



*SENT VIA E-MAIL ONLY*

April 19, 2016

Ms. Alison Roope  
Associate Director of Compliance  
17200 SE Mill Plain Boulevard  
Vancouver, WA 98683  
[ACICS\\_VAN@chartercollege.edu](mailto:ACICS_VAN@chartercollege.edu)  
[alison.roope@prospecteducation.com](mailto:alison.roope@prospecteducation.com)

**SUBJECT: Approval of Branch Campus Application**  
00035142 Charter College, Vancouver, WA (**Main Campus**)

Dear Ms. Roope:

This letter acknowledges receipt of an application for a branch campus at the following locations:

**Charter Institute a Division of Charter College – Farmington Branch**

3030 E 20th Street  
Farmington, NM 87402  
ACICS ID: 00275920

The Council has acted to approve the expansion of the institution's scope of accreditation to include a new branch campus in Farmington, New Mexico. The grant of accreditation for the campus expires on December 31, 2018.

As a result of the expansion to the institution's scope of accreditation, the Council will conduct a quality assurance monitoring visit to Charter Institute, Farmington, NM in September 2016 - October 2016. A staff member will contact the school approximately prior to the visit to provide further guidance and schedule the date.

Please notify the Council immediately if the institution's information changes. The highest credential offered by this campus is the **Certificate/Diploma**. The following programs are approved at this campus in a *residential and online format*:

**Certificate/Diploma**

<u>Program Title</u>	<u>Contact Hours</u>	<u>Quarter Credit Hours</u>	<u>Weeks day/evening</u>
Medical Assistant	895	69	40

In accordance with this decision, the campus will be required to complete the following steps:

1. Submission of the Campus Accountability Report on **November 1, 2017**.
2. Submission of a Renewal of Accreditation Application and Self-Study due no later than **September, 2017. Failure to submit this application in a timely manner may result in a late fee.**

The campus has been assigned **ID Code 00275920**. Please use this code on all correspondence regarding this location. Thank you for keeping us informed of developments at your institution. If you have any questions about this matter, please contact Dr. Terron King at (202) 336-6771 or [tking@acics.org](mailto:tking@acics.org).

Sincerely,

Joseph E. Gurubatham, Ed. D.  
Senior Vice President  
Accreditation and Institutional Development

cc: Ms. Cathy Sheffield, U.S. Department of Education  
Ms. Cynthia Thornton, U.S. Department of Education, School Participation Team- Region VI  
Mr. David Mathews, New Mexico Higher Education Department