



# THE COUNCIL OF PRIVATE COLLEGES OF AMERICA

## CPCA 5-Year Certified Requirements and Actions Onsite Visit Worksheet

Institution \_\_\_\_\_ Date Started \_\_\_\_\_

Institution Certification Coordinator \_\_\_\_\_

Phone Number \_\_\_\_\_ Email address \_\_\_\_\_

Assigned Certification Facilitator \_\_\_\_\_

Institution onsite visit by a team of two CPCA Certification Evaluators and one offsite CPCA Certification Evaluator ensuring that the institution is ready for CPCA 5-year Certified status.

Following submission of a CPCA 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 the 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 this visit 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 \_\_\_\_\_

Onsite CPCA Certification Evaluators: \_\_\_\_\_

\_\_\_\_\_

Offsite CPCA Certification Evaluator: \_\_\_\_\_