



## **ACCREDITATION, APPROVAL, AND LICENSURE OF INSTITUTION AND PROGRAMS**

### **Mission**

The mission of the College is to allow the student to grow both personally and professionally so the student is employable after graduation.

The College will accomplish this mission by:

- Providing specialized training in career fields that offer employment opportunities.
- Providing general education coursework to help develop communication skills, interpersonal skills, and citizenship responsibilities.
- Emphasizing business and professional skills necessary for employability.
- Assisting students in developing skills, work habits, and attitudes so that they will achieve a level of employability.

### **Accreditation**

The College is accredited by the Accrediting Council for Independent Colleges and Schools. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and recognized by the Council for Higher Education Accreditation.

ACCREDITING COUNCIL FOR INDEPENDENT COLLEGES & SCHOOLS

750 First Street, NE, Suite 980

Washington, DC 20002-4241

202-336-6780

Students who have concerns/complaints not addressed to their satisfaction may contact the Accrediting Council of Independent Colleges and Schools at: the following address: ACICS, 750 First Street, N.E., Suite 980, Washington, D.C. 20002-4241, (202) 336-6780.

The Ohio Valley College of Technology Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)), upon recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE).

Commission on Accreditation of Allied Health Education Programs  
35 W. Wacker Dr., Ste. 1970  
Chicago, IL 60601-2208  
312.553.9355

### **Institutional Operating Standards**

The following standards have been adopted by this institution to govern its operations and establish expectations for all employees:

- To provide quality value-added service to our customers,
- To exhibit a high level of ethical standards in every action taken and statement made,
- To comply with all federal, state or other laws, rules or regulations,
- To operate in the progressive, professional manner required in a competitive, worldwide marketplace while always maintaining the above three principles.

While these standards are general in nature, they reflect the institution's expectations that all employees and representatives act with integrity, honesty and fairness at all times. This applies to both conduct towards fellow employees as well as to the general public, the government, and all regulatory agencies and their staff. The institution recognizes that its reputation is its most valuable asset, and its reputation depends on the actions of its employees, hence, the above-stated requirements.

### **College Affiliations and Associations**

- \* Ohio Association of Career Colleges and Schools
- \* Vocational Rehabilitation: Ohio, Pennsylvania, West Virginia
- \* State Approving Agency for Training of Veterans
- \* State Board of Career Colleges and Schools #00-07-1555B East Gay Street,  
Columbus, Ohio 43266, Phone (614) 466-2752, John Ware, J.D., Executive Director.
- \* Northern Panhandle Workforce Investment Board
- \* Mahoning/Columbiana County Training Association
- \* Career College Association
- \* Pearson/VUE Authorized Test Center
- \* East Liverpool Area Chamber of Commerce
- \* Calcutta Area Chamber of Commerce

Students have the right to review all documents describing accreditation, approval, or licensing. A request for such review should be made to the Executive Director of the campus. The Executive Director will make accreditation, approval, and or licensing documents available for review at an agreed upon time and location.