



Office for Career and Technical Schools Administrative Staff Requirements

Administrative Staff Requirements

Each institution must maintain a sufficient number and quality of administrative staff to ensure:

- The understanding of goals and purpose of the institution and its programs.
 - Continuity and improvement of programs.
 - Effective operational management through sound business practices.
 - Adequate facilities and equipment to sustain competent instruction.
 - Adequate individual attention to students including the ability to provide reasonable support to students in academic guidance and placement assistance.
 - Adequate number of qualified instructors or teacher, sufficiently trained by experience or education to instruct the offered programs.
 - Necessary number of workstations or classrooms required to train the number of students enrolled or proposed to be enrolled.
- It is the responsibility of the institution to determine with reasonable certainty, in advance of the acceptance of a prospective student's enrollment, that the student meets the minimum basic admissions qualifications as required by the school to successfully benefit from the program they intend to enter.
 - Prior to student's enrollment-
 - The graduation requirements and expected outcomes of the program they desire to attend.
 - The financial obligations they are entering.
 - Their responsibilities and rights under any contracts or agreements that they are given to sign.
 - The placement and graduation rates for the program they are entering. No applicant will be allowed to sign an enrollment agreement until the institution has provided the applicant with placement and graduation rates, for any program the student is considering, for each of the preceding three years.

- If an institution accepts enrollment from a person who does not meet the normal basic qualifications for acceptance, it should have a record of whatever communication has taken place about the prospective student and the reason why the student was permitted to enroll.
- No institution shall except enrollment from a person of compulsory school age unless they have been dismissed from school. No institution should except enrollment from a person attending a school of elementary or high school level until and unless it has been established through contract with properly reasonable persons that pursuit of the course would not be detrimental to regular schoolwork.



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