

## **Council on Education for Public Health**

### **Policy on Notice Requirements**

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

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

6. CEPH provides written notice to the Secretary of Education if, based on review of evidence, it determines that initial or renewed accreditation is warranted for a school or program that a) resides within an institution or b) is affiliated with a program in a related discipline that is accredited by another recognized accrediting agency, and that accrediting agency has taken adverse action against or placed that institution or affiliated program on probation. The notice will include a thorough and reasonable explanation about why such action was taken and will be provided to the Secretary no later than 30 days after the decision.
7. On an annual basis, CEPH will provide to the Secretary its annual report and its directory of accredited schools and programs via web link.
8. CEPH will provide to the Secretary, and other affected parties, via email any proposed change in its policies, procedures, or accreditation criteria that might alter scope of recognition or affect compliance with the criteria for recognition. This notice shall be provided at least 60 days prior to making any such change to allow time for comment and revision.
9. CEPH will provide to the Secretary, in writing, the name of any accredited school or program it has any reason to believe is failing to meet its Title IV, HEA program responsibilities, including the eligibility of the school or program to participate in Title IV, HEA programs.
10. Upon request, CEPH will provide to the Secretary a summary of major accreditation activities during the previous year.

Council on Education for Public Health  
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