



THE COUNCIL OF PRIVATE COLLEGES OF AMERICA

21st Century CPCA 5-YEAR CERTIFIED Certification Manual Standards and Criteria

Last Revised 05/01/2019

Institutions working on this
21ST Century 5-Year CERTIFIED Certification
will be notified by their Certification Facilitator of any
revisions to this document.

Council of Private Colleges of America

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21st Century CPCA 5-Year CERTIFIED Certification Manual Standards and Criteria

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 5-Year CERTIFIED CPCA Certification process. This enables CPCA certified institution 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 CANDIDATE 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 5-Year CERTIFIED Certification.

The CPCA Certification Coordinator will make a copy of the 21st Century CPCA 5-Year CERTIFIED 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 5-Year CERTIFIED Certification Manual
Standards and Criteria
Table of Contents**

	Page
I. Application.....	4
I. 5-Year CERTIFIED Certification Application	
II. Course Evaluation.....	5
Selected individual courses are examined and evaluated under the CPCA excellence in education criteria.	
III. Current and Alumni Survey.....	7
Up to 100 current students and alumni, are surveyed with at least 4 individuals being interviewed in person.	
IV. Institutional Effectiveness Plan.....	9
V. Actions by the CPCA Certification Commission.....	11
IV.A. The CPCA Certification Facilitator reviews all 5-Year CERTIFIED Certification submitted documents then submits a report to the CPCA Certification Commission with a recommendation for an On-Site Visit.	
IV.B. The On-Site Visit	
IV.C. The CPCA Certification Commission reviews the submitted report from CPCA Facilitator and the On-Site Visit Team then reports to the institution through the CPCA Facilitator.	

21st Century CPCA 5-Year CERTIFIED Certification Manual Standards and Criteria

I. Application

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 5-Year CERTIFIED Certification Application is complete the CPCA CERTIFICATION Coordinator uploads it into the correct CPCA Cloud CPCA 5-Year CERTIFIED folder. Then notify Dr. Moulds at cpcadrmoulds@gmail.com stating CPCA 5-Year CERTIFIED Certification Application is in your CPCA Cloud CPCA CANDIDATE folder.

The CPCA will email you your CPCA 5-Year CERTIFIED Certification Application Fee invoice to be paid before proceeding further.

21st Century CPCA 5-Year CERTIFIED Certification Manual Standards and Criteria

II. Course Evaluation

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 courses developed in-house by the institution. In selecting the curriculum materials to be submitted to CPCA for evaluation, the representative courses should be:

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

Individual course materials are to 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.

CPCA Course Evaluators review and report on the institution's course materials. All CPCA Course Evaluators go through special Course Evaluator training. They sign the Conflict of Interest Policy and the Conflict of Interest Disclosure Form before reviewing any courses or programs. Typically, these reviews take place in the CPCA Course Evaluators home or office. However, if an institution offers a combination distance learning/resident degree program, or has an extremely large number of courses, then one or more CPCA Course Evaluators are appointed to visit the institution for an onsite review during the full onsite visit. Each CPCA Course Evaluator submits to the CPCA a written report on the courses reviewed.

**21st Century CPCA 5-Year CERTIFIED Certification Manual
Standards and Criteria**

II. Course Evaluation

Worksheet

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

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.](#)

The institution must submit at a minimum one fourth (25%) of the courses developed in-house by the institution. In selecting the curriculum materials to be submitted to the CPCA for evaluation, the representative courses should be:

___a. courses developed in-house by the institution that are broadly and fairly representative of the curriculum, for the entire degree program

Total number of courses selected ___

___ b. Number of selected courses from each level

Number of 100 level ___

Number of 200 level ___

Number of 300 level ___

Number of 400 level ___

Number of 500 level ___

Number of 600 level ___

Number of 700 level ___

Number of ___ level ___

Number of ___ level ___

Number of ___ level ___

___ c. subject areas represented: [Click or tap here to enter text.](#)

Individual course materials are to 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.

CPCA Course Evaluators review and report on the institution's course materials. All CPCA Course Evaluators go through special Course Evaluator training. They sign the Conflict of Interest Policy and the Conflict of Interest Disclosure Form before reviewing any courses or programs. Typically, these reviews take place in the CPCA Course Evaluators home or office. However, if an institution offers a combination distance learning/resident degree program, or has an extremely large number of courses, then one or more CPCA Course Evaluators are appointed to visit the institution for an onsite review during the full onsite visit. Each CPCA Course Evaluator submits to the CPCA a written report on the courses reviewed.

21st Century CPCA 5-Year CERTIFIED Certification Manual Standards and Criteria

III. Current Students and Alumni Survey

Up to 100 current students and alumni are surveyed with at least 4 individuals being interviewed in person. The specific number of current students and alumni will be determined in conjunction with institution's Certification Facilitator.

As part of the survey validation process, the CPCA will surveys up to 100 students from within the institution. Alumni will be included in the Survey. Names and email addresses representing each level and program will be provided to the CPCA for this activity.

The survey results from the CPCA Survey will be compared to the institutional administered surveys to establish the validity of the survey results.

The following questions will be asked in the CPCA survey focusing on student and alumni satisfaction.

- a. Provide a personal testimony of your accepting Christ as your personal Savior.
- b. What have you learned in your studies that have caused you to make changes in your life or the life of your family? Give some examples.
- c. What have you learned in your studies that you have been able to teach others, helping them to make changes in the life of those to whom they minister? Give some examples.
- d. Did you achieve, or will you have achieved upon completing your studies, the goals you had when you started the course or program?
- e. Would you recommend these studies to a friend?
- f. All things considered, were you satisfied with your studies with us?

**21st Century CPCA 5-Year CERTIFIED Certification Manual
Standards and Criteria**

III. Current and Alumni Survey

Worksheet

Up to 100 current students and alumni are surveyed with at least 4 individuals being interviewed in person. The specific number of current students and alumni will be determined in conjunction with institution's Certification Facilitator.

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.](#)

Number of current students sent surveys _____ Percentage of surveys returned _____

Number of alumni sent surveys _____ Percentage of surveys returned _____

Number of students/alumni surveyed in person _____

Was the survey electronically based or paper-based? [Click or tap here to enter text.](#)

Place a copy of the survey form here

21st Century CPCA 5-Year CERTIFIED Certification Manual Standards and Criteria

IV. Institutional Effectiveness Plan

The Institutional Effectiveness Plan (IEP) has been developed by the Leadership Team within the Office of the President to ensure that all components of the Institution are monitored. The purpose of the IEP is to determine to what extent the Institution fulfills its mission through how it achieves its purposes. The IEP is the evaluation of the components of the Institution that enable learning. These components include:

1. Mission and Governance
2. Faculty
3. Educational Programs
4. Students
5. Resources

Institutional Effectiveness must be an ongoing process that involves everyone in the institution asking the question; “how can I improve what I do?”

21st Century CPCA 5-Year CERTIFIED Certification Manual Standards and Criteria

IV. Institutional Effectiveness Plan

Worksheet

The Institutional Effectiveness Plan (IEP) has been developed by the Leadership Team within the Office of the President to ensure that all components of the Institution are monitored. The purpose of the IEP is to determine to what extent the Institution fulfills its mission through how it achieves its purposes. The IEP is the evaluation of the components of the Institution that enable learning. These components include:

1. Mission and Governance
2. Faculty
3. Educational Programs
4. Students
5. Resources

Institutional Effectiveness must be an ongoing process that involves everyone in the institution asking the question; “how can I improve what I do?”

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.](#)

Does the Institution have an Institutional Effectiveness Plan? ____

If NO, what is the schedule to create an IEP? [Click or tap here to enter text.](#)

Has the Institutional Effectiveness Plan been developed by and have the within the Office of the President? [Click or tap here to enter text.](#)

Is the purpose of the Institutional effectiveness Plan to determine to what extent the Institution fulfills its mission through how it achieves its purposes? [Click or tap here to enter text.](#)

Are the following components included in the Plan? [Click or tap here to enter text.](#)

1. Mission and Governance
2. Faculty
3. Educational Programs
4. Students
5. Resources

Is the Institutional Effectiveness an ongoing process that involves everyone in the institution? [Click or tap here to enter text.](#)

21st Century CPCA 5-Year CERTIFIED Certification Manual Standards and Criteria

V. Actions by the CPCA Certification Commission

V.A. The CPCA Certification Facilitator reviews all 5-Year CERTIFIED Certification standards, criteria, and documents then submits a report to the CPCA Certification Commission with a recommendation for an On-Site Visit or additional work on specific standards and/or criteria.

V.B. The On-Site Visit

Following the submission of a successful recommendation by the CPCA Certification Facilitator to the CPCA Certification Commission, an On-Site Visit is scheduled.

The mission of the On-Site Visit is to verify the information, and documentation contained in the CPCA Certification Facilitator's report. A written report by the On-Site Visit Team is filed with CPCA Certification Commission that tracks the institution's compliance with all CPCA 5-Year CERTIFIED Certification Standards and Criteria.

The On-Site Visit of the Institution is conducted by a team of two CPCA Certification Evaluators and one offsite CPCA Certification Evaluator ensuring that the institution has completed all requirements and actions for the 5-year CERTIFIED Certification.

This 21st Century CPCA 5-Year CERTIFIED Certification requires the institution to have the financial ability to pay the two person onsite evaluators their related travel expenses, plus the two on-site evaluators and a third offsite evaluator their honorariums.

The date of the On-Site Visit is to be a mutually convenient date for the institution and for the evaluators. The CPCA Certification Commission coordinates with the institution. Since a majority of the review process is completed before the On-Site Visit, most On-Site Visits are accomplished in one to two days, depending upon the size of the institution.

In cases where resident education is provided as a required or as an optional part of a distance education course, the educational facilities are examined to make sure that outcomes of resident education contribute to the total course objectives. The opposite is also true, when distance elements are an intrigal part of a resident course.

V.C. The CPCA Certification Commission reviews the submitted reports from the On-Site Visitation Team and the CPCA Certification Facilitator. The CPCA Certification Commission then takes one of the follow four actions

1. Grant CPCA 5-year CERTIFIED Certification status to the institution for a period of time not exceeding five years.
2. Grant CPCA 5-year CERTIFIED Certification status 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 5-year CERTIFIED Certification status in order for the institution to have a specified amount of time to correct the cited area.
4. Based on the recommendation take action to not grant CPCA 5-year CERTIFIED Certification status.

The CPCA Certification Commission reports results to the institution through the CPCA Certification Facilitator.

Institutional Action

An institution may voluntarily withdraw from the CPCA 5-year CERTIFIED Certification process at any time. All fees paid to the CPCA are deemed to be nonrefundable.

During the period of CPCA 5-year CERTIFIED Certification the institution will pay all fees required by the CPCA, and provide at least two reports annually pursuant to the time-line previously approved by the CPCA.

REAFFIRMATION OF CERTIFICATION

After the initial 5-Year CERTIFIED Certification is granted, reaffirmation of this certification will then occur every five years. Reaffirmation requires a review of the Institutional Effectiveness Plan ongoing at the institution and a comprehensive On-Site Visit. The On-Site Visit is scheduled once the IEP report has been completed and submitted by the CPCA Certification Facilitator to the CPCA Certification Commission.

The On-Site Visit Report along with the supporting documentation is submitted to the CPCA Certification Commission. The CPCA Certification Commission reports results to the institution through the CPCA Certification Facilitator.

Annual Requirements for Certified Institutions

The mission of the annual requirements is to ensure that institutions with one of the four Active Certifications is adequately preparing for the next Certification.

1st Annual Requirement: Preparation for Next Certification

No later than **September 15th** each year each institution working on the next Certification must submit for review a written Progress Report pertaining to the institution's progress with accomplishing the next Certification Requirements.

2nd Annual Requirement: Finances.

Not later than **October 31st**, each institution working on the next Certification must submit financial information and documentation, demonstrating that it has the financial resources to carry out its mission, to support its students, and educational programs.

21st Century CPCA 5-Year CERTIFIED Certification Manual Standards and Criteria

V. 5-Year CERTIFIED Certification On-Site Visit

Worksheet

The onsite visit of an Institution is by a team of two CPCA Certification Evaluators and one offsite CPCA Certification Evaluator ensuring that the institution has completed all requirements and actions for the 5-year CERTIFIED Certification.

Following submission of the 5-year CERTIFIED Application to the CPCA an onsite visit is scheduled. The mission of the onsite visit is to verify the information, and documentation contained in the Self- Evaluation. A written report of findings is filed with CPCA that tracks the institutional compliance with all CPCA Standards and Criteria.

This Certification requires the institution to have the financial ability to pay the two person onsite evaluators their related travel expenses, plus the two onsite evaluators and a third offsite evaluator their honorariums.

The date of the Onsite Visit is to be a mutually convenient date for the institution and for the examiners. The CPCA coordinates with the institution. Since a majority of the review process is completed before the onsite visit, most onsite visits are accomplished in one to two days, depending upon the size of the institution.

In cases where resident education is provided as a required or as an optional part of a distance education course, the educational facilities are examined to make sure that outcomes of resident education contribute to the total course objectives. The opposite is also true, when distance elements are an intrical part of a resident course.

Onsite Visit Date: [Click or tap to enter a date.](#)

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

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

The CPCA Certification Commission reviews the submitted reports from the On-Site Visitation Team and the CPCA Certification Facilitator. The CPCA Certification Commission then takes one of the follow four actions

1. Grant CPCA 5-year CERTIFIED Certification status to the institution for a period of time not exceeding five years.
2. Grant CPCA 5-year CERTIFIED Certification status 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 5-year CERTIFIED Certification status in order for the institution to have a specified amount of time to correct the cited area.
4. Based on the recommendation take action to not grant CPCA 5-year CERTIFIED Certification status.

The action taken by the CPCA Certification Commission: [Click or tap here to enter text.](#)

The CPCA Certification Commission granted 21st Century CPCA 5-Year CERTIFIED Certification on: [Click or tap to enter a date.](#)

**21st Century CPCA 5-Year CERTIFIED Certification Manual
Standards and Criteria
5-Year CERTIFIED Certification Tracking Form**

- I. Application**
- II. Course Evaluation**
- III. Current and Former Students Survey**
- IV. Institutional Effectiveness Plan**
- V. Actions by the CPCA Certification Commission**