

Council of Private Colleges of America
Applicant Level
Step 2
Certification Facilitator and Descriptive Inventory Worksheet

Institution _____ Date Started _____

Institution Certification Coordinator _____

Phone Number _____ Email address _____

Assigned Certification Facilitator _____

1. Demonstrate Appropriate Authority to Operate

___ Institution has authority to award degrees in state ___ where the administration of the institution is physically located

___ Institution has a board charged with oversight of the institution

2. Demonstrate Appropriate Oversight

___ 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 _____

___ Year-end financial statements for the past 3 years

___ If the institution has IRS 501c(3) status, copies of IRS 990 report for the past 3 years if required to file.

3. Demonstrate Minimum Attributes of a Faith-Based Postsecondary Educational Institution

___ Foundational statement

___ Affirms 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 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

___ Mission Statement supports the institution's Christian philosophy of education

4. Demonstrate Planning and Assessment

- ___ Institutional Master Plan Outline including 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
 - ___ Basic goals to achieve the mission
 - ___ Current annual budget
 - ___ A chief academic officer _____
Name
 - ___ Administrative personnel
 - ___ A list of faculty, with qualifications
 - ___ How academic programs of study/curricula are established
 - ___ Admissions requirements
 - ___ Current student enrollment in the following levels:
 - ___ Undergraduates
 - ___ Masters
 - ___ Doctoral
 - ___ Students Services
 - ___ Website address _____
 - ___ Current copy of Institutional Catalog
 - ___ Current copy of Student Handbook
 - ___ Current copy of Faculty Manual

Step 3 - Final Action

_____ Date submitted to the CPCA Office for review and approval