



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

### **History**

United Career Institute was established in 2019 by West Virginia Junior College in Morgantown, West Virginia. The Pennsylvania campus was established to provide short-term career-focused training to meet the needs of southwestern Pennsylvanians and their employers.

West Virginia Junior College (then called Morgantown Commercial College) was founded in 1922. Its original emphasis was basic office skills, such as typing, bookkeeping and business writing. Over the years, the College evolved to meet the changing needs of area employers and to broaden its reach. In 1987, an additional campus, Pennsylvania Institute of Health and Technology, was added in Uniontown, PA which eventually moved to Mt. Braddock following the purchase of land and the construction of a new building. Today, the campuses offer a variety of short-term career-focused programs in the fields of health, business and technology.

### **Approvals/Accreditation/Authorization to Operate**

United Career Institute is institutionally accredited\* by the Accrediting Bureau of Health Education Schools to award diplomas. The Accrediting Bureau of Health Education Schools contact information is 7777 Leesburg Pike, Site 314, N. Falls Church, VA 22043, Phone (703) 917-9503.

Students who have concerns/complaints not addressed to their satisfaction may contact the Accrediting Bureau of Health Education Schools at 7777 Leesburg Pike, Site 314, N. Falls Church, VA 22043, Phone (703) 917-9503.

The West Virginia Junior College (Morgantown main campus) is authorized to offer post-secondary education programs leading to a certificate, diploma, or associate degree in the state of West Virginia in accordance with its permit issued by the West Virginia Council for

Community and Technical College Education 1018 Kanawha Boulevard, East, Suite 700, Charleston, WV 25301, (304) 558-0265 in accordance with Chapter 18B of the West Virginia State Code.

The United Career Institute campus in Irwin is licensed by the Pennsylvania State Board of Private Licensed Schools, 333 Market Street, Harrisburg, PA 17126 (717) 783-8228.

Note: For the most current information regarding Approvals/Accreditation/Authorizations, please ask the Campus President.

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

\*Accreditation is a complex subject. This institution is “institutionally” accredited by a national accreditation agency. Other types of accreditation include regional accreditation and programmatic accreditation. The type of accreditation can impact important student benefits, such as academic credit transfer and graduate job eligibility. Prospective students should direct any accreditation questions to the Campus President before enrolling.

### **Statement of Legal Control**

The West Virginia Junior College is a private corporation. It operates a main campus in Morgantown, WV and additional campuses in Mt. Braddock, PA and Irwin, PA. The corporation has no other campuses and is not affiliated with any other public or private organization or educational institution. WVJC operates under policies and guidelines established by its Board of Directors. Its Chief Executive Officer is its on-site Campus President.

The Campus President is charged with responsibility to manage all aspects of the campus operation and to exercise such discretion as he/she deems appropriate, within the broad guidelines and policies established by the Board of Directors. The institution’s corporate officers execute legal documents and perform other similar ministerial functions as required of corporate officers by law. No corporate officer has managerial or administrative responsibility and is not in the chain of command, unless he or she also holds the position of Campus President.

## **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.

## **Affiliations**

The School is a member of the following:

Westmoreland Chamber of Commerce

Pennsylvania Association of Private School Administrators