



THE COUNCIL OF PRIVATE COLLEGES OF AMERICA

Candidate Level Requirements and Actions Section 1 Worksheet

Institution _____ Date Started _____

Institution Certification Coordinator _____

Phone Number _____ Email address _____

Assigned Certification Facilitator _____

I.A. Governing Board Members, and Administrators:

___ 1a Give the name, position, and qualifications of the governing board members, chief executive officer (CEO), and top institution administrators

___ 1b List their qualifications.

___ 1c Explain how they are qualified to oversee or direct the institution's operations.

___ 2 Explain how the governing board members are knowledgeable and experienced in one or more aspects of educational administration, finance, teaching/learning, and distance study.

___ 3 Provide the institution's policies that clearly delineate the duties and responsibilities of the governing board members and administrators.

___ 4 Document that individuals in leadership and managerial roles are qualified by education and experience.

___ 5a Explain what experiences the CEO and top administrators have had in educational administration including previous educational administrative positions.

___ 5b Explain how those positions helped prepare them for their current positions.

I.B. Reputation of Institution, Governing Board, and Administrators:

___ 1 Explain how the institution and its governing board members, and administrators possess a sound reputation.

___ 2 Show a record of integrity and ethical conduct in their professional activities, business operations, and relations.

___ 3 Has any individual above ever been debarred by federal or state authorities from participating in any funding programs?

I.C. Succession Plan:

- ___ 1 Provide a copy of the Governing Board and Administration's plan for succession.
- ___ 2 Outline the process by which the Governing Board and Administration's succession would be executed.
- ___ 3 Identify specific positions, committees, or boards that would be responsible to carry on with the operation of the institution.
- ___ 4 Explain how the plan is reviewed and revised on an annual basis.

I.D. Chief Academic Officer and/or Department Heads:

- ___ 1a List the qualifications of the chief academic officer or educational director,
- ___ 1b List the previous positions he or she has held that are relevant for this position.
- ___ 1c Explain how the experiences of these prior positions have contributed to qualifying for this position.
- ___ 2 Describe how the CAO and/or educational director has overall administrative responsibilities for the educational program(s), faculty/instructors, and a policy-making voice in advertising, sales, and collections.
- ___ 3 For institutions granting Doctorate Degrees, explain how the institution has on its full-time staff, a Dean or other academic officer with credentials that are appropriate to this level of degree(s) being offered.

I.E. Position Responsibilities:

- ___ Provide a position responsibilities document for each position in the institution.

I.F. Organizational chart:

- ___ Provide a copy of the organizational chart.