



THE COUNCIL OF PRIVATE COLLEGES OF AMERICA

Certified 5-Year Level Requirements and Actions Course Evaluation Worksheet

Institution _____ Date Started _____

Institution Certification Coordinator _____

Phone Number _____ Email address _____

Assigned Certification Facilitator _____

Selected individual courses are examined and evaluated under the CPCA excellence in education criteria.

The institution must submit at a minimum one fourth (25%) of the curriculum (courses) for **each** degree program offered. In selecting the curriculum materials to be submitted to CPCA for evaluation, the representative courses should be:

- ___ a. broadly and fairly representative of the curriculum for the entire degree program;
- ___ b. selected from each level (i.e., 100, 200, 300, 400, 500, etc.) of the degree program;
- ___ c. in different subject areas that fairly represent the complete program (i.e., general education, electives, core courses, etc.).

Individual course materials also include examinations and examination solutions, and all tools, kits, and equipment provided with the course(s). Course materials submitted as part of an institution's certification process **are not** returned to the institution; they are consumed in the review process.

Subject matter experts, who are also called "subject specialists," are selected to review and report on the institution's course materials. All Subject Specialists go through a training program and sign the Conflict of Interest Policy and the Conflict of Interest Disclosure Form before reviewing courses/programs. Typically, these reviews take place in the subject specialists' home or office. However, if an institution offers a combination distance study/resident program, offers a degree program, or has an extremely large number of courses, then one or more subject specialists are appointed to visit the institution for an onsite review during the full onsite visit. Each subject specialist submits to the CPCA a written report on the courses reviewed.