



CERTIFICATION COMMISSION

SECOND PART OF THE CANDIDATE APPLICATION FOR INSTITUTIONAL CERTIFICATION

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Institutions working on the
CANDIDATE APPLICATION FOR INSTITUTIONAL CERTIFICATION
will be notified by the CPCA Certification Commission.
of any revisions to this document.

CPCA Certification Commission

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SECOND PART OF THE CANDIDATE APPLICATION FOR INSTITUTIONAL CERTIFICATION

The Council of Private Colleges of America (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's purpose was to create the 21st Century Certification process comparable to USDE recognized Accrediting Agencies' academic and administrative standards for faith-based institutions. The Certification process excludes the massive USDE accreditation requirements pertaining to receiving US government grants, loans, and Title IV funds. The Certification 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 the 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 Certification Commission encourages students to avoid the student loan debt trap and Florida Council of Private Colleges (FCPC) and CPCA institutions to avoid US government funding.

The Certification requires the affirmation of compliance with Certification process standards patterned after historical United States educational institutions that were founded on faith-based principles.

The FCPC and CPCA member organizations require each of its member institutions to be Certified starting with the Candidate Application for Certification. This enables Certified institutions to achieve; distinguished membership levels in the academic and administrative standards comparable to USDE recognized Accrediting Agencies', avoid the US government funding trap, and have the achievements published on the CPCA Certification Commission website, <https://www.cPCA-commission.org>.

Member Institutions of the FCPC or CPCA **must APPLY** to become a candidate for certification by the CPCA Certification Commission within 3-years of joining FCPC or CPCA. The duration for completing the Candidacy is 3 years. An Institutional Report is due annually for all Candidate and Certified Institutions.

The Certification Coordinator facilitates the Certification process within the institution. The Certification Coordinator is provided with a CPCA Certification Commission Staff Mentor to advise them with the planning process. CPCA Consultants are available to assist the Candidate Institutions.

A Tracking Form to monitor the progress of the required information is provided. Completing Certification Application 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 Certification Application.

The Certification Coordinator is provided with a set of **Certification Application Worksheets** and is authorized to make a copy of the **Worksheets** for use in this process. Distributing a copy of the **Worksheets** to designated individuals who know the required information will assist greatly in the overall process. The completed **Worksheets** are then provided back to the Certification Coordinator.

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FOR INSTITUTIONAL CERTIFICATION
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CERTIFICATION APPLICATION

The CPCA Certification Commission has created a set of Certification Application **WORKSHEETS** in Word format to enable typing or copying items directly into that document below each question in the Certification Application process. The worksheets in the WORKSHEETS document, **NOT this SECOND PART OF THE CANDIDATE APPLICATION FOR INSTITUTIONAL CERTIFICATION DOCUMENT** are to be used to answer the questions and required actions in the Certification Application.

Section I. Application

I.A. CERTIFICATION APPLICATION

The first step is submitting the Initial Candidate Application Form that can be found under **Resources** in the Commission website at www.cPCA-commission.org if you have not done that already.

When the Initial Candidate Application Form is received at the CPCA Certification Commission a Staff Mentor will be assigned to your institution to advise you with the certification process.

CPCA Consultants are available to assist the Candidate Institution with the preparation of the required documentation if that is viewed as being helpful by the institution. There is a cost for this service. Please check the Certification Fees page found under **Resources** in the Commission website at www.cPCA-commission.org. Your Staff Mentor will provide you with the current password.

The institution must designate an individual on the staff as the Certification Coordinator.

The completing of the Certification Application and the Letter of Intent on your Institution's letterheads comes next.

Section II - Descriptive Inventory

II. 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:

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

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 (3) 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 (3) years.

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 (e.g. 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.

II.D. The Institution's Mission Statement

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

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 supports their mission.

The CPCA Certification Commission requires each of these items to be addressed.

Make sure that you do your work in the CERTIFICATION APPLICATION WORKSHEETS NOT HERE!

- 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
- the services for students
- a website

- the following publications:
 - Institutional Catalog
 - Student Manual (Handbook)
 - Faculty Manual (Handbook)

Section III. Actions by the CPCA Certification Commission for Certification Applicants

III.A. The CPCA Certification Commission Staff Mentor advises the Candidate Institution with the planning process for the Certification Application.

III.A.1. The Candidate institution may desire to secure the services of one of the CPCA Consultants to review all required Candidate Certification Application documents for completeness prior to submitting the documentation to the CPCA Certification Commission.

III.B. CPCA Certification Commission reviews the submitted required documentation then takes one of the following actions:

- Move on to Certification
- Move on to Certification with Notation!
- Move on to Certification with required Focus-Visit(s)
- Not moving on to Certification currently

During Certification Application process the institution will maintain all designated fees and reporting required annually by the Certification Commission.

An institution may voluntarily withdraw at any time from the Certification Application process. All fees paid to the Certification Commission are nonrefundable.

III.C. Annual Report Requirement

The CPCA Certification Commission requires each Certification Application Institution to complete a report regarding the overall activities of the institution over the current year. This report is divided into 4 sections so that institutions that have individuals familiar with the specific happenings of a specific section can complete that section of the overall report. This will assist the institution to complete this task quickly without major interruption to the institution's activities. Unfortunately, in small institutions, the burden for this annual report tends to fall on the shoulders of one individual, usually the President.

The 4 sections are:

- [Governance](#)
- [Administration](#)
- [Academics](#)
- [Statistics](#)

Each section of the Annual Report form is available by clicking on the name of the section. They are also available on the CPCA Certification Commission's website www.cPCA-commission.org under Resources.

The Annual Report is due **the 1st week January each year**. The CPCA Certification Commission reviews the report by the end of February then issues a report to the institution.