



THE COUNCIL OF PRIVATE COLLEGES OF AMERICA

21st CENTURY CPCA APPLICANT Certification Manual Standards and Criteria

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Institutions working on this 21ST Century CPCA APPLICANT
Certification will be notified by Certification Facilitator
of any revisions to this document.

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21st Century CPCA APPLICANT Certification Manual Standards and Criteria

The 21st Century CPCA APPLICANT Certification Process

The CPCA Board in 2010 commissioned an objective examination of USDE recognized Accrediting Agencies accreditation processes completed in 2014. We compared them to the existing CPCA certification process. The CPCA purpose was to create the 21st Century CPCA Certification process comparable to USDE recognized Accrediting Agencies' academic and administrative standards for faith based institutions. The 21st Century CPCA Certification process excludes the massive USDE accreditation requirements pertaining to receiving US government grants, loans, and Title IV funds. The CPCA process recognizes faith based economic principles.

Accepting US government funds leads to "whoever pays the piper has the right to call the tune." First, this allows government to have requirements that violate God's faith based principles in the Bible. Second, this has and continues producing students having massive amounts of student loan debt. Therefore, the CPCA encourages students to avoid the student loan debt trap and CPCA institutions to avoid US government funding.

The CPCA certification process requires affirmation of compliance with 21st Century CPCA Certification process standards patterned after historical United States educational institutions that were founded on faith based principles.

The CPCA encourages each of its member institutions to be certified with 21st Century CPCA APPLICANT Certification process. This enables CPCA certified institutions to achieve; distinguished membership levels in the CPCA, academic and administrative standards comparable to USDE recognized Accrediting Agencies', avoid the US government funding trap, and having the achievements published on the CPCA world wide web.

The CPCA Certification Coordinator facilitates the CPCA Certification process. The Certification Coordinator has been provided with a Tracking Form to monitor progress of required information. Completing CPCA APPLICANT Certification takes teamwork from designated individuals who know the required information providing it to the Certification Coordinator. It is important to remember that line upon line, precept upon precept, and one step at a time will achieve success for the CPCA APPLICANT Certification.

The CPCA Certification Coordinator will make a copy of the 21st Century CPCA APPLICANT Certification Manual from their CPCA Cloud Certification folder. Distribute a copy of the Worksheets to designated individuals who know the required information to be provided to the CPCA Certification Coordinator.

**21st Century CPCA APPLICANT Certification Manual
Standards and Criteria
Table of Contents**

	Page
I. Application.....	4
I.A. APPLICANT Certification Application	
I.B. APPLICANT Letter of Intent	
I.B.1. (Sample Letter of Intent)	
II. Descriptive Inventory.....	8
II.A. Demonstrate Appropriate Operating Status	
II.B. Demonstrate Appropriate Oversight	
II.C. Demonstrate Minimum Attributes of a Faith-Based Postsecondary Institution	
II.D. Mission Statement	
II.E. Demonstrate Planning and Assessment	
III. Actions by the CPCA Certification Commission.....	19
III.A. The CPCA Certification Facilitator reviews all submitted APPLICANT Certification documents and submits a report to the CPCA Certification Commission with a recommendation.	
III.B. CPCA Certification Commission reviews the submitted report from the CPCA Certification Facilitator and responds to the institution through the CPCA Certification Facilitator.	
IV. CPCA APPLICANT Certification Tracking Form.....	22

21st Century CPCA APPLICANT Certification Manual Standards and Criteria

I. Application

I.A. APPLICANT Certification Application and the

Submitting the APPLICANT Certification Application and the Letter of Intent on the Institution's letterhead to the CPCA begins the Certification process for the institution.

The Certification Manual is in Word format to enable typing directly into COPY of the Tracking Form.

Name of Institution [Click or tap here to enter text.](#) Date [Click or tap to enter a date.](#)

Address [Click or tap here to enter text.](#)

(Street Address) (City, State) (Zip)

Phone [Click or tap here to enter text.](#) Mobile [Click or tap here to enter text.](#)

Website [Click or tap here to enter text.](#)

President/CEO [Click or tap here to enter text.](#) Email [Click or tap here to enter text.](#)

Institution established [Click or tap to enter a date.](#) Date Enrolled first student [Click or tap to enter a date.](#)

Current enrollment [Click or tap here to enter text.](#) Number of new enrollments this school year [Click or tap here to enter text.](#)

When CPCA APPLICANT Certification Application is complete the CPCA CERTIFICATION Coordinator uploads it into the correct CPCA Cloud CPCA APPLICANT folder. Then notify Dr. Moulds at cpcadrMoulds@gmail.com stating CPCA APPLICANT Certification Application is in your CPCA Cloud CPCA APPLICANT folder.

The CPCA will email you your Administration – CPCA APPLICANT Certification Application Fee invoice to be paid before proceeding further.

21st Century CPCA APPLICANT Certification Manual Standards and Criteria

I.B. APPLICANT Certification Letter of Intent Worksheet

_____ Letterhead of institution

_____ Fact that your institution desires to participate in the Certification Process.

>> Place or Copy answer here...

Date Board of Directors (or its legally functional equivalent), voted to become involved in the CPCA Certification process: [Click or tap here to enter text.](#)

Institution names an individual to coordinate the ~~is~~ 21st Century CPCA Certification process.
Coordinator's Name: [Click or tap here to enter text.](#)

Coordinator's Email Address: [Click or tap here to enter text.](#)

When I.A. APPLICANT Certification Application and I.B. APPLICANT Letter of Intent are in your CPCA Cloud, and have been upload to your CPCA folder, notify Dr. Moulds cpcadrMoulds@gmail.com. Then your CPCA APPLICANT Certification Application Fee invoice will be sent.

Section I.B.1 SAMPLE LETTER OF INTENT

(Print on Letterhead)

Dr. Earle E. Lee
The Council of Private Colleges of America
41 N. 20th Street, # A -17
Haines City, Florida 33844-4638

July 23, 2013

Re: CPCA Certification

Dear Dr. Lee and Dr. Moulds:

This letter states our desire to participate in the Council of Private Colleges of America Certification process. Our Directors voted to become involved in the certification process during a meeting that took place on June 1, 2013.

We have appointed Dr. Bill Jones, Director of Academic Affairs, to coordinate the CPCA certification process. Dr. Bill Jones at 111.222.3456 and email billjones@GodsCollege.com

(Use your thoughts here) We are confident that this CPCA certification process will further our mission in providing high quality Christian education to prepare and equip Christian ministers, professionals, and laypersons, for their religious and professional lives. We look forward to working with you in this process.

You can contact me by telephone 111-222-3333, fax 444-555-7777 or email adm@GodsCollege.com.

Sincerely,

Dr. Peter Grateful, President

21st Century CPCA APPLICANT Certification Manual Standards and Criteria

Section II - Descriptive Inventory

The CPCA will designate a Certification Facilitator to assist your institution with Descriptive Inventory demonstration areas outlined below.

Descriptive Inventory Areas

The Descriptive Inventory of the Faith-Based Postsecondary Educational Institution provides an institutional profile.

II.A. Demonstrate Appropriate Operating Status to Operate

To demonstrate the appropriate operating status of the institution, a copy of the charter/articles of incorporation granted to the entity by the appropriate governmental agency is required (if applicable).

This documentation is to clearly demonstrate that the institution:

- has authority operating status to award degrees in the state where the institution is physically located, and
- has a board (or its legally functional equivalent), charged with oversight of the institution.

21st Century CPCA APPLICANT Certification Manual Standards and Criteria

II.A. Demonstrate Appropriate Operating Status to Operate Worksheet

Institution: [Click or tap here to enter text.](#) Date Started: [Click or tap to enter a date.](#)

Institution Certification Coordinator: [Click or tap here to enter text.](#)

Phone Number: [Click or tap here to enter text.](#) Email address: [Click or tap here to enter text.](#)

Name of Individual Answering this Sections Questions: [Click or tap here to enter text.](#) Date Sent: [Click or tap to enter a date.](#) Date Returned: [Click or tap to enter a date.](#)

CPCA Certification Facilitator: [Click or tap here to enter text.](#)

Place your answer to each question on this fillable form. Place an X in front when answered. If item does not apply please, mark NA for Not Applicable.

_____ Institution has operating status to award degrees in state _____ where institution is physically located.

_____ Institution has a board (or its legally functional equivalent), with oversight of the institution.

>> Place or Copy answer here...

21st Century CPCA APPLICANT Certification Manual Standards and Criteria

II.B. Demonstrate Appropriate Oversight

To demonstrate the appropriate oversight of the institution with the following items are required:

- name, address, contact information, and length of term for each member of its oversight committee, with the chairman identified,
- name of the president or CEO, and
- year-end financial statements for the past three years. If the institution has IRS 501(c)3 status that requires IRS 990 reporting, then copies of the IRS 990 report for the past three years.

**21st Century CPCA APPLICANT Certification Manual
Standards and Criteria**

II.B. Demonstrate Appropriate Oversight

Worksheet

___ Name, address, contact information, and length of term for each member of its oversight committee, with the chairman identified.

>> Place or Copy answer here...

Name of the president or CEO: [Click or tap here to enter text.](#)

___ Year-end financial statements for the past 3 years

>> Place or Copy answer here...

___ If the institution has IRS 501(c)(3) status that requires IRS 990 reporting then, copies of IRS 990 report for the past 3 years.

>> Place or Copy answer here...

21st Century CPCA APPLICANT Certification Manual Standards and Criteria

II.C. Demonstrate Minimum Attributes of a Faith Based Postsecondary Educational Institution

To demonstrate the minimum attributes of a faith-based postsecondary educational institution the institution is to submit a foundational statement that clearly shows on what principles the institution is built.

This foundational statement:

- may be supplied to the postsecondary institution by its sponsoring or affiliated denomination church; or it may be originally composed by the faith-based institution.
- must affirm the institution's Christian philosophy of education (eg. Gods truth, values), that in turn provides the context from which the statement of mission follows.
- is to be a statement of values that govern every aspect of the postsecondary institution including standards of conduct and expectations for students, faculty, administrators and board members.

**21st Century CPCA APPLICANT Certification Manual
Standards and Criteria**

II.C. Demonstrate Minimum Attributes of a Faith Based Postsecondary Educational Institution

Worksheet

____ Foundational statement

>> Place or Copy answer here...

____ Affirms the institution's Christian philosophy of education (e.g. Gods truth, values), that in turn provides the context from which the statement of mission follows

____ Is a statement of values that govern every aspect of the postsecondary institution including standards of conduct and expectations for students, faculty, administrators and board members.

**21st Century CPCA APPLICANT Certification Manual
Standards and Criteria**

II. D. The Institution's Mission Statement

The Mission Statement must support the institution's Christian philosophy of education.

**21st Century CPCA APPLICANT Certification Manual
Standards and Criteria**

II. D. The Institution's Mission Statement

Worksheet

____ Mission Statement supports the institution's Christian philosophy of education
>> Place or Copy answer here...

21st Century CPCA APPLICANT Certification Manual Standards and Criteria

II.E. Demonstrate Planning and Assessment

The institution's ability for planning and assessment in creating a comprehensive master plan is important.

The master plan outline below is to include assessment processes and methods that document the institution's active involvement in accomplishing the institution's mission and in each area that support their mission.

The CPCA requires each of these items to be addressed. If institution does not have one or more of the following items the institution needs to develop a plan with a time frame to create it.

- the basic goals to achieve the mission
- current annual budget
- the identification of a chief academic officer and administrative personnel
- a list of faculty with qualifications
- how academic programs of study/curricula are established
- the requirements for admission
- list of current student enrollment in the following levels:
 - Undergraduate
 - Masters
 - Doctoral
- the services for students
- a website
- the following publications:
 - Institutional Catalog
 - Student Manual
 - Faculty Manual

**21st Century CPCA APPLICANT Certification Manual
Standards and Criteria**

**II.E. Demonstrate Planning and Assessment
Worksheet**

Please indicate Yes or No as to each of the following items. Where the answer is No the institution needs to state the plan to address that issue.

_____ Basic goals to achieve the mission: Click or tap here to enter text.

_____ Current annual budget: Click or tap here to enter text.

_____ A chief academic officer, Name: Click or tap here to enter text.

_____ Administrative personnel: Click or tap here to enter text.

_____ A list of faculty with qualifications: Click or tap here to enter text.

_____ How academic programs of study/curricula are established: Click or tap here to enter text.

_____ Admissions requirements: Click or tap here to enter text.

Current student enrollment in the following levels:

Undergraduates: Click or tap here to enter text.

Masters: Click or tap here to enter text.

Doctoral: Click or tap here to enter text.

_____ Students Services: Click or tap here to enter text.

_____ Website address: Click or tap here to enter text.

_____ Current Institutional Catalog: Click or tap here to enter text.

_____ Current Student Handbook: Click or tap here to enter text.

_____ Current Faculty Handbook: Click or tap here to enter text.

21st Century CPCA APPLICANT Certification Manual Standards and Criteria

III. Actions by the CPCA Certification Commission

- III.A. The CPCA Certification Facilitator reviews all submitted CPCA APPLICANT Certification documents and submits a report to the CPCA Certification Commission with a recommendation.
- III.B. CPCA Certification Commission reviews the submitted reports from the CPCA Facilitator then takes one of the following actions responding to the institution through the CPCA Certification Facilitator:
1. Grant CPCA APPLICANT Certification to the institution.
 2. Grant CPCA APPLICANT Certification to the institution with conditions and interim requirements for a period of time not exceeding three years.
 3. Based on specific cited items elect to defer granting CPCA APPLICANT Certification for the institution to have a specified amount of time to correct the cited items.
 4. Based on the review of submitted reports action is taken to not grant CPCA APPLICANT Certification.

Date CPCA APPLICANT Certification is conferred by CPCA Certification Commission: [Click or tap to enter a date.](#)

Institution Action

An institution may voluntarily withdraw at any time from the process of CPCA APPLICANT Certification. All fees paid to the CPCA are nonrefundable.

During CPCA APPLICANT Certification the institution will maintain fees and reporting required by the CPCA annually.

Annual Requirement: Progress and Finance Report

No later than **October 31st** each year institution must submit:

- a. **written Progress Report** pertaining to accomplishing the CPCA APPLICANT Certification.
- b. **financial information** demonstrating it has financial resources to carry out its mission-

After 21ST Century CPCA APPLICANT Certification status is granted, institution is to proceed with the 21st Century CANDIDATE Section 1: Administration Certification process.

21st Century CPCA APPLICANT Certification Manual Standards and Criteria

IV. CPCA APPLICANT Certification Tracking Form

This Tracking Form is provided to assist the Certification Coordinator to identify which requirements for CPCA APPLICANT Certification are complete or need completing.

When a Section is complete place in the CPCA Cloud, APPLICANT Certification Documents sent to CPCA folder. Once this Master Tracking Form and all CPCA Cloud APPLICANT Documents are in that folder, notify Dr. Moulds cpcadrMoulds@gmail.com stating your CPCA APPLICANT Documents are ready for review.

I. APPLICANT Certification Application

___ I.A APPLICANT Certification Application

Name of Individual Answering this Sections Questions: [Click or tap here to enter text.](#)

Date Sent: [Click or tap to enter a date.](#) Date Returned: [Click or tap to enter a date.](#)

___ I.B APPLICANT Letter of Intent

Name of Individual Answering this Sections Questions: [Click or tap here to enter text.](#)

Date Sent: [Click or tap to enter a date.](#) Date Returned: [Click or tap to enter a date.](#)

II. Descriptive Inventory Worksheets

___ II.A Demonstrate Appropriate Operating Status

Name of Individual Answering this Sections Questions: [Click or tap here to enter text.](#)

Date Sent: [Click or tap to enter a date.](#) Date Returned: [Click or tap to enter a date.](#)

___ II.B. Demonstrate Appropriate Oversight

Name of Individual Answering this Sections Questions: [Click or tap here to enter text.](#)

Date Sent: [Click or tap to enter a date.](#) Date Returned: [Click or tap to enter a date.](#)

___ II.C. Demonstrate Minimum Attributes of a Faith-Based Postsecondary Institution

Name of Individual Answering this Sections Questions: [Click or tap here to enter text.](#)

Date Sent: [Click or tap to enter a date.](#) Date Returned: [Click or tap to enter a date.](#)

___ II.D. Mission Statement

Name of Individual Answering this Sections Questions: [Click or tap here to enter text.](#)

Date Sent: [Click or tap to enter a date.](#) Date Returned: [Click or tap to enter a date.](#)

___ II.E. Demonstrate Planning and Assessment

Name of Individual Answering this Sections Questions: [Click or tap here to enter text.](#)

Date Sent: [Click or tap to enter a date.](#) Date Returned: [Click or tap to enter a date.](#)

III. Actions by the CPCA Certification Commission

___ III.A. The CPCA Certification Facilitator reviews all submitted APPLICANT Certification documents and submits a report to the CPCA Certification Commission with a recommendation.

___ III.B. CPCA Certification Commission reviews the submitted report from the CPCA Certification Facilitator and responds to the institution through the CPCA Certification Facilitator.