provided in this agenda item.
(Motion – Shane, second – Konesco, unanimously approved)

**IV. INFORMATION ITEM
OLD BUSINESS
NEW BUSINESS**

There was none.

VI. ADJOURNMENT

The meeting was adjourned at 12:15 P.M.

Dr. Ken Sauer, Chairman

Date

Institutional Profile for ALR Educational Health Services

Background At the June 16, 2020 business meeting the Board considered ALR Educational Health Services' institutional authorization and a request to offer the Certificate in Licensed Practical Nursing at Mishawaka. The Board declined institutional and program authorization. In response to the discussion at the previous meeting, further documentation has been submitted for consideration by the Board.

Previously in December 2018 the Board considered ALR Educational Health Services' institutional authorization and a request to offer the Certificate in Licensed Practical Nursing at Mishawaka. The Board declined institutional and program authorization.

ALR Educational Health Services was "accredited" by the Office for Career and Technical Schools (OCTS) until October 2018. Accreditation was voluntarily withdrawn in December 2018. The institution continues to operate programs that do not require the regulation of OCTS because training is offered to employees of a company as opposed to the general public. Some programs do require the approval of the Indiana State Department of Health (ISDH). These ISDH regulated programs include Qualified Medication Aide/Insulin, Certified Nursing Assistant, and Patient Care Attendant.

ALR Educational Health Services operated non-nursing programs in Orlando, Florida from 2013-2016; during that time the institution was regulated by the Florida Board of Nursing and the Florida Department of Education.

Institutional Control Private, for-profit institution.

Institutional Accreditation Ms. Ayana Redding, CEO of ALR Educational Health Services, submitted a detailed timeline for seeking institutional accreditation with the Accrediting Bureau of Health Educational Schools (ABHES). Ms. Redding was awarded an ABHES Accreditation Workshop Certificate of Completion in September 2019. As stated in the timeline for seeking accreditation, Ms. Redding intends to submit the draft Self Evaluation Report (SER) to ABHES by November 1, 2021. A preliminary ABHES site visit may occur between February and April 2022. The final SER must be submitted by May 1, 2022. An ABHES on-site team visitation would occur between August and November 2022. ABHES accreditation could be granted at its January 2023 meeting.

Participation in Student Financial Aid Students who are attending ALR Educational Health Services at Elkhart, LaPorte, Mishawaka or South Bend are not eligible to receive Title IV federal financial aid. ALR Educational Health Services participates in Workforce Innovation and Opportunity Act (WIOA) funding for some, but not all programs.

Enrollment ALR Educational Health Services does not currently submit data to the National Center for Education Statistics (NCES). ALR Educational Health Services reported having enrolled 60 students in calendar year 2019.

Programs ALR Educational Health Services offers programs at the certificate level. Programs range from various medication aide training to one-on-one personal care. All programs offered are in the field of allied health, specifically in-home care. Unique to ALR Educational Health Services is that many programs include on-site clinical experience through the related company, ALR Adult Care Services.

**Institutional Profile for
ALR Educational Health Services**

Financial Responsibility Composite Score (FRCS) ALR Educational Health Services does not currently submit audited financials to the U.S. DOE and thus does not have a FRCS.

Out-of-State Institutions and In-State Proprietary Institutions Offering Instruction in Indiana with a Physical Presence* in the State:

Application for Initial Institutional Authorization

1. Name of Institution: **ALR Educational Health Services Inc.**
2. Address of campus: **1638 E Day Rd Mishawaka, IN 46545**
3. The institution is accredited by or seeking accreditation from: **Office of Career and Technical Schools [OTCS]**

(Must be an accrediting agency that is recognized by the U.S. Department of Education or Secretary of Education)
Submit documentation from the accrediting body indicating the institution’s current status.
4. Provide information on the current status of any approvals needed by licensing boards. **Please see attached**
5. The institution has its principal campus in the State of: **Indiana**
6. The institution submits the following information for each certificate and diploma program to be offered [Do not submit degree programs; these require a separate application]:

CIP Code	Program Name	Level	Length	Cr. or Cl. Hrs.	Cr. Hr. Tuition
	Practical Nursing	General/College	14 months	30	\$400.00/cr hr
ALR 101	Success	General	4 weeks	1	\$400
ALR 102	A & P	General	8 weeks	3	\$1,200
ALR 103	Assessment	General	4 weeks	1	\$400
ALR 104	Basic Nursing 1	General	4 weeks	3	\$1,200
ALR 105	Pharmacology	General	8 weeks	3	\$1,200
ALR 106	Basic Nursing 2	General	4 weeks	3	\$1,200
ALR 107	OB	General	4 weeks	4	\$1,600
ALR 108	Pediatrics	General	4 weeks	4	\$1,600
ALR 109	Med Surg (Adult)	General	8 weeks	4	\$1,600
ALR 110	Gerontology	General	8 weeks	4	\$1,600

7. The institution is submitting payment in the amount of \$1,000.00 (check made out to the State of Indiana). **Waiver per OTCS (Fee enclosed of \$300.00 Application for initial degree authorization)**
8. Provide a copy of the most recent inspection report from the local municipal or rural Indiana fire department. **Please see attached (ALR Adult Care Services Inc. Sister Company of ALR Educational health Services Inc. main location is: 1638 E Day Rd Mishawaka, IN 46545 classes are held at this location)**

9. Provide documentation of liability insurance to cover students. **Please see attached**

10. If your institution is incorporated in the State of Indiana, please include a current copy of your *Articles of Incorporation* as filed with the Indiana Secretary of State. If your main campus is located out-of-state but you have a physical presence in Indiana, then you must provide a copy of the *Certificate of Authority*. For further information visit the Indiana Secretary of State webpage at: <http://www.in.gov/sos/business/2426.htm> **Please see attached**

11. For-profit institutions must list the names and addresses of the institution’s stockholders owning 5% or more of stock in the institution or corporation. Stockholders: **Ayana L Redding 1638 E Day Rd. Mishawaka In, 46545 (100% Owner)**

12. Attach a copy of your current or proposed catalog, institutional student contract, or enrollment agreement. The Statement of Authorization and Indiana Uniform Refund Policy is required in all catalogs, and may be appropriate for inclusion in other documents such as institutional student contract, enrollment agreements and other materials. See Appendix I **Please see attached**

13. List the name of institutional director, phone number, and e-mail address: **Director:** Ayana L Redding, RN, MSN-Ed **Phone:** 407-371-5589 personal cell 574-485-7089 company cell, **Email:** Personal ayanaredding@yahoo.com Company alrehs2013@gmail.com

I affirm that the information submitted on this form is true and correct to the best of my knowledge and that all supportive statements and documents are true and factual:

Person submitting this form: Ayana L Redding, RN, MSN-Ed
Position title of person submitting this form: Director of Education/CEO
Phone number contact of person submitting this form: 407-371-5589
Email contact of person submitting this form: alrehs2013@gmail.com

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** Defining a Physical Presence*

The Indiana Commission for Higher Education/Indiana Board for Proprietary Education considers any of the following activities to constitute a physical presence in the State of Indiana:

- *On-going occupation of a physical location for instructional purposes;*
- *Maintenance of an administrative office to facilitate instruction;*
- *Short courses with more than 20 classroom hours, or equivalent thereof;*
- *A portion of a full-term course, more than two meetings and more than six clock hours, that takes place in a setting where the instructor or students physically meet; or*
- *Experiential learning opportunities, such as a clinical, practicum, residency, or internship, that have more than ten students from your institution physically and simultaneously present at a single field site.*

The Indiana Commission for Higher Education/Indiana Board for Proprietary Education does not consider the following activities to constitute a physical presence in the State of Indiana:

- *Advertising;*
- *Recruiting;*
- *Contractual arrangements in states (e.g., procurement contracts or online academic offerings provided through consortia agreements);*

BOARD FOR PROPRIETARY EDUCATION

Wednesday, September 16, 2020

BUSINESS ITEM A-1:

ALR Educational Health Services: Institutional Authorization and One Certificate Program at One Location

Institutional Profile

See Attachment

Staff Recommendation

That the Board for Proprietary Education grant ALR Educational Health Services institutional authorization and approve the Certificate in Licensed Practical Nursing in accordance with the background discussion in this agenda item and the Application for Certificate Approval.

Background

Certificate Program Profile

*Certificate in
Licensed Practical Nursing at
Mishawaka*

This program consists of 770 clock hours, with 84 percent of the courses in the specialty. The program faculty consists of five individuals, of whom three are full-time and two are part-time. Of the five individuals, two have a doctoral degree, two have a master's degree and one has a baccalaureate degree.

Clinical Site Agreements

American Senior Communities signed March 20, 2020
Brentwood at LaPorte signed September 19, 2018
Oaklawn Psychiatric Center signed February 11, 2020
Tanglewood Trace signed September 19, 2018

Stipulations

1. Submission of official transcripts for the highest degree earned of each instructor.
 - Instructor Qualification Records and transcripts have been submitted.
2. Submission of updates on each of the accreditation milestones indicated in the accreditation section of the institutional profile, including an explanation if the milestone is not met by the date indicated.
 - A revised ABHES accreditation timeline has been submitted

3. Submission of a financial compilation of two fiscal years which includes both the educational corporation and any associated corporations. The financial compilation must be conducted by a Certified Public Accountant (C.P.A.).

- The following financial documents have been submitted:
 - ALR ACS Inc. Balance Sheet, Profit and Loss Statement 2019-12
 - ALR EHS Inc. Profit and Loss Statement, Balance Sheet 2019-12
 - ALR EHS Inc. Balance Sheet, Profit and Loss Statement 2018-12
 - ALR EHS Inc. Balance Sheet, Profit and Loss Statement 2017-12

4. Submission of a revised student transcript that meets the recommendations of the student transcript audit.

- A revised student transcript for the Certificate in Licensed Practical Nursing program has been submitted.

Supporting Documents

Certificate Application
Instructor Qualification Records
ABHES Accreditation Timeline
Certificate in Licensed Practical Nursing Transcript



INDIANA COMMISSION *for*
HIGHER EDUCATION

June 30, 2020

Ayana Redding
Director of Education/CEO
ALR Educational Health Services, Inc.
1638 E. Day Rd.
Mishawaka, IN 46545

Ms. Redding:

The Indiana Board for Proprietary Education (IBPE), declined to vote at its regularly scheduled meeting on June 16, 2020 to grant ALR Educational Health Services at Mishawaka, Indiana institutional authorization with a physical presence in the State of Indiana.

Secondly, the IBPE declined to vote to allow ALR Educational Health Services at Mishawaka, Indiana to offer the following program:

*Certificate in
Licensed Practical Nursing
CIP Code 51.3801*

The Board determined that the following items must be submitted in order for authorization to be considered at a future date:

1. Submission of official transcripts for the highest degree earned of each instructor.
2. Submission of updates on each of the accreditation mile-stones indicated in the accreditation section of the institutional profile. Including an explanation if the mile-stone is not met by the date indicated.
3. Submission of a revised student transcript that meets the recommendations of the student transcript audit.

Additionally, the BPE committee met on June 29, 2020 and determined that applying institutions must submit a financial compilation of two fiscal years which includes both the educational corporation and any associated corporations. The financial compilation must be conducted by a Certified Public Accountant (C.P.A.).

Sincerely,

Ross Miller
Director of State Authorization and Reciprocity

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Indiana Commission for Higher Education
Indiana Board for Proprietary Education

Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana
with a Physical Presence in the State

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution ALR Educational Health Services Inc.

Program name and
Suggested CIP Code: Certificate IN Licensed Practical Nursing

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) Certificate

Name of Person Preparing this Form Ayana L Redding, RN, MSN-Ed

Telephone Number (574) 485-7089 Application Type

Date the Form was Prepared 03/31/2020 Initial or Renewal
(Revise date after any revision)

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

Objectives:

- Apply the nursing process as a systematic problem solving method to provide effective care to culturally diverse individuals, families, and groups
- Use nursing theory and theory from other disciplines as a basis for the nursing process to promote health and healing
- Use therapeutic nursing to achieve optimal level of health
- Demonstrate safety and effectiveness in performance of nursing skills
- Employ critical thinking to provide the highest level of nursing care from patient assessment to evaluation
- Utilize ethical principles to resolve ethical dilemmas in a health care environment
- Accept responsibility and accountability for adhering to the high standards of nursing practice as mandated by the nurse practice act
- Implement strategies to stimulate and support change needed to improve the quality of health care practice
- Adapt care in consideration of the client's values, customs, culture, religion and/or beliefs
- Be prepared to take the NCLEX-PN licensing examination
- Display responsible behaviors and a commitment to excellence in interactions with patients, families, colleagues, and employing organizations
- Demonstrate understanding of boundaries and the legal scope of professional practice as a licensed practical nurse
- Utilize professional values and standards as a basis for ethical nursing practice
- Communicate effectively using interpersonal skills combined with information technology
- Remain current and up to date with evidence based practices

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ALR 101	Success (CR 1.0)	20
ALR 102	Anatomy & Physiology (CR 3.0)	50
ALR 105	Pharmacology (CR 3.0)	50

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
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Number of Credit/Clock Hrs. in Specialty Courses: 770 / 650 Percentage: 84%

Number of Credit/Clock Hrs. in General Courses: 770 / 120 Percentage: 17%

If applicable:
Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is accessible during classroom hours, lab hours and between office hours. The student must make prior arrangements for any laboratory time outside of the above mentioned designated times (excluding holidays).

2. Number of volumes of professional material:

Materials are constantly updated. We have approx. 40-50 professional materials.

3. Number of professional periodicals subscribed to:

One (Professional periodicals are not required for most of ALR EHS's current courses)

4. Other library facilities in close geographical proximity for student access:

Mishawka Library approx. 2-5 miles away
Granger Library approx. 3-4 miles away

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*Indiana Commission for Higher Education
Indiana Board for Proprietary Education*

Supplementary Information on Licensure, Certification, and Accreditation

Institution: ALR Educational Health Services
 Degree Program: Certificate in Licensed Practical Nursing
 Locations: 1638 E Day Rd Mishawaka, IN 46545

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? Yes

If so, please identify
 The specific license(s) needed: License Practical Nursing
 The State agency issuing the license(s): IN

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Professional Certification

What are the professional certifications that exist for graduates of similar program(s)? **Practical Nursing**

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

If so, please identify
 Each specific professional certification: **NCLEX PN Exam (Licensed Practical Nursing)**
 The national organization issuing each certification: **NCSBN**

Please explain the rationale for choosing each professional certification:
 To stay in compliance according to State and Federal Regulations. The purpose is to ensure the proper execution of Education for Healthcare professionals to keep the public safe.

Please identify the single course or a sequence of courses that lead to each professional certification?
The above stated courses are required in accordance to Indiana Law IC 25-23-1-7

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Professional Industry Standards/Best Practices

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)? **Yes**

If so, please identify

The specific professional industry standard(s) and/or best practice(s):

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

ALR EHS follows current evidence base practices in accordance to State and Federal Guidelines.

Federal Governing body- NCSBN

State Level –IN Board of Nursing

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Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

If so, please identify the specialized accrediting agency:

Per Indiana Law (July 2018) PN Programs Must be approved by
Department of Education
Indiana Board of Nursing
ABHES Accrediting Bureau of Health Education Schools (Accrediting Body)

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Transferability of Associate of Science Degrees

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?

If so, please list the baccalaureate degree(s): N/A

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Job Titles

List specific job titles and broad job categories that would be appropriate for a graduate of this program:

1. What is the digital format of student transcripts? Word Doc/PDF
2. Is the institution using proprietary software, if so what is the name? Not Currently
3. Submit a sample student transcript. (Please see attached)

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Student Records

Institutions that have Previously Operated

1. Are all student transcripts in a digital format? Yes
 - If not what is the percentage of student transcripts in a digital format? N/A
 - What is the beginning year of digitized student transcripts? 2020
 - Are student transcripts stored separately from the overall student records? Yes
2. How are the digital student records stored? Currently Paper/locked file cabinet in the Director of Education’s office
 - Where is the computer server located? In the Directors office
 - What is the name of the system that stores the digital records? (Seagate Backup Plus)
3. Where are the paper student records located? In the Director of Education’s office
4. What is the beginning year of the institutional student record series? 2020
5. What is the estimated number of digital student records held by the institution? Currently 75-100
6. What is the estimated number of paper student records held by the institution? Currently 75-100
7. Aside from digital and paper, does the institution maintain student records in other formats such as microfiche? No
 - If so, what is the most significant format? No
 - If so, what is the estimated number of student records maintained in that format? N/A

8. Does the institution maintain a staff position that has overall responsibility and authority over student records? All staff members are required to keep accurate student records. However, it is the responsibility of the Director of Education to upload student records due to confidentiality.

- If so, what is the name, title, and contact information for that individual?
Ayana L Redding, RN, MSN-Ed

9. Has the institution contracted with a third party vendor such as Parchment to have student records digitized, maintained, and serviced? No

10. Approximately what is the average number of requests for student records or verification of attendance does the institution receive in a day and week? Very minimal. Students are encourage to keep track of their own records (Ex physicals, TB, Diploma etc.)

All Institutions

11. Is there anything that the Commission should consider with regard to the institutional student records? No

Program Description

Projected Headcount and FTE Enrollments and Degrees Conferred

- Report headcount and FTE enrollment and degrees conferred data in a manner consistent with the Commission's Student Information System
- Report a table for each campus or off-campus location at which the program will be offered
- If the program is offered at more than one campus or off-campus location, a summary table, which reports the total headcount and FTE enrollments and degrees conferred across all locations, should be provided.
- Round the FTE enrollments to the nearest whole number
- If the program will take more than five years to be fully implemented and to reach steady state, report additional years of projections.
- Submit one table for each campus in which the program will be offered.

See attached

Projected Headcount and FTE Enrollments and Degrees Conferred									
Date, 20XX									
Institution/Location: University XYZ at _____									
Program: Program ABC									
				Year 1	Year 2	Year 3	Year 4	Year 5	
				FY20XX	FY20XX	FY20XX	FY20XX	FY20XX	
Enrollment Projections (Headcount)									
	Full-Time			6	12	18	18	18	
	Part-Time			12	24	36	48	60	
	Total			18	36	54	66	78	
Enrollment Projections (FTE*)									
	Full-Time			6	12	18	18	18	
	Part-Time			6	12	18	21	24	
	Total			12	24	36	39	42	
Degrees Conferred Projections				0	0	6	6	18	
Degree Level: XXX									
CIP Code: - 000000; State - 000000									
FTE Definitions:									
Undergraduate Level: 30 Semester Hrs. = 1 FTE									
Undergraduate Level: 24 Semester Hrs. = 1 FTE									



Transcript Componets

- **Accreditation Statement:** This institution is authorized by The Indiana Commission for Higher Education/ The Indiana Board for Proprietary Education 101 West Ohio Street, Suite 300 Indianapolis, IN 46204-4206.
- **Calendar System:** One course is considered either four (4), eight (8), or twelve (12) weeks long. A semester is one course at a time.
- **Definition of Enrollment Terms:** Enrollment is defined as the total number of students accepted in a course. A term is defined as the total number of students in a course or current attendance.
- **Unit of Credit:** The unit of credit is equal to the number of semester hours.
- **Grading System:**

Grade	Description	Quality Points
A	Excellent	4.0
A-		3.7
B +	Above Average	3.3
B-		3.0
C+		2.3
C	Minimum Satisfactory	2.0
C-		1.7
D+		1.3
D		1.0
D-		0.7
S	Satisfactory	-
P	Pass	-
F	Fail	-
I	Incomplete	-
W	Drop Without Penalty	-

- **Method of GPA calculation:** The grade point average (GPA) is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. (Ex. 33 points earned/ 16 credits attempted = 2.06 GPA)
- **Institutional policy on recording all courses attempted:** Repeated courses are counted in the attempted hours and are taken into consideration for the maximum allowed hours for completion toward the degree.
- **Institutional policy on withdrawals:** A student who wishes to withdraw from a course(s) must officially withdraw on or before the date designated as the last day to withdraw (two days). This date will be published each semester in the Schedule of Classes. There will be no withdrawals after this date. The student will receive a grade of “W” regardless of the student’s average at the time of the withdrawal; the grade of W will be recorded on the student’s permanent record. Students who remain in the course after the last day to withdraw will receive the grade earned for the course.
- **Institutional policy on transfer credits:** The institution will accept the transfer of credits per institutional policy under the discretion of the Nursing Dean; however, the grades are not calculated in the GPA.
- **Institutional policy on incompletes:** Students who do not maintain a satisfactory course or a minimum passing grade will be required to repeat the course only if they remain in academic standing per institutional policy.

- **Institutional policy on repeated courses:** Students will be allowed to repeat a course as outlined in the student handbook if they are in good standing. Only the last completed attempted course counts towards the degree and is included in the GPA.
- **Institutional policy on academic forgiveness/bankruptcy:** Academic bankruptcy removes the grade point factors of a semester taken at ALR EHS from a student's cumulative grade point average. Still, the course(s) and grade(s) remain on the student's academic record. The courses so approved are marked "Academic Bankruptcy."
- **Explanation of any unique or unusual academic policies reflected on transcript:** Repetition of such courses shall be permitted only upon petition of the student and with the written permission of the Dean of Nursing based upon findings that circumstances exist which justify course repetition.
- **Policy regarding eligibility to re-enroll:** Students will be allowed to re-enroll in a course outlined in the student handbook if they are in good standing.
- **FERPA disclosure statement:** The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 C.F.R. Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under the U.S. Department of Education's applicable program. FERPA gives parents certain rights for their children's education records. These rights transfer to the student when he or she reaches 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."
- **Method of certification as an official transcript:** An official paper transcript is printed on special, watermarked paper. Official paper transcripts are sent in a sealed, signature-stamped envelope. An electronic transcript is considered official if the intended party is the direct email recipient. If emailed to the requestor, then forwarded, it is then considered unofficial. An electronic transcript that is printed then re-scanned in an email is considered unofficial.
- **Statement against alteration or forgery:** Forgery is an illegal act and is defined as the act of criminal making or altering a written instrument for the purpose of fraud or deceit.

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ICHE/IBPE

Indiana Board for Proprietary Education

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please type the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name: Fitzgerald (Last) Ann (First) (Middle)

Names of Courses Taught:

Adjunct Instructor: BSN

Associate Professor ASN, LPN, RN Bridge and online BSN

Adjunct Faculty: Clinical and Didactic for ASN and BSN students

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
IU/Purdue University	Indianapolis Indiana	PhD in Health systems and MSN in Education	Unlisted on Resume	2017
Bethel College	Mishawaka Indiana	Post Masters Certificate in Nursing Education	Unlisted on Resume	Unlisted on Resume
IU/Purdue University	Indianapolis Indiana	Masters in Nursing Family Nurse Practitioner	Unlisted on Resume	2002
Bethel College	Mishawaka Indiana	Bachelor of Science in Nursing	Unlisted on Resume	1998
Purdue University	Westville Indiana	Associate Degree in Nursing	Unlisted on Resume	1986
			Employment Period	
Applicable Experience	Location	Exact Nature of Experience	From:	To:
Adjunct Nursing Instructor	Andrews University	BSN Program	Jan 2018	Jan 2018
Director Division of Nursing /Associate Professor	Ancilla Domini College	ASN, LPN, RN Bridge and online BSN	March 2004	Jun 2017
Adjunct Faculty	Bethel College	Clinical and Didactic rotations ASN and BSN	Aug 2002	March 2003

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ICHE/IBPE

Indiana Board for Proprietary Education

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please type the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name: Redding (Last) Ayana (First) Lanette (Middle)

Names of Courses Taught:

Practical Nursing: Basic Nursing 1, Success, Math for Nurses, Medical Terminology, A & P Nursing Fundamentals Clinical Rotation BSN students (sophomore) Andrews University ALR Courses QMA, CNA, HHA, Phlebotomy
 Additional Courses: American Heart Association BLS, CPR, First Aid, TB American lung Association (Instructor)
 Continuing Education Units (Education Provider in the State of FL) Courses HIV/AIDS, Alzheimer's training, core training for administrators, Medication course, Delegation, CNA review course, ADL's, Documentation, Residents Rights, Safe food Handling course, QMA Insulin Administration Course (ISDH)

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Grand Canyon University	Phoenix Arizona	Doctoral Degree in Nursing	2018	2020
Grand Canyon University	Phoenix Arizona	Masters in Nursing Education	2014	2016
Indiana University	South Bend IN	Bachelors in Nursing	2011	2012
Ancilla Collage	Donaldson IN	Associate Degree in Nursing	2009	2011
Ivy Tech College	South Bend IN	Practical Nursing	1998	2000
<hr/>				
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Centura College	Orlando FL	Taught Practical Nursing Students	2014	2016
Andrews University	Michigan	Teach BSN Nursing Students	2018	current
ALR Educational Health Services Inc.	Indiana/Florida	Education Provider for the State of Indiana & Florida	2013	current

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Indiana Board for Proprietary Education

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please type the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name: Lewis (Last) Loretta (First) Elnora (Middle)

Names of Courses Taught:
Nursing Assistant Course

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
IU/Purdue University	Indianapolis Indiana	Nurse Aide Program Director/ Instructor	Unlisted on Resume	2019
University of Phoenix	Phoenix, Arizona	Masters of Science in Nursing	Unlisted on Resume	2013
Bethel College	Indianapolis, Indiana	Bachelors of Science Management	Unlisted on Resume	2004
South Western Michigan College	Dowagiac, Michigan	Bachelor of Science in Nursing	Unlisted on Resume	1992
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Director of Nursing	Briarcliff Nursing and Rehab	Nursing	March 2020	Aug 2020
Director of Nursing	Medical Behavioral Hospital	Nursing	July 2019	Feb 2020
Director of Nursing	Holy Cross Care and Rehab	Nursing	June 2018	April 2019
Director of Nursing	Signature Health Care	Nursing	Aug 2017	June 2018

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Indiana Board for Proprietary Education

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please type the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name: Shuppert (Last) Mercedes (First) (Middle)

Names of Courses Taught:

TB Course & Staff Development which include but not limited to: dementia education, wound care training and certification, IV training, EMAR implementation and input of new systems, building compliance surveys and implementation of plans of correction, medical chart audits and care coordination, as well and clinical compliance.

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
Bachelors of Science in Nursing (BSN)	Bethel College Mishawaka Indiana	BSN	Unlisted on resume	May 2005
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
Staff Educator	Belltower	Staff Development Coordinator	Oct 2019	Current
TB Instructor	Indiana	TB Instructor	Feb 2014	Current

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Indiana Board for Proprietary Education

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include all training/education applicable to current teaching assignments. This form will not be processed unless all supportive documentation required for review has been attached with this form (i.e., transcripts identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please type the form.

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name: Gibson (Last) Rhonda (First) (Middle)

Names of Courses Taught:

Current Position, Director of Nursing BellTower, Specialty Psych Nursing, Management and Medical Surgical Nursing

Source of Training/Education	Location	Area or Subject of Training/Education	Period of Attendance	
			From:	To:
ASN	Southeast Community College Cumberland KY	Associate of Applied Science: Nursing	Unlisted on Resume	May 1992
MBA	University of Louisville Louisville KY	Masters of Business Administration	Unlisted on Resume	Aug 2010
Applicable Experience	Location	Exact Nature of Experience	Employment Period	
			From:	To:
<i>Director of Nursing</i>	Neuro Psychiatric Hospitals	Psych Nurse	April 2014	Jan 2015
<i>Director of Surgical Services</i>	Unity Medical Surgical	Medical Surgical Nurse	June 2012	Jan 2014
<i>Director of Surgical Services</i>	Flaget Memorial Hospital	Medical Surgical Nurse	Jan 2011	Feb 2012

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Revised ABHES Timeline Received on 2020/08/25

ALR Educational Health Services Inc.

Detailed Timeline for Seeking Full Accreditation through Accrediting Bureau of Health Education Schools (ABHES)

As outlined per ABHES there are ten steps for seeking institutional and programmatic accreditation as required per Indiana Board of Education and the Indiana Board of Nursing.

1. Retrieve Application Packet- I will retrieve an application and apply for accreditation after obtaining State approval by Feb 1, 2021. To be considered for the first travel cycle (Feb-May) to be considered for commission review in 2021. Application steps are as followed per ABHES:

- Application Addendum for each non-main or satellite campus assigned to the main campus, if applicable;
- A copy of the approval letter(s) from the state and any other agency(ies), where the institution (main, non-main, and/or satellite campuses) operates, preferably with the name of each program and its approved program length;
- A current school catalog;
- Completed and signed (with original signature) [Ownership Disclosure Form](#);
- Copy of Current Business License (excluding state/community colleges and hospital-based institutions/programs);
- Audited* or [Reviewed Financial Statement](#) for last fiscal year;
- Additional information and/or explanation regarding applicable attestation disclosures stated within the Application; and
- Application fee payment. Payment must be in the form of a check made payable to ABHES. For application fee details, view Fees Appendix of the [Accreditation Manual](#). A separate application fee is required for each main, non-main, and/or satellite campus location.

Each attachment/file will be labeled per the following example:



2. Application submission- once ALR is verified to meet ABHES criteria as outlined in the Accreditation Manual section II, ALR will submit application and supporting documentation along with required fees (\$4,000).

3. Self-Evaluation Report (SER) Preparation- Will be submitted along with the initial application. Per time ABHES timeline:

INSTITUTIONAL Draft SER due November 1, 2021

- Prelim Visitation between February and April 2022
- Final SER due May 1, 2022
- On-Site Team Visit between August and early November 2022
- Reviewed by the Commission at its January 2023 Meeting

4. **Accreditation Workshop Attendance-** I will attend an Accreditation Workshop Attendance prior to submission of SER: 2021 training sessions (February, April, September, and/or October) TBA.

5. **Preliminary Visit-** An on-site visit is required after attendance of the workshop and receipt of the SER draft.

INSTITUTIONAL Draft SER due November 1, 2021

- Prelim Visitation between February and April 2022
- Final SER due May 1, 2022
- On-Site Team Visit between August and early November 2022
- Reviewed by the Commission at its January 2023 Meeting

6. **SER Submission-**Most important part of the process. The application must be complete accurately according to ABHES Manual.

7. On-Site Team Visit- on site team visit by 2-3 members for 2 days.

8. **Institutional Response-**allows institution to respond to the findings of the visit and make changes/corrections.

9. **Commission Review-** the Commission reviews applications and reports. Meets twice a year. May approve or deny an application. The commission may also differs an approval for 6 months to years!

10. **Annual Report-** After an institution has been granted, an annual reporting period is July 1-June 30.
Fees: Annual fee based on tuition or program enrollment.

NONEXCLUSIVE CLINICAL AFFILITATION AGREEMENT

This Nonexclusive Clinical Affiliation Agreement (“Agreement”) by and between ALR Educational Health Services Inc. (“School”), and American Senior Communities, L.L.C. (“ASC”) (ASC and School collectively, the “Parties”), is entered into and effective as of March 20, 2020 (the “Effective Date”).

BACKGROUND

- A. The School offers a Practical Nursing Program in the State of Indiana (“Program”);
- B. The School requires certain students enrolled in the Program (the “Student” or “Students”) to participate in practical learning and clinical experiences under the joint supervision of member(s) of the School’s faculty (“Faculty Member(s)”) and qualified professional(s) of ASC;
- C. ASC operates one or more long-term care, residential care and independent living facilities which can provide a setting for practical learning and clinical experiences;
- D. ASC is willing to provide qualified professionals and make its facilities and operations available to Faculty Members and Students for practical learning and clinical experiences;
- E. Consideration for this Agreement shall consist of the mutual promises contained herein, the Parties agreeing that monetary compensation shall neither be expected nor received by either Party.
- F. The Parties intend for the Agreement to facilitate an amicable mutual working relationship.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties agree as follows:

I. GENERAL OBLIGATIONS OF THE PARTIES: ASC agrees to provide Students practical learning opportunities and clinical experiences, and the School agrees to assign Students from time to time to ASC to obtain such practical learning opportunities and clinical experiences, which shall be on the terms and conditions set forth in this Agreement.

- a. Each Party shall comply with all federal, state, and municipal laws, rules and regulations which are applicable to the performance of the Agreement.
- b. Each Party shall comply with all applicable laws and regulations relating to discrimination, harassment and retaliation, which may include Title VI of the Civil Rights Act of 1964, Title IX of the Federal Education Amendments of 1972, Section 504 of the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, Executive Order 11,246, and the related amendments and

regulations to each. Compliance includes non-discrimination based on all legally protected classifications such as race, gender, ethnic or national origin, sexual orientation, marital status, disability, religion, age, or veteran status.

- c. The placement and determination of the number of Students to be assigned to ASC shall be at the recommendation of the School and a joint decision of the School and ASC based on necessary learning experiences and available staff and space at ASC. Ultimately, ASC shall have the right to accept or reject Students based on current staffing in the appropriate discipline.
- d. The School and ASC will cooperate in developing the methods of instruction, objectives and other details of the Students' learning and clinical experiences. The School and ASC will coordinate their respective efforts to help ensure understanding of the expectations and roles of the Parties in providing a quality experience.
- e. The Parties expressly acknowledge and agree that Students are not the agents or employees of the School or ASC for any purpose.
- f. Students are deemed trainees and shall not receive compensation by ASC for any services provided. Faculty Members shall not receive compensation by ASC for any services provided. The School shall not be required to compensate ASC or any of its agents or employees for any services or facilities provided by ASC hereunder.
- g. Nothing in this Agreement requires or obligates the School to admit or cause the admittance of a patient to ASC or to use ASC's services. None of the benefits granted pursuant to this Agreement are conditioned on any requirement or expectation that the Parties make referrals to, be in a position to make or influence referrals to, or otherwise generate business for the other Party. Neither Party is restricted from referring any services to, or otherwise generating any business for, any other entity of their choosing.
- h. Upon written notification to the School, ASC shall withdraw any Student or Faculty Member from an assignment under this Agreement when the Student or Faculty Member is determined by ASC to be unacceptable for reasons of health, performance, or for other reasons which would or might interfere with ASC policy or patient care. ASC may immediately remove from the premises any Student or Faculty Member who poses a threat or danger to patients, staff, visitors, the premises, or the public.
- i. No party shall use or mention in any publicity, advertising, promotional materials or news releases the name or service mark(s) of the other party without the prior written consent of that party.

II. SCHOOL RESPONSIBILITIES: During all times that the Parties are operating under this Agreement, the School agrees to:

- a. Retain responsibility for the education of each Student, including assigning one or more Faculty Members who shall coordinate Student practical learning and clinical experiences. Upon ASC's written request to the School, the School shall provide ASC with curriculum and course content information.
- b. Provide ASC with names and contact information for all Faculty Members, Students, and the School contact person (for purposes of questions and providing notices). The School will advise ASC of the class level for each Student and shall, for each student accepted as an intern at ASC, identify that student's faculty liaison on the School's online field portal and send an e-mail to ASC's designated representative with the name and contact information of the faculty liaison prior to the student starting the Program.
- c. Require all Faculty Members and Students assigned to work/train at ASC to have completed ASC orientation.
- d. Provide Faculty Members and Students assigned to work/train at ASC with access to, and directions to comply with, ASC's regulations, policies, and procedures applicable to the Program, including ASC's dress code.
- e. Only send those Students to train at ASC that are in good academic standing at the School and have an appropriate level of academic instruction to participate in the practical learning and educational experience.
- f. If requested by ASC, School shall require each Student to provide ASC with a record of a physical examination and proof of all immunizations in accordance with the recommendations for immunizations for health care professionals established by the Centers for Disease Control and Prevention and its Advisory Committee on Immunization Practices.
- g. Require each Student assigned to ASC to complete training related to the Health Insurance Portability and Accountability Act ("HIPAA") and its regulations and the Occupational Safety and Health Administration ("OSHA") Blood-borne Pathogens Standard requirements, prior to training at ASC.
- h. Prior to participating in any practical learning or educational experience at ASC, require each Student and Faculty Member assigned to train/work at ASC, to obtain a criminal background check at the federal, state, and local levels, demonstrating no history of violence against, or neglect as to, a patient. School shall not refer Students or Faculty Members: (i) who have been suspended or excluded from any applicable federal payer program or (ii) whose health care provider licenses or certifications have been suspended, revoked, terminated, or otherwise modified as to rights and privileges, unless such sanctions resulted from substance use, and the students or Faculty Members successfully completed a rehabilitation program.

- i. Require each Student assigned to train at ASC to obtain drug screen testing for substances that meets ASC's requirements, which results shall be satisfactory to ASC.
- j. Coordinate with ASC to schedule Student assignments.
- k. Require each Student assigned to train at ASC to complete and sign the Program Commitment form attached hereto as Exhibit A. The Student shall bring the completed form to ASC prior to any training commencing at ASC.

III. ASC RESPONSIBILITIES: During all times that the Parties are operating under this Agreement, ASC agrees to:

- a. Designate person(s) who will act as liaison(s) between the School and ASC's staff.
- b. Provide to each Faculty Members and Students assigned to work/train at ASC appropriate orientation to ASC's policies, programs, procedures, forms, and safety procedures.
- c. Provide a practical learning and clinical experience to Students assigned to train at ASC, including but not limited to supervising Students in observing and assisting in various aspects of patient care, to the extent permitted by applicable law and without disrupting patient care.
- d. Maintain a sufficient level of staffing to carry out ASC's obligations, which staffing shall not be reduced as a result of any Students receiving a clinical experience.
- e. Retain ultimate authority and responsibility for patient care, including providing adequate supervision of Students.

IV. INDEMNIFICATION CLAUSE: The School and ASC agree to notify one another in writing within ten (10) days after receiving knowledge of a claim or threatened claim against the other Party to this Agreement, which claim relates to the subject matter of this Agreement. The Parties agree to cooperate to dispose of any such claim. Each Party to this Agreement (the "Indemnitor") agrees to indemnify and hold harmless the other Party (the "Indemnitee") (together with Indemnitee's successors, assigns, directors, trustees, officers, employees, and agents, and any other person for whom Indemnitee may be legally responsible) from and against any losses, liabilities, damages, claims, causes of action, costs and expenses, including reasonable attorneys' fees, arising from any act of negligence or other breach of duty by Indemnitor, its successors, assigns, directors, trustees, officers, employees or agents; provided however, that the obligation of each Indemnitor to hold the Indemnitee harmless shall be limited in substance by statutes designed to protect and limit the exposure and liability of each Indemnitor, so that either Indemnitor's liability to hold harmless shall not exceed what might have been its liability to claimant if sued directly by claimant and all appropriate defenses had been raised by Indemnitor. ASC acknowledges that Students are not the employees or agents of the School for purposes of this provision.

V. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

COMPLIANCE: ASC and the School agree that each Party shall comply with HIPAA and all regulations made part of HIPAA. ASC and the School agree that for purposes of HIPAA, the School is not a business associate of ASC by reason of the fact that the School sends students to ASC for a clinical rotation or to receive other educational experience. Solely for the purpose of defining Students' and Faculty Members' roles in relation to the use and disclosure of ASC's protected health information, all Students and Faculty Members shall be considered members of ASC's workforce, as that term is defined by HIPAA, and the School agrees to require Students and Faculty Members to participate in any training provided by ASC for its workforce members so that ASC may comply with HIPAA. Furthermore, ASC and the School shall promptly amend the Agreement to conform to any new or revised legislation, rules and regulations concerning the Standards for Privacy of Individually Identifiable Health Information in order to ensure that ASC is at all times in conformance with HIPAA. If, within thirty (30) days of either Party first providing notice to the other of the need to amend the Agreement to comply with HIPAA, the Parties, acting in good faith, are: (i) unable to mutually agree upon and make amendments or alterations to this Agreement to meet the requirements in question; or (ii) alternatively, the Parties determine in good faith that amendments or alterations to meet the requirements are not feasible, then either Party may terminate this Agreement upon thirty (30) days prior written notice.

VI. AMENDMENT AND TERMINATION:

- a. This Agreement shall be effective from the Effective Date and will remain in full force and effect for one (1) year after the Effective Date or until terminated as herein provided.
- b. Amendment of this Agreement will be made only by mutual written consent of the Parties. The Parties recognize that addendums may be necessary for certain clinical programs and agree to enter into and execute such addendums from time to time, which shall be deemed incorporated and made part of this Agreement.
- c. This Agreement may be terminated by either Party with or without cause with a minimum of ninety (90) days written notice of a Party's intention to do so, provided that any Student who has been assigned to work at ASC shall be given the opportunity to complete their practical educational and clinical experience as offered.

VII. INSURANCE:

- a. Students and Faculty Members will not be afforded coverage by ASC's workers' compensation, health insurance or other of its benefit programs. Any expenses for injury or treatment shall be borne individually by the Student or Faculty Member.
- b. School shall establish or cause Faculty Members and Students to establish during the term of this Agreement, professional liability and other insurance coverage as follows, evidence of which shall be available for review by authorized personnel of ASC:

- i. Personal health insurance.
 - ii. Adequate general liability insurance covering acts or omissions of Faculty Members.
 - iii. If Students are working in one of the health care provider professions listed in Ind. Code 34-18-2-14, professional liability insurance covering all liability incurred by each Student that arises out of and during the course of each such Student's activities under the terms of this Agreement, with limits of not less than those prescribed for health care providers like Students in Ind. Code 34-18-4-1.
 - iv. If the Students do not qualify for coverage by the School under paragraph VII.(b)(iii) above, professional liability insurance covering all liability incurred by each student that arises out of and during the course of each such Student's activities under the terms of this Agreement, with limits of not less than \$1,000,000 per occurrence and \$3,000,000 in the annual aggregate.
- c. If Students' and Faculty Members' coverage is of the claims made type, such coverage shall outlive this Agreement for at least twenty-four months.
 - d. Inadequate insurance or proof of insurance shall be grounds for immediate termination of this Agreement.

VIII. NOTICES: All notices required or permitted under the Agreement shall be made in writing and delivered or sent to:

To the School: ALR Educational Health Services Inc.
1638 E. Day Rd.
Mishawaka, IN 46545
Attn: Ayana Redding, RN, MSN-Ed

To ASC: American Senior Communities, L.L.C.
6900 S. Gray Road
Indianapolis, IN 46237
Attn: General Counsel

IX. COUNTERPARTS: This Agreement may be executed simultaneously in several counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The Parties agree that this Agreement may be signed by electronic or facsimile transmission and shall be deemed to be original signatures.

X. HEADINGS: All headings set forth herein are included for the convenience of reference only and shall not affect the interpretation of this Agreement.

XI. COMPLETE AGREEMENT: This document is the final agreement, contains the entire, complete and exclusive agreement between the Parties concerning the matters discussed herein, and supersedes all prior oral or written understandings, agreements or contracts, formal or informal, between the Parties.

XII. AUTHORITY TO EXECUTE: Each individual executing this Agreement on behalf of the respective Parties hereto represents and warrants that such person is duly authorized to execute and deliver this Agreement on behalf of the respective Parties and that this Agreement is binding upon the respective Party hereto in accordance with its terms.

XIII. ASSIGNMENT: The Parties may not assign or delegate any rights or obligations hereunder, except where expressly provided otherwise herein, without first obtaining the written consent of the other Party.

XIV. GOVERNING LAW: The Agreement shall be construed and governed by the laws of the State of Indiana, without regard to its conflict of laws principles.

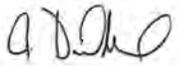
As used in this Agreement, the plural shall be substituted for the singular, and the singular for the plural, where appropriate; and words and pronouns of any gender shall include any other gender.

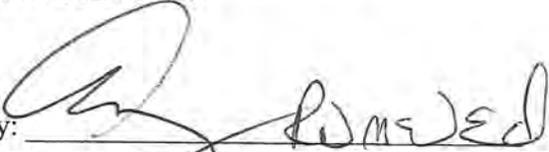
SIGNATURE PAGE FOLLOWS

The Parties by their duly authorized representatives have caused this Agreement to be executed as of the date last set out below.

**AMERICAN SENIOR COMMUNITIES,
L.L.C.**

**ALR EDUCATIONAL HEALTH
SERVICES INC.**

By: 

By: 

Printed Name: David Alexander

Printed Name: Ayana L. Redding, RN, MSN-Ed

Title: Senior VP of Operations

Title: Director of Education

Date: 3/20/2020

Date: 3-20-2020

EXHIBIT A
Program Commitment

Name: Ayana L Raddy
Address: 1638 E Day Rd
Mishawaka, IN 46545

I understand that I am being offered an affiliation program opportunity at American Senior Communities (ASC) in accordance with a Clinical Affiliation Agreement with ALR Educational Health Services Inc. (the School). This is intended to serve as part of the practical learning and clinical experience component of my program at the School.

The following is key information about the Program.

Duration of Program: 3-20-2020 to 3-20-2020

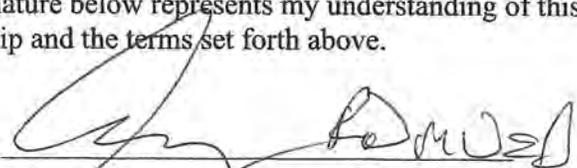
I understand and agree that I will be classified as an uncompensated, unbenefited trainee and not an employee or agent of ASC. As such, I will not be covered by ASC's worker's compensation or professional liability insurance.

In accepting this placement, I agree to attend ASC orientation and to comply with ASC's regulations, policies and procedures applicable to my role at ASC, including ASC's dress code, HIPAA, and OSHA requirements. These policies will be provided to me during my orientation, and I agree to sign such policies as may be required by ASC. If I do not receive the policies or if I have questions about any of them, I agree to contact my ASC supervisor.

Upon written notice to the School, ASC may withdraw my participation in the Program if it deems to be unacceptable for reasons of health, performance or other reasons which would or might interfere with ASC policy or patient care. That determination is at ASC's sole discretion, and its decision may be with or without cause. ASC may immediately remove me if it determines in its sole discretion I pose any form or level of threat or danger to patients, staff, visitors, the premises or the public.

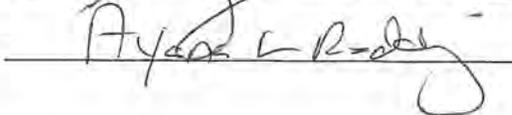
My signature below represents my understanding of this Commitment and acceptance of this internship and the terms set forth above.

Signed: _____



Date: 3-20-2020

Printed: _____



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AGREEMENT OF AFFILIATION

Date: September 19, 2018

This Agreement of Affiliation (this "Agreement") is between Operator and School identified below.

Operator: Brentwood At Laporte
Legal name

Brentwood at Laporte
d/b/a (Facility name)

School: ALR Educational Health Services Inc.

BACKGROUND

- A. Operator operates an Assisted Living Facility (the "Facility") for the benefit of its residents (each, a "Resident").
- B. School is required to provide clinical experience for educational purposes to Practical Nursing Students (each, a "Student").
- C. "Clinical" refers to any type of course in which the student may have resident contact as a part of the course, regardless of actual course title or location of the resident interaction. This includes situations in which students have contact with residents or residents' health records in an observational role, even if not providing direct resident care or resident care services. Examples of clinical course titles include internship, externship, clinical practicum, and co-op.
- D. Operator is willing to make the Facility available to School and its students for clinical experience, which will necessarily include the performance of tasks by the students, under courses or programs designed by School (each, a "Program").

TERMS AND CONDITIONS

Operator and School hereby agree as follows:

1. School Deliverables. School will:

a. Coordination.

- i. Be responsible, in coordination with Operator, for the assignment of students and the planning and administration of the clinical portion of each Program. Students assigned to clinical work at the facility ("Students") will be only those who meet the criteria for eligibility as established by School and approved by Operator and no student will be assigned to Operator without prior consent of Operator.
- ii. Send Operator a schedule of Students and the clinical objectives for them in advance of each clinical rotation.
- iii. Provide Operator with the names and qualifications of Program faculty, instructors, affiliate instructors, and other personnel (collectively, "School Personnel") who may be assisting with clinical instruction or evaluation during site visits. Copies of licensure, if applicable, will be kept in the files of School and, upon request, made available to Operator.

b. Student and School Personnel Qualification.

- i. For all Students and School Personnel, provide Operator with (A) with a copy of a negative TB skin test or chest x-ray showing the absence of TB, and a copy of a current Immunization record prior to commencing service at the facility, together with updated skin test results or x-rays and a current immunization record as from time to time required for continued compliance by the School or Operator and (B) documentation of immunity to communicable/infectious diseases.
- ii. Verification by licensed physician, physician assistant, or registered nurse of each Student's ability to meet program specific essential functions. Operator may request copies of these documents to review.
- iii. Train the Students, in compliance with Occupational Safety and Health Administration (OSHA) requirements, on universal precautions and Blood-borne pathogen regulations, fire and electrical safety, client confidentiality, and tuberculosis transmission, including any required content provided by Operator. Proof of participation in instruction on these subjects by the Students will be provided to Operator upon request.
- iv. School will cause Students and School Personnel who will be on site at the facility, at no cost to Operator, to be subject to a criminal background check prior to commencing the Program at the facility and, if the Program at the facility is ongoing, after 12 months have lapsed since the last check or if the individual has been absent from the facility for 90 or more days. The criminal background check will include the searches set forth on Annex A. School will cause Students and School Personnel to provide the results of the check to Operator via direct access to the applicable password protected portal or in such other

format as to which Operator may agree at least two weeks prior to commencing the Program at the facility.

c. Compliance.

- i. Require Students and School Personnel on site at the facility to abide by Operator's requirements regarding the confidentiality and security of patient health care information.
- ii. Require Students and School Personnel on site at the facility to comply with the following, as from time to time provided to or made available to such students and personnel (collectively, "Policies and Procedures"):
 - Rules of Conduct
 - Resident Handbook
 - Facility policies and procedures
 - The particular policies and procedures attached to this Agreement as Annex B

d. Program and School.

- i. Identifying and/or providing the texts and materials that will be purchased by students.
- ii. Make other services available to all students of School as appropriate.
- iii. Notify Operator immediately of any change in School's accreditation or state regulatory approval status.

2. Operator Deliverables. Operator will provide:

a. Coordination.

- i. Reasonable efforts to (A) make clinical experiences and access to information available at the facility to Students as necessary to meet the objectives of each Program and (B) inform facility personnel regarding the privileges and responsibilities of students and School Personnel.
- ii. Classroom and/or conference room space as may be necessary to carry out the clinical instruction for Students at Operator.
- iii. Access to library facilities, if available, for Students while at the facility.
- iv. A reasonable amount of secure storage space for apparel and personal effects of Students.
- v. Sufficient number of staff to carry out normal service functions, so Students will not be performing functions in lieu of staff, unless otherwise specified by the facility.

b. Safety.

- i. Emergency care to Students, at the Students' expense, for work-related illnesses and accidents, occurring while the Student is in training at the facility.
- ii. Personal protective equipment availability for Students and School Personnel as required by the OSHA, including under the Bloodborne Pathogen Standard.
- iii. Written copies of the Policies and Procedures.

c. Residents and Facility.

- i. The Operator will retain responsibility for and authority over the care of residents.
- ii. Provide notification to School immediately of any change in the status of certification, licensure and/or accreditation of Operator or the facility.

3. The Program.

a. Program Details.

- i. School will inform Operator in reasonable detail from time to time regarding the nature, goals and particulars of the Program, and Operator will provide School with feedback regarding School's expectations for Operator and the facility. School will reasonably cooperate with Operator in briefing facility personnel about the Program.
- ii. School has the sole responsibility for the selection of students for the Program, standards of education, course content, term of instruction, method and hours of instruction, and supervision and final evaluation of students. Operator will provide School with information regarding the number of Students that can be accommodated for each clinical rotation. The number of and schedule for Students will be proposed by School and subject to agreement by Operator. School will provide Operator with a list of student objectives for each rotation.
- iii. School will provide orientation to the Program objectives and policies to Students, including for situations in which Operator staff is directly supervising Students. General supervision of the Program is the responsibility of School faculty.
- iv. Students absent from clinical instruction for any reason may be required to make up that lost time at the discretion of Operator or School.
- v. Students will wear the official uniform of their program or designated attire while on duty in the facility.

b. Reserved Rights.

- i. School reserves the right to withdraw from the Program any Student whose work or conduct may reflect discredit to the Program and the profession or whose progress is not satisfactory to School.
- ii. Operator, upon notice of reasonable cause by Operator, may suspend access to the facility or remove any student or School Personnel from the facility. For purposes of the foregoing, reasonable cause includes any action that causes or would cause a violation of this Agreement or a breach of the Policies and Procedures. Operator may further immediately remove any student or faculty member whose presence at the facility, as determined by Operator, may compromise resident care. In the event that an individual is removed under this paragraph, School will cause the individual to promptly vacate the facility premises, remove any and all personal property, and return any Operator proprietary information to Operator.

c. General.

- i. Students will not be paid by Operator for clinical instruction time. Students and School Personnel will not be considered agents or employees of Operator for any purpose.
- ii. School and Operator are equal opportunity institutions and will make educational decisions in a manner that will not discriminate against individuals on the basis of sex, race, color, creed, national origin, age, mental or physical handicaps, or veteran status; provided, however, that with respect to physical handicaps, the handicap must not be such as would, even with reasonable accommodation, in and of itself, preclude an Student's effective participation in the Program.
- iii. Each party's performance of this Agreement will comply, and School will cause Student and School Personnel to comply, in all material respects with all federal and state laws, regulations, rules or orders applicable to privacy, security and electronic transactions, including but not limited to, regulations promulgated under Title II, Subtitle F of the Health Insurance Portability and Accountability Act (HIPAA).
- iv. As required by the Program accreditation agencies, School may give Students a synopsis of this Agreement that outlines their responsibilities.
- v. School will not disclose information concerning the resident to anyone other than Operator or the resident's legal representative without the consent of the resident or the resident's legal representative. Operator may require Students and School Personnel to sign a confidentiality agreement.
- vi. In the event of an accident or injury that involves students or School Personnel and is not de minimus, each party will inform the other in reasonable detail.

4. **Insurance.** During the duration of this Agreement, School will maintain (a) Worker's Compensation and Employer's Liability Insurance to cover employees at limits in accordance with the laws of the state in which the Community is located, (b) Commercial General Liability insuring the School, its students, School Personnel, and Operator, providing coverage against liability for any injury, damage, loss or expense arising

out of or pertaining in any fashion whatsoever to the services or obligations hereunder, including but not limited to claims brought by or on behalf of a student for personal injury or property damage, and (c) Professional Liability Insurance covering the School, its students, and School Personnel. The limits of such Commercial General Liability insurance will be in the amount of \$1,000,000 per claim and \$3,000,000 per year, with limits of at least \$500,000 for property damage, and the limits of such Professional Liability Insurance will be in the amount of \$1,000,000 per claim and \$3,000,000 in the aggregate. School will cause Operator to be named as an Additional Insured on all such insurance and require the provider or providers of such insurance to give a 30 day notice to Operator of any cancellation, non-renewal or material change in the policy or policies. School will furnish Operator certificates of insurance or such other evidence of the existence of said insurance as is satisfactory to Operator.

5. **Relationship with the facility.** Each party to this Agreement is an independent contractor. No provision of this Agreement or act of the parties hereunder pursuant to this Agreement will be construed to express or imply a joint venture, partnership, or similar relationship. No employee, representative or student of either party will at any time be deemed to be under the control or authority of the other party, or under the joint control of both parties. Each party is liable for all workers' compensation premiums and liability, federal, state, and local withholding taxes or charges with respect to its respective employees and will indemnify the other from any claims brought against the other in respect thereto. No student or School Personnel are entitled to participate in any group insurance policies or other benefits available to employees of Operator. No student or School Personnel will claim or represent to any person at any time that he or she is employed by, engaged by, sponsored by, or affiliated with Operator or the facility.
6. **Reporting Abuse, Neglect, and Misappropriation of Resident Property.** Students and School Personnel will follow all state and federal guidelines regarding the reporting of abuse, neglect, or exploitation of the elderly or any other violation of regulations or elder rights. Operator will not discriminate or in any way retaliate against any person who makes a good-faith report to the proper authorities. Operator requests that such concerns be reported to the Facility's Executive Director (ED).
7. **Indemnification and Limitation of Liability.** School will indemnify and hold harmless Operator and its members, managers, principals, officers, directors, representatives, employees, legal counsel, predecessors, successors, affiliates and assigns (collectively, "Affiliates") from and against any and all debts, obligations, losses, claims, liabilities, damages, deficiencies, actions, suits, proceedings, demands, assessments, orders, judgments, writs, decrees, costs and other expenses, including, without limitation, reasonable attorney's fees and accountant's fees, incurred by any of them in defending, compromising or satisfying actions brought against them arising out of or related to the acts or omissions of the School or any student or School Personnel or from any breach by School of this Agreement or any suits arising from the Student's participating in the Program under the Fair Labor Standards Act . In no event, whether based on contract, indemnity, warranty, tort (including negligence), strict liability, or otherwise, will Operator or its Affiliates be liable for special, incidental, exemplary, punitive, consequential, or indirect damages.
8. **Term and Termination.** The initial term of this Agreement will commence on the date first set forth above and will continue for one year, subject to either party terminating this Agreement with or without cause by giving the other party at least 30 days' notice. In addition, either party may terminate this Agreement immediately to the other party upon a material breach of this Agreement by the other party. A material breach of this Agreement by School will include, without limitation, a failure by students or any School Personnel to comply with any material Policies and Procedures, a regular or frequent failure by students or any School Personnel to comply with Policies and Procedures, or any act or omission by students or any School Personnel that Operator, in its sole discretion, determines endangers or may endanger the health or wellbeing of Residents. Sections 5, 7, 8 and 9 will survive any termination of this Agreement.

9. **Miscellaneous.**

- a. **Applicable Law.** This Agreement will be governed in all respects by the laws of the state in which the facility's primary facility is located, without regard to any conflicts of law principle, decisional law, or statutory provision which would require or permit the application of another jurisdiction's substantive law.
- b. **Interpretation.** This Agreement contains the complete agreement between the parties with respect to the subject matter hereof. All previous and collateral agreements, representations, warranties, promises and conditions relating to the subject matter of this Agreement are superseded by this Agreement. If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions hereof will continue fully to be effective. No presumption will be deemed to exist in favor of or against either party hereto as a result of the preparation of this Agreement. This Agreement may only be amended by a writing signed by both parties. Waiver by a party of any default by the other will not be deemed a waiver of any other default.
- c. **No Assignment.** School may not assign this Agreement without the written consent of Operator, and any attempted assignment without such consent will be null and void.
- d. **No Third Party Beneficiaries.** Except as provided in Section 7 (Indemnification and Limitation of Liability), nothing in this Agreement confers upon any person, other than the parties hereto or their respective permitted assigns and successors, any rights or remedies under this Agreement.
- e. **Administrator.** Unless otherwise specified herein, any notices or information required from School will be given to the Executive Director (ED).
- f. **Notices.** Any notice required or permitted by this Agreement will be (i) in writing, (ii) delivered personally or by nationally recognized express delivery service, addressed to the party to be notified at such party's address as set forth herein or as subsequently modified by written notice, and (iii) deemed received upon the open of business on the day actually delivered or that delivery is refused. A copy of any notice sent to Operator and School will be sent to:

Attn: Ayana L Redding, RN, MSN-Ed
Director of Education
ALR Educational Health Services Inc.
1638 E Day Rd.
Mishawaka, IN 46545

Attn: Nate Wolf
Regional Director
Brentwood at Laporte
2002 Andrew Ave
La Porte, IN 46350

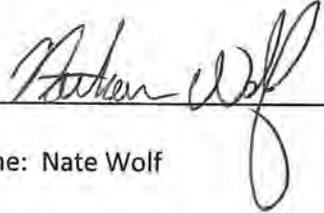
- g. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

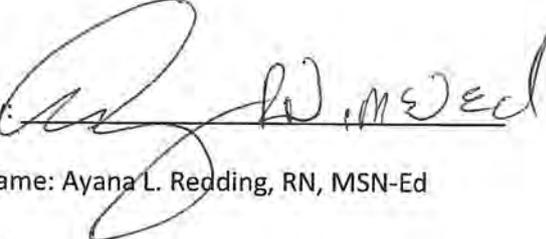
SIGNATURES

Operator and School have executed this Agreement as of the date first set forth above.

OPERATOR

SCHOOL

By:  _____

By:  _____

Name: Nate Wolf

Name: Ayana L. Redding, RN, MSN-Ed

Title: Regional Director

Title: Director of Education

Address: Brentwood at Laporte

Address: ALR Educational Health Services Inc.

2002 Andrew Ave

1638 E Day Rd

La Porte, IN 46350

Mishawaka, IN 46545

ANNEX A
CRIMINAL BACKGROUND CHECK SEARCHES

- County, state, and federal criminal record searches of all places of principal residences for the past 7 years (or since age 18, if less than 25 years old). Records will be verified against all known names and addresses as revealed on the social security report.
- National criminal history database that includes 50-state sex offender and Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN).
- Office of Inspector General (OIG)/ General Services Administration (GSA) Sanction Reports, United States Treasury, applicable state exclusion list
- Social security verification and residency report
- Maiden name and alias report

ANNEX B
CERTAIN POLICIES AND PROCEDURES

Parking. Parking is permitted only in designated areas of the parking lot.

Check In. Students and School Personnel will check with the Administrator or manager on duty prior to starting work at the Community.

Attire and Name Badge. While at the Community, students and School Personnel must abide by the Community employee rules or School uniform rules regarding attire and must also wear a name badge that identifies his or her name and the School.

Friends and Family. Friends and/or family members of students and School Personnel are not permitted to visit the Community without prior approval by the Administrator. If permitted, children will remain within the supervision of the student or School Personnel at all times. Operator is not responsible for the acts of friends or family members even if permitted onsite by the Administrator.

Prohibited Activities and Conduct. Activities and conduct prohibited on Community premises include:

- a. Verbal or physical abuse, neglect, financial exploitation, or misappropriation of property (i.e. theft);
- b. Use of illegal drugs;
- c. Use of alcohol;
- d. Being under the influence of illegal drugs or alcohol;
- e. Sleeping on duty;
- f. Failure to sign in and out at required location;
- g. Indecent or immoral conduct;
- h. Willful damage to Community, Patient or employee property;
- i. Soliciting contributions, donations, tips, gifts or employment;
- j. Failure to follow rules, regulations, policies or procedures governing private duty personnel & caregivers;
- k. Violating Patient rights;
- l. Providing services in public areas;
- m. Failure to report any Patient injury or change of condition immediately to the Community's management team;
- n. Disruptive conduct;
- o. Unauthorized distribution of literature;
- p. Failure to follow smoking restrictions;
- q. Unauthorized access to office areas and the protected health information of Patients;
- r. Unauthorized access to the kitchen or other restricted areas;
- s. Allowing unauthorized access to the Community by third parties, including friends and family; and
- t. Dressing inappropriately or inconsistently with Community Employee uniform standards.

Photography and Recording. Students and School Personnel may not photograph or take audio and/or video recordings of the interior of the Community, a Patient, or Community Personnel without the express written consent of the individual being photographed or recorded (or his or her legal representative) and, in the case of the Community and Community Personnel, the Administrator.

Social Media. Students and School Personnel may not post to Facebook, Twitter or other social media channels any photographs, audio recordings, and/or video recordings of the interior of the Community, a Patient, or Community Personnel without the express written consent of the Administrator. This restriction applies whether or not the photograph or recording has been manipulated or edited.



AGREEMENT OF AFFILIATION

Date: February 11, 2020

This Agreement of Affiliation (this "Agreement") is between Operator and School identified below.

Operator: Oaklawn Psychiatric Center
Legal name

Oaklawn Psychiatric Center
d/b/a (Facility name)

School: ALR Educational Health Services Inc.

BACKGROUND

- A. Operator operates a Psychiatric Facility (the "Facility") for the benefit of its residents/patients (each, a "patient/resident").
- B. School is required to provide clinical experience for educational purposes to Practical Nursing Students (each, a "Student").
- C. "Clinical" refers to any type of course in which the student may have resident contact as a part of the course, regardless of actual course title or location of the resident interaction. This includes situations in which students have contact with residents or residents' health records in an observational role, even if not providing direct resident care or resident care services. Examples of clinical course titles include internship, externship, clinical practicum, and co-op.
- D. Operator is willing to make the Facility available to School and its students for clinical experience, which will necessarily include the performance of tasks by the students, under courses or programs designed by School (each, a "Program").

TERMS AND CONDITIONS

Operator and School hereby agree as follows:

1. School Deliverables. School will:

a. Coordination.

- i. Be responsible, in coordination with Operator, for the assignment of students and the planning and administration of the clinical portion of each Program. Students assigned to clinical work at the facility ("Students") will be only those who meet the criteria for eligibility as established by School and approved by Operator and no student will be assigned to Operator without prior consent of Operator.
- ii. Send Operator a schedule of Students and the clinical objectives for them in advance of each clinical rotation.
- iii. Provide Operator with the names and qualifications of Program faculty, instructors, affiliate instructors, and other personnel (collectively, "School Personnel") who may be assisting with clinical instruction or evaluation during site visits. Copies of licensure, if applicable, will be kept in the files of School and, upon request, made available to Operator.

b. Student and School Personnel Qualification.

- i. For all Students and School Personnel, provide Operator with (A) with a copy of a negative TB skin test or chest x-ray showing the absence of TB, and a copy of a current Immunization record prior to commencing service at the facility, together with updated skin test results or x-rays and a current immunization record as from time to time required for continued compliance by the School or Operator and (B) documentation of immunity to communicable/infectious diseases.
- ii. Verification by licensed physician, physician assistant, or registered nurse of each Student's ability to meet program specific essential functions. Operator may request copies of these documents to review.
- iii. Train the Students, in compliance with Occupational Safety and Health Administration (OSHA) requirements, on universal precautions and Blood-borne pathogen regulations, fire and electrical safety, client confidentiality, and tuberculosis transmission, including any required content provided by Operator. Proof of participation in instruction on these subjects by the Students will be provided to Operator upon request.
- iv. School will cause Students and School Personnel who will be on site at the facility, at no cost to Operator, to be subject to a criminal background check prior to commencing the Program at the facility and, if the Program at the facility is ongoing, after 12 months have lapsed since the last check or if the individual has been absent from the facility for 90 or more days. The criminal background check will include the searches set forth on Annex A. School will cause Students and School Personnel to provide the results of the check to Operator via direct access to the applicable password protected portal or in such other

format as to which Operator may agree at least two weeks prior to commencing the Program at the facility.

c. Compliance.

- i. Require Students and School Personnel on site at the facility to abide by Operator's requirements regarding the confidentiality and security of patient health care information.
- ii. Require Students and School Personnel on site at the facility to comply with the following, as from time to time provided to or made available to such students and personnel (collectively, "Policies and Procedures"):
 - Rules of Conduct
 - Resident Handbook
 - Facility policies and procedures
 - The particular policies and procedures attached to this Agreement as Annex B

d. Program and School.

- i. Identifying and/or providing the texts and materials that will be purchased by students.
- ii. Make other services available to all students of School as appropriate.
- iii. Notify Operator immediately of any change in School's accreditation or state regulatory approval status.

2. Operator Deliverables. Operator will provide:

a. Coordination.

- i. Reasonable efforts to (A) make clinical experiences and access to information available at the facility to Students as necessary to meet the objectives of each Program and (B) inform facility personnel regarding the privileges and responsibilities of students and School Personnel.
- ii. Classroom and/or conference room space as may be necessary to carry out the clinical instruction for Students at Operator.
- iii. Access to library facilities, if available, for Students while at the facility.
- iv. A reasonable amount of secure storage space for apparel and personal effects of Students.
- v. Sufficient number of staff to carry out normal service functions, so Students will not be performing functions in lieu of staff, unless otherwise specified by the facility.

b. Safety.

- i. Emergency care to Students, at the Students' expense, for work-related illnesses and accidents, occurring while the Student is in training at the facility.
- ii. Personal protective equipment availability for Students and School Personnel as required by the OSHA, including under the Bloodborne Pathogen Standard.
- iii. Written copies of the Policies and Procedures.

c. Residents and Facility.

- i. The Operator will retain responsibility for and authority over the care of residents.
- ii. Provide notification to School immediately of any change in the status of certification, licensure and/or accreditation of Operator or the facility.

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a. Program Details.

- i. School will inform Operator in reasonable detail from time to time regarding the nature, goals and particulars of the Program, and Operator will provide School with feedback regarding School's expectations for Operator and the facility. School will reasonably cooperate with Operator in briefing facility personnel about the Program.
- ii. School has the sole responsibility for the selection of students for the Program, standards of education, course content, term of instruction, method and hours of instruction, and supervision and final evaluation of students. Operator will provide School with information regarding the number of Students that can be accommodated for each clinical rotation. The number of and schedule for Students will be proposed by School and subject to agreement by Operator. School will provide Operator with a list of student objectives for each rotation.
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- iv. Students absent from clinical instruction for any reason may be required to make up that lost time at the discretion of Operator or School.
- v. Students will wear the official uniform of their program or designated attire while on duty in the facility.

b. Reserved Rights.

- i. School reserves the right to withdraw from the Program any Student whose work or conduct may reflect discredit to the Program and the profession or whose progress is not satisfactory to School.
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out of or pertaining in any fashion whatsoever to the services or obligations hereunder, including but not limited to claims brought by or on behalf of a student for personal injury or property damage, and (c) Professional Liability Insurance covering the School, its students, and School Personnel. The limits of such Commercial General Liability insurance will be in the amount of \$1,000,000 per claim and \$3,000,000 per year, with limits of at least \$500,000 for property damage, and the limits of such Professional Liability Insurance will be in the amount of \$1,000,000 per claim and \$3,000,000 in the aggregate. School will cause Operator to be named as an Additional Insured on all such insurance and require the provider or providers of such insurance to give a 30 day notice to Operator of any cancellation, non-renewal or material change in the policy or policies. School will furnish Operator certificates of insurance or such other evidence of the existence of said insurance as is satisfactory to Operator.

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8. **Term and Termination.** The initial term of this Agreement will commence on the date first set forth above and will continue for one year, subject to either party terminating this Agreement with or without cause by giving the other party at least 30 days' notice. In addition, either party may terminate this Agreement immediately to the other party upon a material breach of this Agreement by the other party. A material breach of this Agreement by School will include, without limitation, a failure by students or any School Personnel to comply with any material Policies and Procedures, a regular or frequent failure by students or any School Personnel to comply with Policies and Procedures, or any act or omission by students or any School Personnel that Operator, in its sole discretion, determines endangers or may endanger the health or wellbeing of Residents. Sections 5, 7, 8 and 9 will survive any termination of this Agreement.

9. **Miscellaneous.**

- a. **Applicable Law.** This Agreement will be governed in all respects by the laws of the state in which the facility's primary facility is located, without regard to any conflicts of law principle, decisional law, or statutory provision which would require or permit the application of another jurisdiction's substantive law.
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Attn: Ayana L Redding, RN, MSN-Ed
Director of Education
ALR Educational Health Services Inc.
1638 E Day Rd.
Mishawaka, IN 46545

Attn: Michelle Burke RN
Director of Nursing
Oaklawn Psychiatric Center
330 Lakeview Drive
Goshen, IN 46527

- g. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

SIGNATURES

Operator and School have executed this Agreement as of the date first set forth above.

OPERATOR

SCHOOL

By: Michelle Burke R.N.

By: Ayana L. Redding R.N., MSN-Ed 3-27-2020

Name: Michelle Burke RN

Name: Ayana L. Redding, RN, MSN-Ed

Title: Director of Nursing

Title: Director of Education

Address: Oaklawn Psychiatric Center

Address: ALR Educational Health Services Inc.

330 Lakeview Drive

1638 E Day Rd

Goshen, IN 46527

Mishawaka, IN 46545

ANNEX A
CRIMINAL BACKGROUND CHECK SEARCHES

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- Office of Inspector General (OIG)/ General Services Administration (GSA) Sanction Reports, United States Treasury, applicable state exclusion list
- Social security verification and residency report
- Maiden name and alias report

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Parking. Parking is permitted only in designated areas of the parking lot.

Check In. Students and School Personnel will check with the Administrator or manager on duty prior to starting work at the Community.

Attire and Name Badge. While at the Community, students and School Personnel must abide by the Community employee rules or School uniform rules regarding attire and must also wear a name badge that identifies his or her name and the School.

Friends and Family. Friends and/or family members of students and School Personnel are not permitted to visit the Community without prior approval by the Administrator. If permitted, children will remain within the supervision of the student or School Personnel at all times. Operator is not responsible for the acts of friends or family members even if permitted onsite by the Administrator.

Prohibited Activities and Conduct. Activities and conduct prohibited on Community premises include:

- a. Verbal or physical abuse, neglect, financial exploitation, or misappropriation of property (i.e. theft);
- b. Use of illegal drugs;
- c. Use of alcohol;
- d. Being under the influence of illegal drugs or alcohol;
- e. Sleeping on duty;
- f. Failure to sign in and out at required location;
- g. Indecent or immoral conduct;
- h. Willful damage to Community, Patient or employee property;
- i. Soliciting contributions, donations, tips, gifts or employment;
- j. Failure to follow rules, regulations, policies or procedures governing private duty personnel & caregivers;
- k. Violating Patient rights;
- l. Providing services in public areas;
- m. Failure to report any Patient injury or change of condition immediately to the Community's management team;
- n. Disruptive conduct;
- o. Unauthorized distribution of literature;
- p. Failure to follow smoking restrictions;
- q. Unauthorized access to office areas and the protected health information of Patients;
- r. Unauthorized access to the kitchen or other restricted areas;
- s. Allowing unauthorized access to the Community by third parties, including friends and family; and
- t. Dressing inappropriately or inconsistently with Community Employee uniform standards.

Photography and Recording. Students and School Personnel may not photograph or take audio and/or video recordings of the interior of the Community, a Patient, or Community Personnel without the express written consent of the individual being photographed or recorded (or his or her legal representative) and, in the case of the Community and Community Personnel, the Administrator.

Social Media. Students and School Personnel may not post to Facebook, Twitter or other social media channels any photographs, audio recordings, and/or video recordings of the interior of the Community, a Patient, or Community Personnel without the express written consent of the Administrator. This restriction applies whether or not the photograph or recording has been manipulated or edited.



AGREEMENT OF AFFILIATION

Date: September 19, 2018

This Agreement of Affiliation (this "Agreement") is between Operator and School identified below.

Operator: Tanglewood Trace
Legal name

Tanglewood Trace
d/b/a (Facility name)

School: ALR Educational Health Services Inc.

BACKGROUND

- A. Operator operates an Assisted Living Facility (the "Facility") for the benefit of its residents (each, a "Resident").
- B. School is required to provide clinical experience for educational purposes to Practical Nursing Students (each, a "Student").
- C. "Clinical" refers to any type of course in which the student may have resident contact as a part of the course, regardless of actual course title or location of the resident interaction. This includes situations in which students have contact with residents or residents' health records in an observational role, even if not providing direct resident care or resident care services. Examples of clinical course titles include internship, externship, clinical practicum, and co-op.
- D. Operator is willing to make the Facility available to School and its students for clinical experience, which will necessarily include the performance of tasks by the students, under courses or programs designed by School (each, a "Program").

TERMS AND CONDITIONS

Operator and School hereby agree as follows:

1. School Deliverables. School will:

a. Coordination.

- i. Be responsible, in coordination with Operator, for the assignment of students and the planning and administration of the clinical portion of each Program. Students assigned to clinical work at the facility ("Students") will be only those who meet the criteria for eligibility as established by School and approved by Operator and no student will be assigned to Operator without prior consent of Operator.
- ii. Send Operator a schedule of Students and the clinical objectives for them in advance of each clinical rotation.
- iii. Provide Operator with the names and qualifications of Program faculty, instructors, affiliate instructors, and other personnel (collectively, "School Personnel") who may be assisting with clinical instruction or evaluation during site visits. Copies of licensure, if applicable, will be kept in the files of School and, upon request, made available to Operator.

b. Student and School Personnel Qualification.

- i. For all Students and School Personnel, provide Operator with (A) with a copy of a negative TB skin test or chest x-ray showing the absence of TB, and a copy of a current Immunization record prior to commencing service at the facility, together with updated skin test results or x-rays and a current immunization record as from time to time required for continued compliance by the School or Operator and (B) documentation of immunity to communicable/infectious diseases.
- ii. Verification by licensed physician, physician assistant, or registered nurse of each Student's ability to meet program specific essential functions. Operator may request copies of these documents to review.
- iii. Train the Students, in compliance with Occupational Safety and Health Administration (OSHA) requirements, on universal precautions and Blood-borne pathogen regulations, fire and electrical safety, client confidentiality, and tuberculosis transmission, including any required content provided by Operator. Proof of participation in instruction on these subjects by the Students will be provided to Operator upon request.
- iv. School will cause Students and School Personnel who will be on site at the facility, at no cost to Operator, to be subject to a criminal background check prior to commencing the Program at the facility and, if the Program at the facility is ongoing, after 12 months have lapsed since the last check or if the individual has been absent from the facility for 90 or more days. The criminal background check will include the searches set forth on [Annex A](#). School will cause Students and School Personnel to provide the results of the check to Operator via direct access to the applicable password protected portal or in such other

format as to which Operator may agree at least two weeks prior to commencing the Program at the facility.

c. Compliance.

- i. Require Students and School Personnel on site at the facility to abide by Operator's requirements regarding the confidentiality and security of patient health care information.
- ii. Require Students and School Personnel on site at the facility to comply with the following, as from time to time provided to or made available to such students and personnel (collectively, "Policies and Procedures"):
 - Rules of Conduct
 - Resident Handbook
 - Facility policies and procedures
 - The particular policies and procedures attached to this Agreement as Annex B

d. Program and School.

- i. Identifying and/or providing the texts and materials that will be purchased by students.
- ii. Make other services available to all students of School as appropriate.
- iii. Notify Operator immediately of any change in School's accreditation or state regulatory approval status.

2. Operator Deliverables. Operator will provide:

a. Coordination.

- i. Reasonable efforts to (A) make clinical experiences and access to information available at the facility to Students as necessary to meet the objectives of each Program and (B) inform facility personnel regarding the privileges and responsibilities of students and School Personnel.
- ii. Classroom and/or conference room space as may be necessary to carry out the clinical instruction for Students at Operator.
- iii. Access to library facilities, if available, for Students while at the facility.
- iv. A reasonable amount of secure storage space for apparel and personal effects of Students.
- v. Sufficient number of staff to carry out normal service functions, so Students will not be performing functions in lieu of staff, unless otherwise specified by the facility.

b. Safety.

- i. Emergency care to Students, at the Students' expense, for work-related illnesses and accidents, occurring while the Student is in training at the facility.
- ii. Personal protective equipment availability for Students and School Personnel as required by the OSHA, including under the Bloodborne Pathogen Standard.
- iii. Written copies of the Policies and Procedures.

c. Residents and Facility.

- i. The Operator will retain responsibility for and authority over the care of residents.
- ii. Provide notification to School immediately of any change in the status of certification, licensure and/or accreditation of Operator or the facility.

3. The Program.

a. Program Details.

- i. School will inform Operator in reasonable detail from time to time regarding the nature, goals and particulars of the Program, and Operator will provide School with feedback regarding School's expectations for Operator and the facility. School will reasonably cooperate with Operator in briefing facility personnel about the Program.
- ii. School has the sole responsibility for the selection of students for the Program, standards of education, course content, term of instruction, method and hours of instruction, and supervision and final evaluation of students. Operator will provide School with information regarding the number of Students that can be accommodated for each clinical rotation. The number of and schedule for Students will be proposed by School and subject to agreement by Operator. School will provide Operator with a list of student objectives for each rotation.
- iii. School will provide orientation to the Program objectives and policies to Students, including for situations in which Operator staff is directly supervising Students. General supervision of the Program is the responsibility of School faculty.
- iv. Students absent from clinical instruction for any reason may be required to make up that lost time at the discretion of Operator or School.
- v. Students will wear the official uniform of their program or designated attire while on duty in the facility.

b. Reserved Rights.

- i.** School reserves the right to withdraw from the Program any Student whose work or conduct may reflect discredit to the Program and the profession or whose progress is not satisfactory to School.
- ii.** Operator, upon notice of reasonable cause by Operator, may suspend access to the facility or remove any student or School Personnel from the facility. For purposes of the foregoing, reasonable cause includes any action that causes or would cause a violation of this Agreement or a breach of the Policies and Procedures. Operator may further immediately remove any student or faculty member whose presence at the facility, as determined by Operator, may compromise resident care. In the event that an individual is removed under this paragraph, School will cause the individual to promptly vacate the facility premises, remove any and all personal property, and return any Operator proprietary information to Operator.

c. General.

- i.** Students will not be paid by Operator for clinical instruction time. Students and School Personnel will not be considered agents or employees of Operator for any purpose.
- ii.** School and Operator are equal opportunity institutions and will make educational decisions in a manner that will not discriminate against individuals on the basis of sex, race, color, creed, national origin, age, mental or physical handicaps, or veteran status; provided, however, that with respect to physical handicaps, the handicap must not be such as would, even with reasonable accommodation, in and of itself, preclude an Student's effective participation in the Program.
- iii.** Each party's performance of this Agreement will comply, and School will cause Student and School Personnel to comply, in all material respects with all federal and state laws, regulations, rules or orders applicable to privacy, security and electronic transactions, including but not limited to, regulations promulgated under Title II, Subtitle F of the Health Insurance Portability and Accountability Act (HIPAA).
- iv.** As required by the Program accreditation agencies, School may give Students a synopsis of this Agreement that outlines their responsibilities.
- v.** School will not disclose information concerning the resident to anyone other than Operator or the resident's legal representative without the consent of the resident or the resident's legal representative. Operator may require Students and School Personnel to sign a confidentiality agreement.
- vi.** In the event of an accident or injury that involves students or School Personnel and is not de minimus, each party will inform the other in reasonable detail.

- 4. Insurance.** During the duration of this Agreement, School will maintain (a) Worker's Compensation and Employer's Liability Insurance to cover employees at limits in accordance with the laws of the state in which the Community is located, (b) Commercial General Liability insuring the School, its students, School Personnel, and Operator, providing coverage against liability for any injury, damage, loss or expense arising

out of or pertaining in any fashion whatsoever to the services or obligations hereunder, including but not limited to claims brought by or on behalf of a student for personal injury or property damage, and (c) Professional Liability Insurance covering the School, its students, and School Personnel. The limits of such Commercial General Liability insurance will be in the amount of \$1,000,000 per claim and \$3,000,000 per year, with limits of at least \$500,000 for property damage, and the limits of such Professional Liability Insurance will be in the amount of \$1,000,000 per claim and \$3,000,000 in the aggregate. School will cause Operator to be named as an Additional Insured on all such insurance and require the provider or providers of such insurance to give a 30 day notice to Operator of any cancellation, non-renewal or material change in the policy or policies. School will furnish Operator certificates of insurance or such other evidence of the existence of said insurance as is satisfactory to Operator.

5. **Relationship with the facility.** Each party to this Agreement is an independent contractor. No provision of this Agreement or act of the parties hereunder pursuant to this Agreement will be construed to express or imply a joint venture, partnership, or similar relationship. No employee, representative or student of either party will at any time be deemed to be under the control or authority of the other party, or under the joint control of both parties. Each party is liable for all workers' compensation premiums and liability, federal, state, and local withholding taxes or charges with respect to its respective employees and will indemnify the other from any claims brought against the other in respect thereto. No student or School Personnel are entitled to participate in any group insurance policies or other benefits available to employees of Operator. No student or School Personnel will claim or represent to any person at any time that he or she is employed by, engaged by, sponsored by, or affiliated with Operator or the facility.
6. **Reporting Abuse, Neglect, and Misappropriation of Resident Property.** Students and School Personnel will follow all state and federal guidelines regarding the reporting of abuse, neglect, or exploitation of the elderly or any other violation of regulations or elder rights. Operator will not discriminate or in any way retaliate against any person who makes a good-faith report to the proper authorities. Operator requests that such concerns be reported to the Facility's Executive Director (ED).
7. **Indemnification and Limitation of Liability.** School will indemnify and hold harmless Operator and its members, managers, principals, officers, directors, representatives, employees, legal counsel, predecessors, successors, affiliates and assigns (collectively, "Affiliates") from and against any and all debts, obligations, losses, claims, liabilities, damages, deficiencies, actions, suits, proceedings, demands, assessments, orders, judgments, writs, decrees, costs and other expenses, including, without limitation, reasonable attorney's fees and accountant's fees, incurred by any of them in defending, compromising or satisfying actions brought against them arising out of or related to the acts or omissions of the School or any student or School Personnel or from any breach by School of this Agreement or any suits arising from the Student's participating in the Program under the Fair Labor Standards Act . In no event, whether based on contract, indemnity, warranty, tort (including negligence), strict liability, or otherwise, will Operator or its Affiliates be liable for special, incidental, exemplary, punitive, consequential, or indirect damages.
8. **Term and Termination.** The initial term of this Agreement will commence on the date first set forth above and will continue for one year, subject to either party terminating this Agreement with or without cause by giving the other party at least 30 days' notice. In addition, either party may terminate this Agreement immediately to the other party upon a material breach of this Agreement by the other party. A material breach of this Agreement by School will include, without limitation, a failure by students or any School Personnel to comply with any material Policies and Procedures, a regular or frequent failure by students or any School Personnel to comply with Policies and Procedures, or any act or omission by students or any School Personnel that Operator, in its sole discretion, determines endangers or may endanger the health or wellbeing of Residents. Sections 5, 7, 8 and 9 will survive any termination of this Agreement.

9. **Miscellaneous.**

- a. **Applicable Law.** This Agreement will be governed in all respects by the laws of the state in which the facility's primary facility is located, without regard to any conflicts of law principle, decisional law, or statutory provision which would require or permit the application of another jurisdiction's substantive law.
- b. **Interpretation.** This Agreement contains the complete agreement between the parties with respect to the subject matter hereof. All previous and collateral agreements, representations, warranties, promises and conditions relating to the subject matter of this Agreement are superseded by this Agreement. If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions hereof will continue fully to be effective. No presumption will be deemed to exist in favor of or against either party hereto as a result of the preparation of this Agreement. This Agreement may only be amended by a writing signed by both parties. Waiver by a party of any default by the other will not be deemed a waiver of any other default.
- c. **No Assignment.** School may not assign this Agreement without the written consent of Operator, and any attempted assignment without such consent will be null and void.
- d. **No Third Party Beneficiaries.** Except as provided in Section 7 (Indemnification and Limitation of Liability), nothing in this Agreement confers upon any person, other than the parties hereto or their respective permitted assigns and successors, any rights or remedies under this Agreement.
- e. **Administrator.** Unless otherwise specified herein, any notices or information required from School will be given to the Executive Director (ED).
- f. **Notices.** Any notice required or permitted by this Agreement will be (i) in writing, (ii) delivered personally or by nationally recognized express delivery service, addressed to the party to be notified at such party's address as set forth herein or as subsequently modified by written notice, and (iii) deemed received upon the open of business on the day actually delivered or that delivery is refused. A copy of any notice sent to Operator and School will be sent to:

Attn: Ayana L Redding, RN, MSN-Ed
Director of Education
ALR Educational Health Services Inc.
1638 E Day Rd.
Mishawaka, IN 46545

Attn: Nate Wolf
Regional Director
Tanglewood Trace
530 Tanglewood Lane
Mishawaka, IN 46545

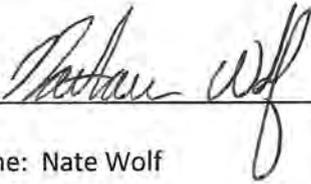
- g. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

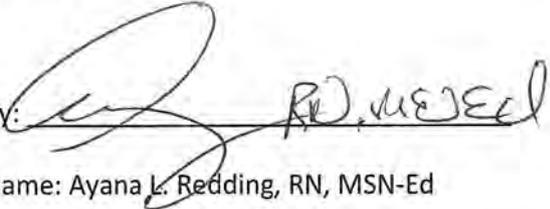
SIGNATURES

Operator and School have executed this Agreement as of the date first set forth above.

OPERATOR

SCHOOL

By:  _____

By:  _____

Name: Nate Wolf

Name: Ayana L. Redding, RN, MSN-Ed

Title: Regional Director

Title: Director of Education

Address: Tanglewood Trace

Address: ALR Educational Health Services Inc.

530 Tanglewood Lane

1638 E Day Rd

Mishawaka, IN 46545

Mishawaka, IN 46545

ANNEX A
CRIMINAL BACKGROUND CHECK SEARCHES

- County, state, and federal criminal record searches of all places of principal residences for the past 7 years (or since age 18, if less than 25 years old). Records will be verified against all known names and addresses as revealed on the social security report.
- National criminal history database that includes 50-state sex offender and Office of Foreign Assets Control (OFAC) List of Specially Designated Nationals (SDN).
- Office of Inspector General (OIG)/ General Services Administration (GSA) Sanction Reports, United States Treasury, applicable state exclusion list
- Social security verification and residency report
- Maiden name and alias report

ANNEX B
CERTAIN POLICIES AND PROCEDURES

Parking. Parking is permitted only in designated areas of the parking lot.

Check In. Students and School Personnel will check with the Administrator or manager on duty prior to starting work at the Community.

Attire and Name Badge. While at the Community, students and School Personnel must abide by the Community employee rules or School uniform rules regarding attire and must also wear a name badge that identifies his or her name and the School.

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- a. Verbal or physical abuse, neglect, financial exploitation, or misappropriation of property (i.e. theft);
- b. Use of illegal drugs;
- c. Use of alcohol;
- d. Being under the influence of illegal drugs or alcohol;
- e. Sleeping on duty;
- f. Failure to sign in and out at required location;
- g. Indecent or immoral conduct;
- h. Willful damage to Community, Patient or employee property;
- i. Soliciting contributions, donations, tips, gifts or employment;
- j. Failure to follow rules, regulations, policies or procedures governing private duty personnel & caregivers;
- k. Violating Patient rights;
- l. Providing services in public areas;
- m. Failure to report any Patient injury or change of condition immediately to the Community's management team;
- n. Disruptive conduct;
- o. Unauthorized distribution of literature;
- p. Failure to follow smoking restrictions;
- q. Unauthorized access to office areas and the protected health information of Patients;
- r. Unauthorized access to the kitchen or other restricted areas;
- s. Allowing unauthorized access to the Community by third parties, including friends and family; and
- t. Dressing inappropriately or inconsistently with Community Employee uniform standards.

Photography and Recording. Students and School Personnel may not photograph or take audio and/or video recordings of the interior of the Community, a Patient, or Community Personnel without the express written consent of the individual being photographed or recorded (or his or her legal representative) and, in the case of the Community and Community Personnel, the Administrator.

Social Media. Students and School Personnel may not post to Facebook, Twitter or other social media channels any photographs, audio recordings, and/or video recordings of the interior of the Community, a Patient, or Community Personnel without the express written consent of the Administrator. This restriction applies whether or not the photograph or recording has been manipulated or edited.

Institutional Profile for American College of Education

Background American College of Education began as Barat College at Lake Forest, Illinois. In October 2005 the institution was renamed to its current name. American College of Education was located in Chicago, Illinois before moving administrative offices to Indianapolis, Indiana in 2011. The institution also has offices in Dallas, Texas. The current institutional offices are located on the 12th floor of the building in which the Commission offices are housed. During the past 16 years of operation in Indiana, the Commission has received one formal student complaint.

Institutional Control Private, for-profit institution.

Institutional Accreditation The institution is accredited regionally by the Higher Learning Commission (HLC). The accreditor originally granted accreditation status in January 2005. More recently accreditation was reaffirmed in 2014-2015, during which comprehensive evaluations occurred in September 2014 and July 2015. The next reaffirmation of accreditation will occur 2024-2025, during which a comprehensive evaluation will occur.

The institution has been granted Candidate status by the Commission on Collegiate Nursing Education programmatic accreditation for the Bachelor of Science (B.S.) in Nursing and Master of Science (M.S.) in Nursing degree programs.

Participation in NC-SARA The American College of Education has been a State Authorization Reciprocity Agreement (SARA) Institutional Partner since December 2015. The institution is one of four private, for-profits in Indiana to participate in SARA.

Participation in Student Financial Aid Students attending the institution are not eligible to receive Title IV funding. However, undergraduate federal student loans may be granted forbearance while enrolled in graduate programs at the institution. The institution does not currently participate in state financial aid.

Campuses The institution offers all programs via distance education.

Enrollment The National Center for Education Statistics (NCES) lists a total enrollment of 5,503 students in the fall of 2018 at American College of Education.

Programs The institution offers programs at the certificate, baccalaureate, master's, graduate certificate, and doctoral levels. Programs range from a Certificate in Higher Education to a Doctor of Education (Ed.D.) in Leadership. Most programs offered are in the field of teacher education. Currently the institution offers nearly 40 programs in the teacher education field.

Financial Responsibility Composite Score (FRCS) In Fiscal Year (FY) ending December 31, 2019 the institution had an unpublished FRCS of 2.1.

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BOARD FOR PROPRIETARY EDUCATION

Wednesday, September 16, 2020

BUSINESS ITEM B-1:

**American College of Education:
One Education Specialist Degree Program, and One
Doctorate Program Offered Exclusively through Distance
Education**

Institutional Profile

See Attachment

Staff Recommendation

That the Board for Proprietary Education approve the Education Specialist (Ed.S.) in Second Language Instruction, and Doctor of Education Doctorate (Ed.D.) in Second Language Instruction in accordance with the background discussion of this agenda item and the Applications for Degree Approval.

Background

Degree Program Profiles

*Education Specialist (Ed.S.) in
Second Language Instruction
Offered Through Distance Education*

This program consists of 34 semester credit hours, with 100 percent of the courses in the specialty. The program is offered to individuals with a master's or post-master's degree who are seeking advanced credentials without completing a dissertation. The program faculty consists of nine individuals, of whom four are full-time, and the remaining five are part-time. Of the nine individuals, each has a doctoral degree.

*Doctor of Education (Ed.D.) in
Second Language Instruction
Offered Through Distance Education*

This program consists of 64 semester credit hours, with 100 percent of the courses in the specialty. The program offers 13 focus of study areas: Adult and Continuing Education, Curriculum and Instruction, Early Childhood Education, Educational and Community Organizations, Health and Wellness, Higher Education, Instructional Leadership, International Education, Leadership, Literacy, Online Education, Special Education, and STEM. The program faculty consists of nine individuals, of whom four are full-time, and the remaining five are part-time. Of the nine individuals, each

has a doctoral degree.

Supporting Documents

Degree Applications

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

**Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana
with a Physical Presence in the State**

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution American College of Education

Program name and Ed.S. in Second Language Instruction
Suggested CIP Code: 13.1401

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ed.S.,
Ed.D., Ph.D.)

Name of Person Preparing this Form Thomas Brouwer

Telephone Number 317.829.9427

Application Type

Date the Form was Prepared 6/25/2020

Initial or Renewal

(Revise date after any revision)

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Ed.S. Education Specialist degree is a practitioner's degree at the post-master's level for those who seek advanced credentials but not a full doctoral degree with a dissertation requirement. The objective of the degree is to develop skills and competencies that will make the student a more effective leader in the field of Second Language Instruction. The Ed. S. in Second Language Instruction degree is designed for individuals with a master's degree who will wish to advance their second language instruction knowledge and skills.

The mission of the Ed. S. in Second Language Instruction is to provide students with an in-depth knowledge of research-based theories of language acquisition, assessment and instructional methods, strategies that promote cultural understanding, and current best practices to meet the needs of second language learners across diverse educational settings.

Program Outcomes:

1. Apply in-depth, research-supported knowledge of language development and acquisition, current technology, and cultural and linguistic diversity to design and implement curriculum and instruction for English learners.
2. Utilize researched-based academic theory, standards, and frameworks to guide the selection of content, delivery of evidence-based instruction, enhancement of critical thinking and inquiry, and the development of original research.
3. Analyze assessment instruments, create materials, and evaluate data to enhance the academic and social development of English learners.

4. Establish a culturally relevant environment by incorporating evidenced-based instructional resources, materials, and technology.
5. Demonstrate and participate in multiple strategies to establish and maintain partnerships among school, family, and community, and advocate for the academic and social growth of English learners.
6. Engage in ongoing learning and leadership communities to analyze data and instructional practices and conduct research to enhance understanding of new language learners and their academic and social needs across diverse settings.
7. Participate in opportunities to grow as a professional and leader in the educational field.

Second language instruction is consistently identified as a high-need teacher shortage area across the nation. Beare (2020) noted, "According to the National Center for Education Statistics,27 percent of all schools with bilingual/ESL teaching vacancies found them very difficult or impossible to fill, more than for many other teaching fields." Over the last decade, the Indiana Department of Education has identified teacher shortage areas in the field of teaching second language learners for 9 out of the 10 school years reported, including the upcoming 2020-2021 academic year (U.S. Department of Education, 2020). The need for professionals with expertise in second language instruction has persisted in the state of Indiana, and nationally, for decades.

This program will help expand the pool of professionals in the field to serve English as a Second Language Learners and to address teacher shortage areas in this field. Graduates could seek employment at P-12 schools, community colleges, local organizations, and government agencies that support diverse populations. According to the U.S. Department of Labor Statistics, the projected growth for elementary and secondary teachers are expected to grow 3% and 4% from 2018-2028, which is about average for all occupations. Although this program does not qualify graduates for P-12 teacher licensure, it does support existing teachers by preparing them to address the needs of diverse student populations through advanced degree coursework. Graduates of this program could provide direct services to adults or children who have primary languages other than English or serve as a department chair overseeing ESL programs in the P-12 setting. They would be qualified to lead or work in adult literacy programs.

Presently, there are fewer options for individuals who wish to earn an Ed.S. in Second Language Instruction than in most other education profession fields. The top degree-conferring programs for this area are in states other than Indiana. According to Gray Associates, the largest online degree conferring program for this CIP code at the master's degree level from 2016-2018 were institutions in California and Arkansas. Data for the Ed.S. level were not available. Other out-of-state institutions had less than 10 online degree completions in this area. Providing an online alternative will increase accessibility of a post-master's degree in this content area to a wider educator base.

This program will provide Indiana residents a local, flexible, and affordable option to earn an advanced degree in Second Language Instruction. Within the state, tuition for a similar Ed.D. program at Indiana University has a published graduate tuition rate of \$437.70 per credit hour. Purdue Global graduate tuition is \$420 per quarter credit hour. American College of Education offers the Ed.S. program for \$306.00 per credit hour. The addition of a lost-cost online program would allow working adults the opportunity to earn their advanced degree without accumulating student loan debt and while maintaining their employment.

American College of Education offers a variety of certificate and degree options that are stackable. This allows students to earn certificates and credentials on their way to an advanced degree. This program is a natural extension of our current offerings in second language instruction. Currently, ACE offers micro-credentials and certificates in second language and bilingual education and an M.Ed. in English as a Second Language and Bilingual Education. The addition of the Ed.S. in Second Language Instruction degree program would allow graduates from the M.Ed. program to continue their advanced studies in the Ed.S. pathway as a stackable degree toward earning a terminal degree in this area in the future.

RES6222	Research Concept Paper	2
BE6133	Capstone in Second Language Instruction	3

GENERAL EDUCATION / LIBERAL ARTS COURSES:

Course Number	Course Title	Course Hours
Not Applicable	Not Applicable	

Number of Credit/Clock Hrs. in Specialty Courses: 34 _ / 34 _ Percentage: 100%

Number of Credit/Clock Hrs. in General Courses: 0 _ / 34 _ Percentage: 0%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts: 0 _ / 34 _ Percentage: 0%

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The ACE library is online with no single location. Students have access to the library 24 hours a day, 7 days a week.

The library is staffed by one professional librarian holding both a Ph.D. in Information Science and a Master of Library and Information Science.

2. Number of volumes of professional material:

EBSCO Discovery Service

The EBSCO Discovery Service provides users with an easy, yet powerful means of accessing all of an institution's information resources through a single search. This is achieved by harvesting metadata from both internal (library) and external (data base vendors) sources and creating a pre-indexed service of unprecedented size and speed.

E-journals and E Books

Academic Search Complete

Academic Search Complete is the leading source of peer-reviewed, full-text for STM research, as well as for the Social Sciences and Humanities. This scholarly collection offers unmatched coverage of information spanning a broad range of important areas of academic study, including anthropology, engineering, law, sciences and more. Coverage includes over 6,400 indexed journals and 363 eBooks. In addition, over 74,000 videos from the Associated Press are included.

- Producer: EBSCO
- Vendor: EBSCO
- Full text: Over 5,700 peer-reviewed journals

Business Source Complete

Business Source Complete includes indexing and abstracts for the most important scholarly business journals as far back as 1886. It includes over 3,500 peer-reviewed electronic journals and 915 eBooks, as well as industry profiles, 3,625 SWOT analyses, and 900 case studies.

- Produced by: EBSCO
- Vendor: EBSCO

- Full text: Over 1,200 peer-reviewed journals

CINAHL Complete

CINAHL Complete covers over 50 nursing specialties, speech and language pathology, nutrition, and general health. This database indexes more than 5,400 journals and includes the full-text for more than 1,300 journals. It also includes continuing education modules, evidence-based care sheets, quick lessons providing overviews of disease and conditions, and 13 eBooks. Full text dates begin in 1937.

- Produced by: CINAHL Information Systems
- Vendor: EBSCO
- Full-text: Over 1,300 journals

CultureGrams Online Database

CultureGrams provides reports on over 200 countries, every U.S. state and each of the Canadian provinces and territories. Cultural reports cover topics such as land, climate, housing, economy, education, history, marriage, and greetings.

- Produced in conjunction with the David M. Kennedy Center for International Studies at Brigham Young University.
- Vendor: ProQuest
- Full-text: Yes

eBook Central

The eBook Central platform provides access to eBooks that the library has purchased from ProQuest. ACE has three eBooks on this platform for nursing and health administration.

- Produced by: ProQuest
- Vendor: ProQuest
- Full-text: Three eBooks

eBooks (EBSCOhost)

eBooks is a collection of 3,536 full-text eBooks, which includes a collection of 92 purchased Education related eBooks, two Healthcare related eBooks, and the remainder are open-access.

- Producer: EBSCO
- Vendor: EBSCO
- Full-text: Yes

Education Abstracts

Education Abstracts indexes and abstracts articles from education journals published since 1983, education yearbooks published since 1994, and books in education published since 1995. Subjects covered include adult education, continuing education, library science, literacy standards, multicultural/ethnic education, teaching methods, and more.

- Produced by: H. W. Wilson Co
- Vendor: EBSCO
- Coverage: 770+ journals

Education Source

Education Source is an authoritative online resource for Education research. According

to EBSCO, this massive file offers the world's largest and most complete collection of full-text education journals. It is a bibliographic and full-text database covering scholarly research and information relating to all areas of education. Topics covered include all levels of education from early childhood to higher education, and all educational specialties, such as leadership, curriculum, instruction, multilingual education, health education, testing, administration, policy, funding, and related social issues. Coverage for over 2,330 journals, 530+ eBooks, conference papers, and proceedings.

- Produced by: EBSCO
- Vendor: EBSCO
- Full-text: Yes, 1,800+ journals

Education Week

- Produced by: Editorial Projects in Education
- Vendor: EBSCO
- Full-Text: Yes, for this title

Educational Administration Quarterly

- Produced by: SAGE
- Vendor: EBSCO
- Full-text: yes, for this title

Google Scholar

Google Scholar is a keyword search engine of journal articles harvested daily from the Web, as well as U. S. patents and legal opinions.

- Produced by: Google
- Vendor: www.google.com
- Full-text: Yes, articles which are copyright-free; free full-text patents and federal legal opinions

JSTOR Current Education Collection

JSTOR includes five selected Education related journals.

- Produced by: Editorial Projects in Education
- Vendor: EBSCO
- Full-text: yes, for the five selected titles

Library, Information Science & Technology Abstracts (LISTA) with Full Text

LISTA covers subjects such as technology, information literacy, metadata, and bibliometrics. It includes conference proceedings, theses and pamphlets. This database indexes over 730 journals and provides full text for over 320 journals. It also provides access to over 29 eBooks, numerous conference papers and pamphlets.

- Produced by: EBSCO
- Vendor: EBSCO
- Full-text: 320+ journals

MEDLINE Complete

MEDLINE Complete covers subjects such as biomedicine, bioengineering, life sciences, and pre-clinical sciences. This coverage of this index dates back to 1916, over 5,200 journals are indexed, and full text is provided for over 2,200 journals.

- Produced by: EBSCO and the National Library of Medicine
- Vendor: EBSCO

- Full-text: 2,200+ journals

OID Nursing Full Text Plus journals

OID Nursing Full Text Plus journals covers numerous nursing specialties. Journal coverage dates back to 1995. Journals from Lippincott Williams & Wilkins are included, as is the OVID database with over 374,000 bibliographic records. A total of 51 full text journals are included in this collection.

- Producer: Wolters Kluwer
- Vendor: OVID
- Full-text: 51 journals.

ProQuest Health Management Database

journals from pertinent health publishers in the field of health administration. Also included are over 6,000 dissertations and theses from that field, as well as over 1,100 reports from Business Monitor International related to the health care industry. Topics covered include including hospitals, insurance, law, statistics, business management, ethics, and public health administration.

- Produced by: ProQuest
- Vendor: ProQuest
- Full-text: Yes

SAGE Research Methods

SAGE Research Methods is a web-based research methods tool that covers quantitative, qualitative and mixed methods. Researchers can explore methods and concepts to help design research projects, understand a method or identify a new method, and write up research. Sage Research Methods focuses on methodology rather than disciplines and is of potential use to researchers from the social sciences, health sciences and other research areas. It includes over 600 books, dictionaries, encyclopedias, and the “Little Green Book” and “Little Blue Book” series.

- Producer: SAGE
- Vendor: SAGE
- Full-text: Yes

Science Direct

Two individual journal titles from Science Direct, *Nurse Leader* and *Journal of Nurse Practitioners*, are included in our subscription.

- Produced by: Elsevier
- Vendor: Elsevier
- Full-text: yes

University of Chicago Press Journals

Four individual journal titles are included in our subscription: *American Journal of Education*, *Elementary School Journal*, *Schools: Studies in Education*, and *The Library Quarterly*.

- Produced by: University of Chicago Press
- Vendor: EBSCO
- Full-text: yes

ERIC Documents and Educational Tests

ERIC

The ERIC (Educational Resources Information Center) database is created and distributed free by the U.S. Dept. of Education. ERIC indexes and abstracts education journals, as well as published and unpublished books, monographs, curriculum guides, conference papers, proceedings, position papers, teaching guides, and other educational materials. Coverage includes 1,160+ journals and 500,000+ other publications. 1.3+ million citations

- Produced by: U. S. Dept. of Education, 1966-
- Vendors: <http://www.eric.ed.gov>, EBSCO and ProQuest
- Full-text: Yes - 244 journals (EJ) and 330,000+ ERIC documents (ED). Some publications have copyright restrictions placed by the author or publisher.

Mental Measurements Yearbook including Tests in Print

Mental Measurements Yearbook (MMY) is a comprehensive guide to 2,000+ contemporary testing instruments. The MMY series contains reviews and information essential for a complete evaluation of testing products in psychology, education, business, and leadership. First published by Oscar K. Buros, the MMY series allows users to make knowledgeable judgments and informed selection decisions about the increasingly complex world of testing. MMY database includes the MMY archive of all yearbooks from the first edition in 1938 through the 18th yearbook released in 2010.

Tests in Print (TIP)

This is a comprehensive bibliography of all known commercially available tests that are currently in print in the English language. TIP provides vital information to users including test purpose, test publisher, in print status, price, test acronym, intended test population, administration times, publication date(s), and test author(s).

- Producer: Buros Institute of Mental Measurements at the University of Nebraska – Lincoln
- Vendor: EBSCO
- Coverage: 7,000+ reviews
- Full-text: Yes – reviews only

Other

ATLAS videos

ATLAS is a library of over 1300 authentic video cases showing National Board-Certified Teachers at work in the classroom.

Child Development & Adolescent Studies

Child Development & Adolescent Studies is an index of book reviews, articles, technical reports, theses, and dissertations related to growth and development of children through age of 21. This database covers 238 journals.

- Produced by: National Information Services Corporation, MD. Previously published by Society for Research in Child Development, 1927-2001.
- Vendor: EBSCO
- Full-text: No

Education Abstracts

Education Abstracts indexes and abstracts articles from over 770 education journals

published since 1983, education yearbooks published since 1994, and books in education published since 1995. Subjects covered include adult education, continuing education, library science, literacy standards, multicultural/ethnic education, teaching methods, and more.

- Produced by: H. W. Wilson Co
- Vendor: EBSCO
- Full text: No

Educational Administration Abstracts

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 199,000+ records dating back to 1966
- Full-Text: No

Joanna Briggs Institute (JBI) Evidence-Based Practice

JBI access provides the best tools for evidence-based practice. JBI includes evidence summaries, evidence-based recommended practices, best practice information sheets, systematic reviews, consumer information sheets, systematic review protocols, and technical reports.

- Producer: Joanna Briggs Institute
- Vendor: Ovid
- Full-text: Yes

ProQuest Dissertations & Theses Global

Each year over 130,000 new dissertations and theses are added to the database. Coverage in the database begins in 1637, and full-text coverage begins in 1997.

- Producer: ProQuest and UMI
- Vendor: ProQuest
- Full-text: Yes

ProQuest Health Management Database

Health Management is a specialized database which includes the full text from over 800 journals from pertinent health publishers in the field of health administration. Also included are over 6,000 dissertations and theses from that field, as well as over 1,100 reports from Business Monitor International related to the health care industry. Topics covered include including hospitals, insurance, law, statistics, business management, ethics, and public health administration.

- Produced by: ProQuest
- Vendor: ProQuest
- Full-text: Yes

3. Number of professional periodicals subscribed to:

ACE subscribes to specialized fee-based databases and other resources that provide students and faculty access to full-text books and journal articles. From the links in our learning management system (LMS), students and faculty can access indices of 48,000 journals, full-text articles from 10,000 journals, 500,000 education documents, 300,000 full text documents, approximately 3,600+ e- books, reports or monographs, and the Educational Resources Information Center (ERIC) documents. Students and faculty also

benefit from direct subscription to several full-text education journals.

4. Other library facilities in close geographical proximity for student access:

While most of the information resources required of students are contained in the full-text, online professional journals and e-books subscribed to by the Library, all ACE students are encouraged to obtain local library access or borrowing privileges at libraries near to them.

IV. <u>FACULTY</u>: Attach completed Instructor’s Qualification Record for each instructor. ** Include all required documentation pertaining to the qualifications of each instructor.					
Total # of Faculty in the Program:	9	Full-time:	4	Part-time:	5
Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)					

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full-time	Part-time
Francoise Bachelder	Ph. D. Curriculum and Instruction/ ESL	23	6	23	X	
Ava Belisle-Chatterjee	Ph. D. Curriculum and	43	1	43		X

	Instruction/ ESL					
Rita Deyoe-Chiullan	Ph. D. Curriculum and Instruction/ ESL	52	10	52		X
Felicia Durden	Ed. D. Educational Leadership/ ESL	19	3	24	X	
Chih-Hsin Hsu	Ed. D. Bilingual Education	10	4	17	X	
Katrina Landa	Ed. D. SPED, ECE and ESL	11	8	20	X	
Suzy Natividad	Ed. D. Curriculum and Instruction/ ESL	22	5	22		X
Timothy Rodriguez	Ph. D. Education	38	3	38		X
Charlett Williams	Ed. D. Educational Leadership/ ESL	26	4	26		X

Supplementary Information
on
Composite Score, Licensure, Certification, and Accreditation

Institution: **American College of Education**
Degree Program: **Ed.S. in Second Language Instruction**
Locations: **Indianapolis, IN/Online**

Federal Financial Responsibility Composite Score

Provide the institution's most recent Federal Financial Responsibility Composite Score, whether published online, provided in written form by the U.S. Department of Education, or calculated by an independent auditor using the methodology prescribed by the U.S. Department of Education:

Composite Score 2.1

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **No**

If so, please identify

The specific license(s) needed: **N/A**

The State agency issuing the license(s): **N/A**

+++++
Professional Certification

What are the professional certifications that exist for graduates of similar program(s)? **Not Applicable**

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **Not Applicable**

If so, please identify

Each specific professional certification: **Not Applicable**

The national organization issuing each certification: **Not Applicable**

Please explain the rationale for choosing each professional certification: **Not Applicable**

Please identify the single course or a sequence of courses that lead to each professional certification? **Not Applicable**

+++++
Professional Industry Standards/Best Practices

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

If so, please identify

The specific professional industry standard(s) and/or best practice(s):

As stated in section one above, the Ed.S. in Second Language Instruction is grounded in the foundational tenants set forth by the Higher Learning Commission (HLC) to ensure graduates demonstrate the skills necessary to be effective leaders.

The applicable professional standards for this program would be Teaching English to Speakers of Other Languages (TESOL). Although this is not a licensure program, the program will be influenced by the

TESOL standards.

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

**The Higher Learning Commission (HLC)
Teaching English to Speakers of Other Languages (TESOL)**

++++
Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **No**

If so, please identify the specialized accrediting agency: **Not applicable**

++++

Transferability of Associate of Science Degrees

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution? **Not Applicable**

If so, please list the baccalaureate degree(s): **Not Applicable**

++++

Job Titles

List specific job titles and broad job categories that would be appropriate for a graduate of this program:

Titles:

**Professor/Post-Secondary Faculty
P-12 Teacher
Department Chair**

**Adult Language Teacher
Program Director**

1. What is the digital format of student transcripts? **Student transcripts are stored in CampusNexus, which is the student information system (SIS). Unofficial transcripts can be downloaded in PDF format from the student portal. Official transcripts can be ordered to be sent electronically or in paper format through Transcripts on Demand.**
2. Is the institution using proprietary software, if so what is the name? **N/A**
3. Submit a sample student transcript. **See Attachment**

++++

Student Records

Institutions that have Previously Operated

1. Are all student transcripts in a digital format? **YES**

- If not what is the percentage of student transcripts in a digital format? **N/A**
 - What is the beginning year of digitized student transcripts? **2005**
 - Are student transcripts stored separately from the overall student records? **Students transcripts are stored separately from overall student records within the student information file.**
2. How are the digital student records stored? **Within the student information system (SIS), CampusNexus**
- Where is the computer server located? **The main server is located at ACE's main office in Indianapolis, Indiana. The backup server is located offsite in Carmel, Indiana.**
 - What is the name of the system that stores the digital records? **CampusNexus**
3. Where are the paper student records located? **ACE does not maintain paper records. Student records are stored electronically. If the school receives paper records from a student, they are uploaded into the SIS and held for a period of 30 days. After 30 days they are destroyed pursuant to College policy.**
4. What is the beginning year of the institutional student record series? **2005**
5. What is the estimated number of digital student records held by the institution? **32,000**
6. What is the estimated number of paper student records held by the institution? **N/A**
7. Aside from digital and paper, does the institution maintain student records in other formats such as microfiche? **No**
- If so, what is the most significant format? **Not Applicable**
 - If so, what is the estimated number of student records maintained in that format? **Not Applicable**
8. Does the institution maintain a staff position that has overall responsibility and authority over student records? **Yes**
- If so, what is the name, title, and contact information for that individual?
David Gaston, Registrar, david.gaston@ace.edu
9. Has the institution contracted with a third party vendor such as Parchment to have student records digitized, maintained, and serviced? **The College has contracted with Transcripts Plus Credentials Solutions to have student records digitized, maintained, and serviced**
10. Approximately what is the average number of requests for student records or verification of attendance does the institution receive in a day and week? **150**
- All Institutions*
11. Is there anything that the Commission should consider with regard to the institutional student records? **No**

Program Description

Projected Headcount and FTE Enrollments and Degrees Conferred

- Report headcount and FTE enrollment and degrees conferred data in a manner consistent with the Commission's Student Information System
- Report a table for each campus or off-campus location at which the program will be offered
- If the program is offered at more than one campus or off-campus location, a summary table, which reports the total headcount and FTE enrollments and degrees conferred across all locations, should be provided.
- Round the FTE enrollments to the nearest whole number
- If the program will take more than five years to be fully implemented and to reach steady state, report additional years of projections.
- Submit one table for each campus in which the program will be offered.

Projected Headcount and FTE Enrollments and Degrees Conferred										
Jan. 1, 2021										
Institution/Location: American College of Education at Indianapolis, IN										
Program: Ed.S. in Second Language Instruction										
				Year 1	Year 2	Year 3	Year 4	Year 5		
				FY2021	FY2022	FY2023	FY2024	FY2025		
Enrollment Projections (Headcount)										
	Full-Time			4	14	20	30	40		
	Part-Time									
	Total			4	14	20	30	40		
Enrollment Projections (FTE*)										
	Full-Time			4	14	20	30	40		
	Part-Time									
	Total			4	14	20	30	40		
Degrees Conferred Projections				0	0	6	10	22		
Degree Level: Ed.S										
CIP Code: - 13.1401; State - 000000										
FTE Definitions:										
Undergraduate Level: 30 Semester Hrs. = 1 FTE										
Undergraduate Level: 24 Semester Hrs. = 1 FTE										

Indiana Projected Headcount and FTE Enrollments and Degrees Conferred									
Jan. 1, 2021									
Institution/Location: American College of Education at Indianapolis, IN									
Program: Ed.S. in Second Language Instruction									
				Year 1	Year 2	Year 3	Year 4	Year 5	
				FY2021	FY2022	FY2023	FY2024	FY2025	
Enrollment Projections (Headcount)									
	Full-Time			0	2	3	5	5	
	Part-Time								
	Total			0	2	3	5	5	
Enrollment Projections (FTE*)									
	Full-Time			0	2	3	5	5	
	Part-Time								
	Total			0	2	3	5	5	
Degrees Conferred Projections				0	0	0	2	2	
Degree Level: Ed.S									
CIP Code: - 13.1401; State - 000000									
FTE Definitions:									
Undergraduate Level: 30 Semester Hrs. = 1 FTE									
Undergraduate Level: 24 Semester Hrs. = 1 FTE									

Date: 8/19/2020

American College of Education

101 West Ohio Street Suite 1200
Indianapolis, IN 46204
www.ace.edu

Student: TEST HINSHAW6612 **Student ID:** 1709062290 **DOB:** 07/22 **Original Start Date:** 4/6/2020 **Student GPA:** 4.000000

Course Code	Course Description	Credits Attempted	Credits Earned	Grade	Quality Points	Course Code	Course Description	Credits Attempted	Credits Earned	Grade	Quality Points
Program: Ed.S. in Second Language Instruction											
Enrollment #: HI20089486		Status: Active									
Start Date: 4/6/2020											
Term: 20AUG17		August 17, 2020		8/17/2020		9/20/2020					
LEAD6001	Introduction to Advanced Studies	1.00	1.00	A	4.00						
Term GPA: 4.00		Cum GPA: 4.00									
Ed.S. in Second Language Instruction		GPA: 4.00	1.00	1.00							

*** End of Transcript ***

** Indicates Retaken Course
R* Indicates Retaken Override

Indicates Pass/Fail Course
◆ Indicates Associated Course
BPE Agenda Page 101

AMERICAN COLLEGE OF EDUCATION

Office of Registration and Records
101 West Ohio Street, Suite 1200
Indianapolis, Indiana 46204

ACADEMIC CALENDAR/ CREDITS

American College of Education operates on 5 week terms, 8 terms per year for Master level degree/certificate programs and 10 week terms, 4 terms per year for Doctorate and Advanced Studies level programs/certificates.

Until January 01, 2013, the College operated under the quarter credit system. As of January, 2013 the College began offering semester credit programs and courses to all new incoming students, all re-entering students and all students changing their program. Semester credits for all other students began June 03, 2013. Beginning June 2013, all quarter credits were converted to semester credits. All cumulative totals for students who have attended under both types of credit are expressed in semester credits. All credits on this transcript have been converted to semester credits using this formula: quarter credits were converted to semester credits by dividing the number of quarter credits by 1.5 (for example, 36 quarter credits \div 1.5 = 24 semester credits.)

ACCREDITATION

American College of Education is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604, telephone: (800) 621-7440. For specific program information, please refer to the Catalog (available at www.ace.edu).

RELEASE OF INFORMATION

This educational record is subject to the Family Educational Rights and Privacy Act of 1974, as amended. It is furnished for official use only and MAY NOT be released to, or accessed by, outside agencies or third parties without the written consent of the student concerned.

COURSE NUMBERING SYSTEM

500-599 Graduate Level Courses
5000-5999 Graduate Level Courses
6000-6999 Doctorate or Advanced Studies Courses

GRADING SYSTEM

Grade	Description	Grade Point Value
A	Excellent	4.0
B	Good	3.0
C	Average	2.0
D	Poor	1.0
F	Failure	0
W	Withdrawn	N/A
P*	Pass	N/A
NP*	Non-Pass	N/A
TR*	Transfer Credit	N/A
I**	Incomplete	N/A
CR*	Credit/Complete	N/A
PR*	Progress	N/A
RV*	Review	N/A

*Grade is not included in grade point average computation.

**"I" (Incomplete) grades that are not resolved according to the Incomplete Grade policy in the Catalog (available at www.ace.edu) are changed to "F" (Failure) grades. "I" grades are not included in the grade point average computation.

TRANSFER CREDIT

American College of Education awards transfer credit in accordance with the Transfer Credit policy in the Catalog. Transfer credits are notated on the transcript with a grade or "TR" and the name of the institution where the coursework was completed. Transferred credits are counted toward the total program completion credits required for graduation, but are not calculated into the cumulative grade point average.

ACADEMIC STANDING

Students who do not meet the standards for Satisfactory Academic Progress as outlined in the Catalog will fall out of good standing. A cumulative grade point average of 3.0 ("B") or higher and academic progress within the established incremental maximum timeframe indicate that a student is in good academic standing at American College of Education. See the Satisfactory Academic Progress policy in the Catalog for more information (available at www.ace.edu).

DEGREE REQUIREMENTS

To earn a degree at American College of Education, students must be in good standing, earn a minimum of a 3.0 cumulative grade point average, and complete the program within a maximum timeframe of completion. Program-specific graduation requirements are listed in the Catalog (available at www.ace.edu).

AUTHENTICATION OF THE RECORD

American College of Education's official transcripts are printed on security paper and do not require a raised seal. If the transcript was issued to the student, the watermark stating "Issued to Student" will appear on the transcript.

This Academic Transcript from American College of Education located in Indianapolis, IN is being provided to you by Credentials Inc. Under provisions of, and subject to, the Family Educational Rights and Privacy Act of 1974, Credentials Inc. of Northfield, IL is acting on behalf of American College of Education in facilitating the delivery of academic transcripts from American College of Education to other colleges, universities and third parties using the Credentials' TranscriptsNetwork®.

This secure transcript has been delivered electronically by Credentials Inc. in a Portable Document Format (PDF) file. Please be aware that this layout may be slightly different in look than American College of Education's printed/mailed copy, however it will contain the identical academic information. Depending on the school and your capabilities, we also can deliver this file as an XML document or an EDI document. Any questions regarding the validity of the information you are receiving should be directed to: Office of Registration & Records, American College of Education, 101 West Ohio Street, Suite 1200, Indianapolis, IN 46204, Tel: (800) 280-0307.

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

**Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana
with a Physical Presence in the State**

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution American College of Education

Program name and Ed.D. in Second Language Instruction
Suggested CIP Code: 13.1401

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ed.S.,
Ed.D., Ph.D.)

Name of Person Preparing this Form: Thomas Brouwer

Telephone Number 317.829.9427

Application Type

Date the Form was Prepared 6/25/2020

Initial or Renewal

(Revise date after any revision)

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Ed. D. in Second Language Instruction provides an in-depth approach to research-based methods of second language learning and instructional methods for a wide range of educational environments. The degree emphasizes the use of theoretical foundations and current real-world practices to support the development of relevant curriculum to meet the needs of diverse populations of second language learners. Students completing the Ed. D. will gain experience as a scholar practitioner with the necessary skills to utilize innovative curriculum, current technology, and instruction methods relevant to second language learners' educational needs in a variety of professional settings. Students engage in scholarly research throughout the coursework to support their final dissertation at the end of their program.

The program is grounded in foundational tenants set out by the Higher Learning Commission (HLC) to ensure graduates demonstrate skills necessary to be effective leaders within their discipline. The mission of the Ed.D. in Second Language Instruction is to provide students with an in-depth knowledge of research-based theories of language acquisition, assessment and instructional methods, strategies that promote cultural understanding, and current best practices to meet the needs of second language learners across diverse educational settings.

Program Outcomes:

1. Apply in-depth, research-supported knowledge of language development and acquisition, current technology, and cultural and linguistic diversity to design and implement curriculum and instruction for English learners.
2. Utilize researched-based academic theory, standards, and frameworks to guide the selection of content, delivery of evidence-based instruction, enhancement of critical thinking and inquiry, and the development of original research.
3. Analyze assessment instruments, create materials, and evaluate data to enhance the academic and social development of English learners.

4. Establish a culturally relevant environment by incorporating evidenced-based instructional resources, materials, and technology.
5. Demonstrate and participate in multiple strategies to establish and maintain partnerships among school, family, and community, and advocate for the academic and social growth of English learners.
6. Engage in ongoing learning and leadership communities to analyze data and instructional practices and conduct research to enhance understanding of new language learners and their academic and social needs across diverse settings.
7. Participate in opportunities to grow as a professional and leader in the educational field.

Second language instruction is consistently identified as a high-need teacher shortage area across the nation. Beare (2020) noted, "According to the National Center for Education Statistics,27 percent of all schools with bilingual/ESL teaching vacancies found them very difficult or impossible to fill, more than for many other teaching fields." Over the last decade, the Indiana Department of Education has identified teacher shortage areas in the field of teaching second language learners for 9 out of the 10 school years reported, including the upcoming 2020-2021 academic year (U.S. Department of Education, 2020). The need for professionals with expertise in second language instruction has persisted in the state of Indiana, and nationally, for decades.

This program will help expand the pool of professionals in the field to serve English as a Second Language Learners and to address teacher shortage areas in this field. Graduates of this doctoral program would qualify as post-secondary faculty members who could train teachers in the field of second language instruction. Graduates could also provide direct services to adults or children who have primary languages other than English or serve as a department chair overseeing ESL programs in the P-12 setting. They would be qualified to lead or work in adult literacy programs. Graduates could seek employment at P-12 schools, colleges, universities, local organizations, and government agencies that support diverse populations. According to the U.S. Department of Labor Statistics, the projected growth for post-secondary teachers is 11% from 2018-2028, faster than the average for all occupations. Elementary and secondary teachers are expected to grow 3% and 4% during the same time period, which is about average for all occupations. Although this program does not qualify graduates for P-12 teacher licensure, it does support existing teachers by preparing them to address the needs of diverse student populations through advanced degree coursework. The doctoral degree can also qualify existing P-12 teachers to work at the post-secondary level, where they can train and prepare others to deliver effective English language instruction.

Presently, there are fewer options for individuals who wish to earn an Ed.D. in Second Language Instruction than in most other education profession fields. The top degree-conferring programs for this area are in states other than Indiana. According to Gray Associates, the largest degree conferring program for this CIP code from 2016-2018 were institutions in California, Arizona, Iowa, New York, Florida, Hawaii, and Georgia. None of these programs reported any online completions for that time period. Providing an online alternative will increase accessibility of a terminal degree in this content area to a wider educator base.

This program will provide Indiana residents a local, flexible, and affordable option to earn an advanced degree in Second Language Instruction. Within the state, tuition for a similar Ed.D. program at Indiana University has a published tuition rate of \$437.70 per credit hour. Purdue Global graduate tuition is \$420 per quarter credit hour. American College of Education offers the Ed.D. program for \$306.00 per credit hour. The addition of a low-cost online program would allow working adults the opportunity to earn their advanced degree without accumulating student loan debt and while maintaining their employment.

American College of Education offers a variety of certificate and degree options that are stackable. This allows students to earn certificates and credentials on their way to an advanced degree. This program is a natural extension of our current offerings in second language instruction. Currently, ACE offers micro-credentials and certificates in second language and bilingual education and an M.Ed. in English as a Second Language and Bilingual Education. The content area of second language instruction is currently a focus of study option for our Ed.D. in Leadership

program. The addition of the Ed.D. in Second Language Instruction degree program would allow graduates from the M.Ed. program to continue their advanced studies and earn a terminal degree in this area.

References:

Beare, K. (2020, February 11). Job Prospects for ESL Teachers in the U.S. Retrieved from <https://www.thoughtco.com/high-esl-job-market-demand-4088711>

Gary Associates. (2020). Competitor Table. Retrieved from Gay Associates database dashboard (accessible by subscription only).

Indiana University. (2020). Tuition & Fees. Retrieved from <https://moneysmarts.iu.edu/calculate-costs/index.html?page=tuitionAndFees>

Purdue Global University. (2020). Graduate Tuition by Program. Retrieved from <https://www.purdueglobal.edu/tuition-financial-aid/single-courses-tuition-and-fees/>

U.S. Department of Education (2020). Historical Teacher Shortage Area Report. Generated from U.S. Department of Education database. <https://tsa.ed.gov/#/reports>

U.S. Department of Labor Statistics. (2020). Occupational Outlook Handbook. Retrieved from <https://www.bls.gov/ooh/education-training-and-library/home.htm>

PROGRAM STRUCTURE: List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.

Name of Program: Ed.D. in Second Language Instruction

Total Course Hours: 64 Check one: Quarter Hours _____
 _____ Semester Hours X
 Clock Hours _____

Tuition : \$19,584 Length of Program: 36-42 months

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
N/A	Focus of Study Courses (See attached FOS course listings) (13 FOS choices + General Track choice with 6 courses at 3 credits for each)	18
BE6043	Advanced Foundations of Second Language Learners	3
BE6053	Assessment Methods for Second Language Learners	3
BE6063	Methods and Materials for Second Language Instruction	3
BE6073	Professional Advocacy and Leadership for Second Language Learners	3
BE6083	Understanding Linguistics and Second Language Learners	3
BE6113	Technology for Second Language Instruction	3
BE6123	Cross-Cultural Studies for Teaching Second Language Learners	3
LEAD6001	Introduction to Advanced Studies	1
LEAD6011	Leadership as a Reflective Practice	1
LEAD6021	Doctoral Leadership Seminar I	1
RES6041	Scholarly Writing and Research Strategies	1
RES6013	Research Methods	3
RES6003	Applied Statistics	3
RES6023	Quantitative Research Designs	3
RES6033	Qualitative Research Designs	3
RES6512	Research Concept Paper	2
RES6521	Research Methodology	1
RES6531	Literature Review	1
RES6541	Finalizing the Dissertation Proposal	1
RES6551	Analyzing the Dissertation Research	1
RES6561	Interpreting the Dissertation Research	1
RES6302	Defending the Dissertation	2
RES6500	Dissertation Workspace	0

GENERAL EDUCATION / LIBERAL ARTS COURSES:

Course Number	Course Title	Course Hours
Not Applicable	Not Applicable	

Number of Credit/Clock Hrs. in Specialty Courses: 64 _ / 64 _ Percentage: 100%

Number of Credit/Clock Hrs. in General Courses: 0 _ / 64 _ Percentage: 0%

If applicable:
 BPE Agenda Page 106
 Number of Credit/Clock Hrs. in Liberal Arts: 0 _ / 64 _ Percentage: 0%

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The ACE library is online with no single location. Students have access to the library 24 hours a day, 7 days a week.

The library is staffed by one professional librarian holding both a Ph.D. in Information Science and a Master of Library and Information Science.

2. Number of volumes of professional material:

EBSCO Discovery Service

The EBSCO Discovery Service provides users with an easy, yet powerful means of accessing all of an institution's information resources through a single search. This is achieved by harvesting metadata from both internal (library) and external (data base vendors) sources and creating a pre-indexed service of unprecedented size and speed.

E-journals and E Books

Academic Search Complete

Academic Search Complete is the leading source of peer-reviewed, full-text for STM research, as well as for the Social Sciences and Humanities. This scholarly collection offers unmatched coverage of information spanning a broad range of important areas of academic study, including anthropology, engineering, law, sciences and more. Coverage includes over 6,400 indexed journals and 363 eBooks. In addition, over 74,000 videos from the Associated Press are included.

- Producer: EBSCO
- Vendor: EBSCO
- Full text: Over 5,700 peer-reviewed journals

Business Source Complete

Business Source Complete includes indexing and abstracts for the most important scholarly business journals as far back as 1886. It includes over 3,500 peer-reviewed electronic journals and 915 eBooks, as well as industry profiles, 3,625 SWOT analyses, and 900 case studies.

- Produced by: EBSCO
- Vendor: EBSCO
- Full text: Over 1,200 peer-reviewed journals

CINAHL Complete

CINAHL Complete covers over 50 nursing specialties, speech and language pathology, nutrition, and general health. This database indexes more than 5,400 journals and includes the full-text for more than 1,300 journals. It also includes continuing education modules, evidence-based care sheets, quick lessons providing overviews of disease and conditions, and 13 eBooks. Full text dates begin in 1937.

- Produced by: CINAHL Information Systems
- Vendor: EBSCO
- Full-text: Over 1,300 journals

CultureGrams Online Database

CultureGrams provides reports on over 200 countries, every U.S. state and each of the

Canadian provinces and territories. Cultural reports cover topics such as land, climate, housing, economy, education, history, marriage, and greetings.

- Produced in conjunction with the David M. Kennedy Center for International Studies at Brigham Young University.
- Vendor: ProQuest
- Full-text: Yes

eBook Central

The eBook Central platform provides access to eBooks that the library has purchased from ProQuest. ACE has three eBooks on this platform for nursing and health administration.

- Produced by: ProQuest
- Vendor: ProQuest
- Full-text: Three eBooks

eBooks (EBSCOhost)

eBooks is a collection of 3,536 full-text eBooks, which includes a collection of 92 purchased Education related eBooks, two Healthcare related eBooks, and the remainder are open-access.

- Producer: EBSCO
- Vendor: EBSCO
- Full-text: Yes

Education Abstracts

Education Abstracts indexes and abstracts articles from education journals published since 1983, education yearbooks published since 1994, and books in education published since 1995. Subjects covered include adult education, continuing education, library science, literacy standards, multicultural/ethnic education, teaching methods, and more.

- Produced by: H. W. Wilson Co
- Vendor: EBSCO
- Coverage: 770+ journals

Education Source

Education Source is an authoritative online resource for Education research. According to EBSCO, this massive file offers the world's largest and most complete collection of full-text education journals. It is a bibliographic and full-text database covering scholarly research and information relating to all areas of education. Topics covered include all levels of education from early childhood to higher education, and all educational specialties, such as leadership, curriculum, instruction, multilingual education, health education, testing, administration, policy, funding, and related social issues. Coverage for over 2,330 journals, 530+ eBooks, conference papers, and proceedings.

- Produced by: EBSCO
- Vendor: EBSCO
- Full-text: Yes, 1,800+ journals

Education Week

- Produced by: Editorial Projects in Education
- Vendor: EBSCO
- Full-Text: Yes, for this title

Educational Administration Quarterly

- Produced by: SAGE
- Vendor: EBSCO
- Full-text: yes, for this title

Google Scholar

Google Scholar is a keyword search engine of journal articles harvested daily from the Web, as well as U. S. patents and legal opinions.

- Produced by: Google
- Vendor: www.google.com
- Full-text: Yes, articles which are copyright-free; free full-text patents and federal legal opinions

JSTOR Current Education Collection

JSTOR includes five selected Education related journals.

- Produced by: Editorial Projects in Education
- Vendor: EBSCO
- Full-text: yes, for the five selected titles

Library, Information Science & Technology Abstracts (LISTA) with Full Text LISTA

covers subjects such as technology, information literacy, metadata, and bibliometrics. It includes conference proceedings, theses and pamphlets. This database indexes over 730 journals and provides full text for over 320 journals. It also provides access to over 29 eBooks, numerous conference papers and pamphlets.

- Produced by: EBSCO
- Vendor: EBSCO
- Full-text: 320+ journals

MEDLINE Complete

MEDLINE Complete covers subjects such as biomedicine, bioengineering, life sciences, and pre-clinical sciences. This coverage of this index dates back to 1916, over 5,200 journals are indexed, and full text is provided for over 2,200 journals.

- Produced by: EBSCO and the National Library of Medicine
- Vendor: EBSCO
- Full-text: 2,200+ journals

OVID Nursing Full Text Plus journals

OVID Nursing Full Text Plus journals covers numerous nursing specialties. Journal coverage dates back to 1995. Journals from Lippincott Williams & Wilkins are included, as is the OVID database with over 374,000 bibliographic records. A total of 51 full text journals are included in this collection.

- Producer: Wolters Kluwer
- Vendor: OVID
- Full-text: 51 journals.

ProQuest Health Management Database

journals from pertinent health publishers in the field of health administration. Also included are over 6,000 dissertations and theses from that field, as well as over 1,100 reports from Business Monitor International related to the health care industry. Topics covered include including hospitals, insurance, law, statistics, business management, ethics, and public health administration.

- Produced by: ProQuest
- Vendor: ProQuest
- Full-text: Yes

SAGE Research Methods

SAGE Research Methods is a web-based research methods tool that covers quantitative, qualitative and mixed methods. Researchers can explore methods and concepts to help design research projects, understand a method or identify a new method, and write up research. Sage Research Methods focuses on methodology rather than disciplines and is of

potential use to researchers from the social sciences, health sciences and other research areas. It includes over 600 books, dictionaries, encyclopedias, and the “Little Green Book” and “Little Blue Book” series.

- Producer: SAGE
- Vendor: SAGE
- Full-text: Yes

Science Direct

Two individual journal titles from Science Direct, *Nurse Leader* and *Journal of Nurse Practitioners*, are included in our subscription.

- Produced by: Elsevier
- Vendor: Elsevier
- Full-text: yes

University of Chicago Press Journals

Four individual journal titles are included in our subscription: *American Journal of Education*, *Elementary School Journal*, *Schools: Studies in Education*, and *The Library Quarterly*.

- Produced by: University of Chicago Press
- Vendor: EBSCO
- Full-text: yes

ERIC Documents and Educational Tests

ERIC

The ERIC (Educational Resources Information Center) database is created and distributed free by the U.S. Dept. of Education. ERIC indexes and abstracts education journals, as well as published and unpublished books, monographs, curriculum guides, conference papers, proceedings, position papers, teaching guides, and other educational materials. Coverage includes 1,160+ journals and 500,000+ other publications. 1.3+ million citations

- Produced by: U. S. Dept. of Education, 1966-
- Vendors: <http://www.eric.ed.gov>, EBSCO and ProQuest
- Full-text: Yes - 244 journals (EJ) and 330,000+ ERIC documents (ED). Some publications have copyright restrictions placed by the author or publisher.

Mental Measurements Yearbook including Tests in Print

Mental Measurements Yearbook (MMY) is a comprehensive guide to 2,000+ contemporary testing instruments. The MMY series contains reviews and information essential for a complete evaluation of testing products in psychology, education, business, and leadership. First published by Oscar K. Buros, the MMY series allows users to make knowledgeable judgments and informed selection decisions about the increasingly complex world of testing. MMY database includes the MMY archive of all yearbooks from the first edition in 1938 through the 18th yearbook released in 2010.

Tests in Print (TIP)

This is a comprehensive bibliography of all known commercially available tests that are currently in print in the English language. TIP provides vital information to users including test purpose, test publisher, in print status, price, test acronym, intended test population, administration times, publication date(s), and test author(s).

- Producer: Buros Institute of Mental Measurements at the University of Nebraska – Lincoln
- Vendor: EBSCO
- Coverage: 7,000+ reviews

- Full-text: Yes – reviews only

Other

ATLAS videos

ATLAS is a library of over 1300 authentic video cases showing National Board-Certified Teachers at work in the classroom.

Child Development & Adolescent Studies

Child Development & Adolescent Studies is an index of book reviews, articles, technical reports, theses, and dissertations related to growth and development of children through age of 21. This database covers 238 journals.

- Produced by: National Information Services Corporation, MD. Previously published by Society for Research in Child Development, 1927-2001.
- Vendor: EBSCO
- Full-text: No

Education Abstracts

Education Abstracts indexes and abstracts articles from over 770 education journals published since 1983, education yearbooks published since 1994, and books in education published since 1995. Subjects covered include adult education, continuing education, library science, literacy standards, multicultural/ethnic education, teaching methods, and more.

- Produced by: H. W. Wilson Co
- Vendor: EBSCO
- Full text: No

Educational Administration Abstracts

- Produced by: EBSCO
- Vendor: EBSCO
- Coverage: 199,000+ records dating back to 1966
- Full-Text: No

Joanna Briggs Institute (JBI) Evidence-Based Practice

JBI access provides the best tools for evidence-based practice. JBI includes evidence summaries, evidence-based recommended practices, best practice information sheets, systematic reviews, consumer information sheets, systematic review protocols, and technical reports.

- Producer: Joanna Briggs Institute
- Vendor: Ovid
- Full-text: Yes

ProQuest Dissertations & Theses Global

Each year over 130,000 new dissertations and theses are added to the database. Coverage in the database begins in 1637, and full-text coverage begins in 1997.

- Producer: ProQuest and UMI
- Vendor: ProQuest
- Full-text: Yes

ProQuest Health Management Database

Health Management is a specialized database which includes the full text from over 800 journals from pertinent health publishers in the field of health administration.

Also included are over 6,000 dissertations and theses from that field, as well as over *BPE Agenda Page 111*

1,100 reports from Business Monitor International related to the health care industry. Topics covered include including hospitals, insurance, law, statistics, business management, ethics, and public health administration.

- Produced by: ProQuest
- Vendor: ProQuest
- Full-text: Yes

3. Number of professional periodicals subscribed to:

ACE subscribes to specialized fee-based databases and other resources that provide students and faculty access to full-text books and journal articles. From the links in our learning management system (LMS), students and faculty can access indices of 48,000 journals, full-text articles from 10,000 journals, 500,000 education documents, 300,000 full text documents, approximately 3,600+ e- books, reports or monographs, and the Educational Resources Information Center (ERIC) documents. Students and faculty also benefit from direct subscription to several full-text education journals.

4. Other library facilities in close geographical proximity for student access:

While most of the information resources required of students are contained in the full-text, online professional journals and e-books subscribed to by the Library, all ACE students are encouraged to obtain local library access or borrowing privileges at libraries near to them.

**IV. FACULTY: Attach completed Instructor's Qualification Record for each instructor.
 ** Include all required documentation pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program:	9	Full-time:	4	Part-time:	5
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Fill out form below: (PLEASE LIST NAMES IN ALPHABETICAL ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one:	
					Full- time	Part- time
Francoise Bachelder	Ph. D. Curriculum and Instruction/ ESL	23	6	23	X	
Ava Belisle-Chatterjee	Ph. D. Curriculum and Instruction/ ESL	43	1	43		X
Rita Deyoe-Chiullan	Ph. D. Curriculum and Instruction/ ESL	52	10	52		X
Felicia Durden	Ed. D. Educational Leadership/ ESL	19	3	24	X	
Chih-Hsin Hsu	Ed. D. Bilingual Education	10	4	17	X	
Katrina Landa	Ed. D. SPED, ECE and ESL	11	8	20	X	
Suzy Natividad	Ed. D. Curriculum and Instruction/ ESL	22	5	22		X
Timothy Rodriguez	Ph. D. Education	38	3	38		X
Charlett Williams	Ed. D. Educational Leadership/ ESL	26	4	26		X

Supplementary Information
on
Composite Score, Licensure, Certification, and Accreditation

Institution: **American College of Education**
Degree Program: **Ed.D. in Second Language Instruction**
Locations: **Indianapolis, IN/Online**

Federal Financial Responsibility Composite Score

Provide the institution's most recent Federal Financial Responsibility Composite Score, whether published online, provided in written form by the U.S. Department of Education, or calculated by an independent auditor using the methodology prescribed by the U.S. Department of Education:

Composite Score 2.1

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure? **No**

If so, please identify

The specific license(s) needed: **Not Applicable**

The State agency issuing the license(s): **Not Applicable**

+++++

Professional Certification

What are the professional certifications that exist for graduates of similar program(s)? **Not Applicable**

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana? **Not Applicable**

If so, please identify

Each specific professional certification: **Not Applicable**

The national organization issuing each certification: **Not Applicable**

Please explain the rationale for choosing each professional certification: **Not Applicable**

Please identify the single course or a sequence of courses that lead to each professional certification? **Not Applicable**

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Professional Industry Standards/Best Practices

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)? **Yes.**

If so, please identify

The specific professional industry standard(s) and/or best practice(s):

As stated in section one above, the Ed.D. in Second Language Instruction is grounded in the foundational tenants set forth by the Higher Learning Commission (HLC) to ensure graduates demonstrate the skills necessary to be effective leaders.

The applicable professional standards for this program would be Teaching English to Speakers of Other Languages (TESOL). Although this is not a licensure program, the program will be influenced by the TESOL standards.

emanate:

**The Higher Learning Commission (HLC)
Teaching English to Speakers of Other Languages (TESOL)**

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Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment? **No**

If so, please identify the specialized accrediting agency: **Not applicable**

+++++

Transferability of Associate of Science Degrees

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution? **Not Applicable**

If so, please list the baccalaureate degree(s): **Not Applicable**

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Job Titles

List specific job titles and broad job categories that would be appropriate for a graduate of this program:

Titles:

**Professor/Post-Secondary Faculty
P-12 Teacher
Department Chair**

**Adult Language Teacher
Program Director**

1. What is the digital format of student transcripts? **Student transcripts are stored in CampusNexus, which is the student information system (SIS). Unofficial transcripts can be downloaded in PDF format from the student portal. Official transcripts can be ordered to be sent electronically or in paper format through Transcripts on Demand.**
2. Is the institution using proprietary software, if so what is the name? **N/A**
3. Submit a sample student transcript. **See Attachment EDDSLI Sample**

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Student Records

Institutions that have Previously Operated

1. Are all student transcripts in a digital format? **YES**
 - If not what is the percentage of student transcripts in a digital format? **N/A**
 - What is the beginning year of digitized student transcripts? **2005**
 - Are student transcripts stored separately from the overall student records? **Students transcripts are stored separately from overall student records within the student information file.**
2. How are the digital student records stored? **Within the student information system (SIS),**

CampusNexus

- Where is the computer server located? **The main server is located at ACE's main office in Indianapolis, Indiana. The backup server is located offsite in Carmel, Indiana.**
 - What is the name of the system that stores the digital records? **CampusNexus**
3. Where are the paper student records located? **ACE does not maintain paper records. Student records are stored electronically. If the school receives paper records from a student, they are uploaded into the SIS and held for a period of 30 days. After 30 days they are destroyed pursuant to College policy.**
 4. What is the beginning year of the institutional student record series? **2005**
 5. What is the estimated number of digital student records held by the institution? **32,000**
 6. What is the estimated number of paper student records held by the institution? **N/A**
 7. Aside from digital and paper, does the institution maintain student records in other formats such as microfiche? **No**
 - If so, what is the most significant format? **Not Applicable**
 - If so, what is the estimated number of student records maintained in that format? **Not Applicable**
 8. Does the institution maintain a staff position that has overall responsibility and authority over student records? **Yes**
 - If so, what is the name, title, and contact information for that individual?
David Gaston, Registrar, david.gaston@ace.edu
 9. Has the institution contracted with a third party vendor such as Parchment to have student records digitized, maintained, and serviced? **The College has contracted with Transcripts Plus Credentials Solutions to have student records digitized, maintained, and serviced**
 10. Approximately what is the average number of requests for student records or verification of attendance does the institution receive in a day and week? **150**
- All Institutions*
11. Is there anything that the Commission should consider with regard to the institutional student records? **No**

Program Description

Projected Headcount and FTE Enrollments and Degrees Conferred

- Report headcount and FTE enrollment and degrees conferred data in a manner consistent with the Commission's Student Information System
- Report a table for each campus or off-campus location at which the program will be offered
- If the program is offered at more than one campus or off-campus location, a summary table, which reports the total headcount and FTE enrollments and degrees conferred across all locations, should be provided.
- Round the FTE enrollments to the nearest whole number
- If the program will take more than five years to be fully implemented and to reach steady state, report additional years of projections.
- Submit one table for each campus in which the program will be offered.

Award Level Definitions

01 Award of Less than One Academic Year:

Postsecondary award, certificate, or diploma (less than 1 academic year): An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in less than 1 academic year (2 semesters or 3 quarters), or designed for completion in less than 30 semester or trimester credit hours, or in less than 45 quarter credit hours, or in less than 900 contact or clock hours.

02 Award of at Least One but Less than Two Academic Years:

Postsecondary award, certificate, or diploma of (at least 1 but less than 2 academic years): An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 1 but less than 2 full-time equivalent academic years, or designed for completion in at least 30 but less than 60 semester or trimester credit hours, or in at least 45 but less than 90 quarter credit hours, or in at least 900 but less than 1,800 contact or clock hours.

03 Associate's Degree:

Associate's degree: An award that normally requires at least 2 but less than 4 years of full-time equivalent college work.

04 Postsecondary Award, Certificate, or Diploma of at Least Two but Less than Four Academic Years:

Postsecondary award, certificate, or diploma (at least 2 but less than 4 academic years): An award that requires completion of an organized program of study at the postsecondary level (below the baccalaureate degree) in at least 2 but less than 4 full-time equivalent academic years, or designed for completion in at least 60 but less than 120 semester or trimester credit hours, or in at least 90 but less than 180 quarter credit hours, or in at least 1,800 but less than 3,600 contact or clock hours.

05 Bachelor's Degree:

Bachelor's degree: An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least 4 but not more than 5 years of full-time equivalent college-level work. This includes all bachelor's degrees conferred in a 5-year cooperative (work-study) program. A cooperative plan provides for alternate class attendance and employment in business, industry, or government; thus, it allows students to combine actual work experience with their college studies. Also includes bachelor's degrees in which the normal 4 years of work are completed in 3 years.

06 Post - Baccalaureate Certificate:

Post-baccalaureate certificate: An award that requires completion of an organized program of study equivalent to 18 semester credit hours beyond the bachelor's. It is designed for persons who have completed a baccalaureate degree, but does not meet the requirements of a master's degree.

07 Master's Degree:

Master's degree: An award that requires the successful completion of a program of study of at least the full-time equivalent of 1 but not more than 2 academic years of work beyond the bachelor's degree.

Some of these degrees, such as those in Theology (M.Div., M.H.L./Rav) that were formerly classified as "first-professional", may require more than two full-time equivalent academic years of work.

08 Post - Master's Certificate:

Post - Master's certificate: An award that requires completion of an organized program of study equivalent to 24 semester credit hours beyond the master's degree, but does not meet the requirements of academic degrees at the doctor's level.

17 Doctor's Degree - Research/Scholarship:

Doctor's degree-research/scholarship: A Ph.D. or other doctor's degree that requires advanced work beyond the master's level, including the preparation and defense of a dissertation based on original research, or the planning and execution of an original project demonstrating substantial artistic or scholarly achievement. Some examples of this type of degree may include Ed.D., D.M.A., D.B.A., D.Sc., D.A., or D.M, and others, as designated by the awarding institution.

18 Doctor's Degree - Professional Practice:

Doctor's degree-professional practice: A doctor's degree that is conferred upon completion of a program providing the knowledge and skills for the recognition, credential, or license required for professional practice. The degree is awarded after a period of study such that the total time to the degree, including both pre-professional and professional preparation, equals at least six full-time equivalent academic years. Some of these degrees were formerly classified as first-professional and may include: Chiropractic (D.C. or D.C.M.); Dentistry (D.D.S. or D.M.D.); Law (J.D.); Medicine (M.D.); Optometry (O.D.); Osteopathic Medicine (D.O); Pharmacy (Pharm.D.); Podiatry (D.P.M., Pod.D., D.P.); or, Veterinary Medicine (D.V.M.), and others, as designated by the awarding institution.

19 Doctor's Degree - Other:

Doctor's degree-other: A doctor's degree that does not meet the definition of a doctor's degree - research/scholarship or a doctor's degree - professional practice.

Projected Headcount and FTE Enrollments and Degrees Conferred									
Jan. 1, 2021									
Institution/Location: American College of Education at Indianapolis, IN									
Program: Ed.D. in Second Language Instruction									
				Year 1	Year 2	Year 3	Year 4	Year 5	
				FY2021	FY2022	FY2023	FY2024	FY2025	
Enrollment Projections (Headcount)									
	Full-Time			34	68	88	72	72	
	Part-Time								
	Total			34	68	88	72	72	
Enrollment Projections (FTE*)									
	Full-Time			34	68	88	72	72	
	Part-Time								
	Total			34	68	88	72	72	
Degrees Conferred Projections				0	0	2	27	27	
Degree Level: 17 Ed.D.									
CIP Code: - 13.1401; State -									
FTE Definitions:									
Undergraduate Level: 30 Semester Hrs. = 1 FTE									
Undergraduate Level: 24 Semester Hrs. = 1 FTE									

Indiana Projected Headcount and FTE Enrollments and Degrees Conferred									
Jan. 1, 2021									
Institution/Location: American College of Education at Indianapolis, IN									
Program: Ed.D. in Second Language Instruction									
				Year 1	Year 2	Year 3	Year 4	Year 5	
				FY2021	FY2022	FY2023	FY2024	FY2025	
Enrollment Projections (Headcount)									
	Full-Time			1	2	4	3	3	
	Part-Time								
	Total			1	2	4	3	3	
Enrollment Projections (FTE*)									
	Full-Time			1	2	4	3	3	
	Part-Time								
	Total			1	2	4	3	3	
Degrees Conferred Projections				0	0	1	2	2	
Degree Level: 17 Ed.D.									
CIP Code: - 13.1401; State -									
FTE Definitions:									
Undergraduate Level: 30 Semester Hrs. = 1 FTE									
Undergraduate Level: 24 Semester Hrs. = 1 FTE									

Date: 8/19/2020

American College of Education

101 West Ohio Street Suite 1200
Indianapolis, IN 46204
www.ace.edu

Student: TEST HINSHAW6612 **Student ID:** 1709062290 **DOB:** 07/22 **Original Start Date:** 4/6/2020 **Student GPA:** 4.000000

Course Code	Course Description	Credits Attempted	Credits Earned	Grade	Quality Points	Course Code	Course Description	Credits Attempted	Credits Earned	Grade	Quality Points
Program: Ed.D. in Second Language Instruction											
Enrollment #: HI20089484		Status: Active									
Start Date: 4/6/2020											
Term: 20AUG17		August 17, 2020		8/17/2020		9/20/2020					
LEAD6001	Introduction to Advanced Studies	1.00	1.00	A	4.00						
Term GPA: 4.00		Cum GPA: 4.00									
Ed.D. in Second Language Instruction		GPA: 4.00	1.00	1.00							

*** End of Transcript ***

** Indicates Retaken Course
R* Indicates Retaken Override

Indicates Pass/Fail Course
◆ Indicates Associated Course

AMERICAN COLLEGE OF EDUCATION

Office of Registration and Records
101 West Ohio Street, Suite 1200
Indianapolis, Indiana 46204

ACADEMIC CALENDAR/ CREDITS

American College of Education operates on 5 week terms, 8 terms per year for Master level degree/certificate programs and 10 week terms, 4 terms per year for Doctorate and Advanced Studies level programs/certificates.

Until January 01, 2013, the College operated under the quarter credit system. As of January, 2013 the College began offering semester credit programs and courses to all new incoming students, all re-entering students and all students changing their program. Semester credits for all other students began June 03, 2013. Beginning June 2013, all quarter credits were converted to semester credits. All cumulative totals for students who have attended under both types of credit are expressed in semester credits. All credits on this transcript have been converted to semester credits using this formula: quarter credits were converted to semester credits by dividing the number of quarter credits by 1.5 (for example, 36 quarter credits \div 1.5 = 24 semester credits.)

ACCREDITATION

American College of Education is accredited by the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604, telephone: (800) 621-7440. For specific program information, please refer to the Catalog (available at www.ace.edu).

RELEASE OF INFORMATION

This educational record is subject to the Family Educational Rights and Privacy Act of 1974, as amended. It is furnished for official use only and MAY NOT be released to, or accessed by, outside agencies or third parties without the written consent of the student concerned.

COURSE NUMBERING SYSTEM

500-599 Graduate Level Courses
5000-5999 Graduate Level Courses
6000-6999 Doctorate or Advanced Studies Courses

GRADING SYSTEM

Grade	Description	Grade Point Value
A	Excellent	4.0
B	Good	3.0
C	Average	2.0
D	Poor	1.0
F	Failure	0
W	Withdrawn	N/A
P*	Pass	N/A
NP*	Non-Pass	N/A
TR*	Transfer Credit	N/A
I**	Incomplete	N/A
CR*	Credit/Complete	N/A
PR*	Progress	N/A
RV*	Review	N/A

*Grade is not included in grade point average computation.

**"I" (Incomplete) grades that are not resolved according to the Incomplete Grade policy in the Catalog (available at www.ace.edu) are changed to "F" (Failure) grades. "I" grades are not included in the grade point average computation.

TRANSFER CREDIT

American College of Education awards transfer credit in accordance with the Transfer Credit policy in the Catalog. Transfer credits are notated on the transcript with a grade or "TR" and the name of the institution where the coursework was completed. Transferred credits are counted toward the total program completion credits required for graduation, but are not calculated into the cumulative grade point average.

ACADEMIC STANDING

Students who do not meet the standards for Satisfactory Academic Progress as outlined in the Catalog will fall out of good standing. A cumulative grade point average of 3.0 ("B") or higher and academic progress within the established incremental maximum timeframe indicate that a student is in good academic standing at American College of Education. See the Satisfactory Academic Progress policy in the Catalog for more information (available at www.ace.edu).

DEGREE REQUIREMENTS

To earn a degree at American College of Education, students must be in good standing, earn a minimum of a 3.0 cumulative grade point average, and complete the program within a maximum timeframe of completion. Program-specific graduation requirements are listed in the Catalog (available at www.ace.edu).

AUTHENTICATION OF THE RECORD

American College of Education's official transcripts are printed on security paper and do not require a raised seal. If the transcript was issued to the student, the watermark stating "Issued to Student" will appear on the transcript.

This Academic Transcript from American College of Education located in Indianapolis, IN is being provided to you by Credentials Inc. Under provisions of, and subject to, the Family Educational Rights and Privacy Act of 1974, Credentials Inc. of Northfield, IL is acting on behalf of American College of Education in facilitating the delivery of academic transcripts from American College of Education to other colleges, universities and third parties using the Credentials' TranscriptsNetwork®.

This secure transcript has been delivered electronically by Credentials Inc. in a Portable Document Format (PDF) file. Please be aware that this layout may be slightly different in look than American College of Education's printed/mailed copy, however it will contain the identical academic information. Depending on the school and your capabilities, we also can deliver this file as an XML document or an EDI document. Any questions regarding the validity of the information you are receiving should be directed to: Office of Registration & Records, American College of Education, 101 West Ohio Street, Suite 1200, Indianapolis, IN 46204, Tel: (800) 280-0307.