



THE COUNCIL OF PRIVATE COLLEGES OF AMERICA

Candidate Level Requirements and Actions Section 10 Worksheet

Institution _____ Date Started _____

Institution Certification Coordinator _____

Phone Number _____ Email address _____

Assigned Certification Facilitator _____

X. A. Facilities, Equipment, and Supplies: The institution maintains sufficient facilities, equipment, and supplies to achieve its mission and goals and support its programs and future growth. A written plan exists to maintain and upgrade facilities, equipment, and supplies. The plan states the resources that will be budgeted to support its goals. Buildings, workspace, and equipment comply with local fire, building, health, and safety regulations and are adequately equipped to handle the educational program(s) of the institution.

- ___ 1. Explain and document how the institution maintains sufficient facilities, equipment, and supplies to achieve its mission and goals and support its programs and future growth.
- ___ 2. Provide a copy of the institution's written plan to maintain and upgrade facilities, equipment, and supplies, and explain what resources are budgeted to support the plan's goals.
- ___ 3. Document that the buildings, workspace, and equipment comply with local fire, building, health, and safety regulations and are adequately equipped to handle the educational program(s) of the institution.
- ___ 4. Provide a basic site plan for the institution. Include a floor plan of each building indicating the occupant/activity in each area, and explain how workspace is functional, hygienic, safe and satisfactory.
- ___ 5. Describe any special purpose equipment, first aid equipment, computers, record systems, or other technologies used, and indicate which equipment is owned or leased.
- ___ 6. Describe any disaster recovery plans developed by the institution.

X. B. Record Protection: Institutional financial and administrative records and students' educational records are maintained in a reasonably accessible place and are adequately protected as long as they are likely to be needed. Protection may be by: (1) an active fire suppression system, or (2) passive protection using two-hour rated files or vaults for hard copy files/records, or (3) using off-site back up files for electronic files/records. Other records are maintained in accordance with current educational, administrative, business, and legal practices.

- ___ 1. Describe the organization and management of the administrative office(s) responsible for maintaining financial, administrative, and student records. Explain how financial, administrative, and student records are maintained, stored, and retained.
- ___ 2. Describe how long student educational records are kept and how they are kept legible and accessible. If electronic records are used, explain how the systems are back-up and adequately protected.
- ___ 3. Describe the type of equipment or other means used to protect financial, administrative, and student records from vandalism, theft, damage, or fire. Describe how paper files are protected in fire-proof filing cabinets or a fire suppression system; and how the electronic files are backed up off-site.