



Centureon Institute

Recruitment Practices Policy

PURPOSE

The purpose of this policy is to ensure the ethical practices and procedures with regards to the recruitment activities at Centureon Institute. This policy purposely aligns with COE's Recruitment Activities Guidelines.

RESPONSIBLE AUTHORITY

The responsibility for this policy is vested in the School President.

IMPLEMENTATION

The implementation of this policy is delegated to the admissions personnel.

APPLICABILITY

This policy applies to the Admissions department.

EFFECTIVE DATE

July 1, 2021

POLICY

1. Standards Adherence
2. New Admissions Personnel Orientation and Training Session
3. Employee Acknowledgement

1. Standards Adherence

It is Centureon Institute's commitment to adhere to the following COE's standards for Recruitment Activities for all programs, as per the latest Handbook of Accreditation, published in March 2021:

- a) Recruitment activities conducted by an institution must be truthful and avoid any false or misleading impressions of the institution, its programs and services, or employment.
- b) Recruiting practices must assure that policies and procedures for admission to programs are made available to prospective students prior to enrollment and communicated within a time frame that is sensitive to deadlines for enrollment and completion of programs should changes to the information occur.
- c) The institution clearly defines and publishes a policy regarding the transfer of students between programs within the institution and the transfer of students from other institutions and assures this information is available to prospective students prior to enrollment.

- d) The institution clearly defines and publishes a policy regarding the transfer of credits that includes a statement of the criteria established by the institution regarding the transfer of credit earned at other institutions and assures this information is available to prospective students prior to enrollment.
- e) Recruitment practices must assure that, prior to enrollment, prospective students are informed of the costs, equipment, services, time, and technical competencies, if any, required by its programs, including (if applicable), personal data collection and processes, and charges associated with verification of student identity.
- f) The institution must ensure that all materials used in recruitment activities accurately describe the mission of the institution, instructional outcomes, student performance expectations, and completion requirements of programs.
- g) State and/or Federal licensure requirements for employment in specific occupational fields, if required, must be provided to prospective students prior to enrollment.
- h) The following practices in student recruitment activities are prohibited:
 - (1) Guaranteeing employment.
 - (2) Misrepresenting job placement, employment opportunities, or potential salaries for completers.
 - (3) Misrepresenting program costs.
 - (4) Misrepresenting abilities required to complete intended programs.
 - (5) Misrepresenting recruiting personnel as career counselors.
 - (6) Misrepresenting transfer of credit to or from another institution.
 - (7) Misrepresenting its accreditation status.

2. New Admissions Personnel Orientation and Training Session

This policy is presented to new admissions personnel at their New Admissions Personnel Orientation and Training Session. Admissions and recruitment personnel part of Centureon Institute prior to October 1, 2021 are to receive training about this policy before the effective date.

3. Employee Acknowledgement

Admissions personnel acknowledge this and all other admissions policies by signing the *Admissions Policies and Practices Acknowledgement Form* after completing the New Admissions Personnel Orientation and Training Session. Admissions and recruitment personnel part Centureon Institute prior to July 1, 2021, are to sign the form before the policy becomes effective.

EQUIPMENT, REPAIR, AND MAINTENANCE PROVISIONS

The equipment necessary for the implementation of this policy is the responsibility of the School President, who coordinates any repairs, purchases, or updates required. Such requests are to be made directly to the School President via email, who will follow up accordingly.

BUDGET

The funding necessary for the implementation of this policy is allocated in the school's annual operating budget under the line item "*Admissions.*" Revisions to the funding need approval by the President and Financial Director.

EVALUATION

This policy is annually evaluated by means of a survey collected from:

- Schools administrative and academic personnel
- Institutional and Occupational Advisory Committee members

Assessment Presentation

This policy's effectiveness is evaluated based on the survey reports and any additional comments submitted at the following meetings:

- Annually at the first Strategic Meeting
- Annually at the Staff Meeting
- Annually at the Institutional Advisory Committee Meeting

An electronic copy of the evaluated documentation is to be file along with the typed minutes of the meeting.

REVISIONS

Revisions to this policy are to be approved at one of the school's strategic meetings. Personnel is informed of revisions via email. Revisions are published at the school's Policies and Procedures Manual.

POLICY AVAILABILITY

Policies and procedures are available for review by administrative staff, faculty, students, and advisory committee members in the Policies and Procedures Manual available at the Administrative Office during normal business hours. New school personnel receive an email at the time of orientation with access to the school's Policies and Procedures Manual electronic version.

