

**Council of Private Colleges of America**  
**Applicant Level**  
**Step 1**  
**Letter of Intent Worksheet**

Worksheets are provided so that the Certification Facilitator Coordinator has an itemized list of the required elements for each part of each level. Certification Facilitators use the same worksheet for keeping track of what an institution they are assigned has satisfactorily completed.

Institution \_\_\_\_\_ Date Received \_\_\_\_\_

\_\_\_\_\_ Letterhead stationery of institution

\_\_\_\_\_ Fact that you institution desires to participate in the Certification Process.

\_\_\_\_\_ Date Board of Directors (or its legally functional equivalent), voted to become involved in the CPCA Certification process

Name of the individual who will coordinate the process for your institution

\_\_\_\_\_ Phone Number \_\_\_\_\_

Email address of coordinator \_\_\_\_\_

Format of letter \_\_\_ pdf \_\_\_ other \_\_\_\_\_

How sent \_\_\_ info@cpc-a.edu.us and/or docmoz@ElectronicLearning.edu

\_\_\_ Postal mail