



THE COUNCIL OF PRIVATE COLLEGES OF AMERICA

CERTIFICATION PROCESS

APPLICANT LEVEL REQUIREMENTS AND ACTIONS

Last Revised 10-01-2013

Institutions working on this level will be informed by their Certification Facilitator of any revisions to this document.

Council of Private Colleges of America

41 N. 20th Street, #17

Haines City, FL 33844-4638

Voice: 407-796-9749 Fax: 850-270-1094

Email: info@cpc-a.edu.us

Council of Private Colleges of America (CPCA)
CERTIFICATION PROCESS
APPLICANT LEVEL REQUIREMENTS AND ACTIONS

A faith-based postsecondary educational institution wishing to initiate a relationship with the CPCA and its Certification process may do so by working through each of the levels; Applicant, Candidate, 5 year Certification, and 10 year Certification beginning with the submission of a Letter of Intent.

Step 1 - Submit a written Letter of Intent

Submit a Letter of Intent on the letterhead stationery of your institution, to the CPCA's administrative office to begin the Certification process for the institution.

In the Letter of Intent include the:

1. Fact that your institution desires to participate in the certification process.
2. Date your Board of Directors (or its legally functional equivalent), voted to become involved in the CPCA Certification process, and sending the Letter of Intent
3. Name of the individual who will coordinate the process for your institution
4. Email address of the coordinating individual

The Letter of Intent may be sent via postal mail, or as a digital file. If a digital file, PDF format is preferred.

- If sending the letter electronically, please attach the pdf file to your email to: info@cpc.edu.us and docmoz@ElectronicLearning.edu
- Postal mail should be sent to: CPCA, 41 N. 20th Street, # 17, Haines City, FL 33844-4638.

Please be mindful that submission participation in the Applicant Level process does not guarantee that the institution will gain Applicant Level status and will be permitted to work toward the Candidacy Level.

Institutions working toward Certification are strongly encouraged to send a representative to the annual conference of the CPCA.

Step 2 - Certification Facilitator and Descriptive Inventory

Once your institution is accepted into the Applicant Level process the CPCA will designate a Certification Facilitator to assist your institution with the four required Descriptive Inventory demonstration areas, as outlined below, for evaluation.

Descriptive Inventory Areas

The purpose of the Descriptive Inventory of the Faith-Based Postsecondary Educational Institution is to provide an institutional profile. It must minimally include the following four (4) demonstration areas.

1. Demonstrate Appropriate Authority to Operate

To demonstrate the appropriate authority of the institution, a copy of the charter/articles of incorporation granted to the entity by the appropriate governmental agency seeking status with the Council is required.

This documentation is to clearly demonstrate that the institution:

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

2. 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, copies of the IRS 990 report for the past three years is preferable).

3. 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.

The Institution's Mission Statement

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

4. Demonstrate Planning and Assessment

To demonstrate the institution's ability for planning and assessment, provide an outline of the institution's comprehensive master plan.

This master plan outline is to include assessment processes and methods that documents the institution's active involvement in effectively accomplishing the institution's mission and the goals in each of the following areas that support that mission, including:

- 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
- current student enrollment in the following levels:
 - Undergraduate
 - Masters
 - Doctoral
- the services for students
- the website address
- a current copy of the following publications:
 - Institutional Catalog
 - Student Manual
 - Faculty Manual

Step 3 - Final Action

The Certification Facilitator submits the Descriptive Inventory, written correspondence, and a recommendation to the CPCA Office for approval to enter into Applicant Level or delay (with reasons).

If warranted, your documentation may subsequently be forwarded to a CPCA Committee for additional review.

The institution is to respond in writing to recommendations contained in a staff report based on the submitted Descriptive Inventory.

It should be noted that the maximum period of time in Applicant Level is **three years**. Any institution that does not achieve Candidate Level within this period will be removed from the Council's list of approved applicants and must wait a minimum of **one year** before reapplying.

Annual Requirements of Active Applicant Level Institutions

The mission of the annual requirements is to ensure that institutions with Active Applicant Level are adequately preparing for Candidacy Level.

1st Annual Requirement: Preparation for Candidate Level.

No later than **September 15th** each year, each Applicant Level institution must submit for review a written Progress Report pertaining to the institution's progress with accomplishing the Candidate Level requirements.

2nd Annual Requirement: Finances.

Not later than **October 31st** each year, each Applicant Level institution must submit financial information and documentation, demonstrating that it has the financial resources to carry out its mission, and to support its educational programs.