



## Private School Accreditation Application 2024-2025 School Year

This application is the first step in the accreditation process for schools that are not currently accredited by the FCCPSA. Only schools that are current members of the Florida Coalition of Christian Private Schools Accreditation may apply.

### Part A: Contact Information

School Name: _____
State of Florida Number: _____ Number of enrolled Students: _____
Web Site URL: _____
Physical Address: _____
City: _____ Zip: _____ County: _____
Mailing Address: (if different) _____
City: _____ State: _____ Zip: _____ County: _____
Office E-Mail: _____ Email Contact Person: _____
Office Phone: _____ Office Fax: _____
Name(s) of any other agencies with which you are registered: _____
_____

### Part B: Administrative Contact Information:

Administrator: _____
Cell Phone: _____ E-Mail: _____
Additional Contact (Name/Position): _____
Cell Phone: _____ E-Mail: _____

## Part C: Accreditation Process:

The Steps to Accreditation is detailed in the FCCPSA K-12 Accreditation Manual beginning on page 13. The parts that have fees connected with that step are detailed below.

### ✓ Application (Includes Site Readiness Visit): \$350

After the application has been processed, the school will be sent the Internal Review and assigned a Dropbox folder for submission. Once the Internal Review has been submitted, an accreditation team leader will visit the school campus in person or by video conference for the readiness review.

*\*Accommodation and travel expenses may be charged where applicable.*

**\*The FCCPSA Private Schools Administrator's Manual is an essential tool and is required for purchase in completing the accreditation process. Cost is \$179.**

### Self-Study and Review: \$750

Upon successful completion of the Site Readiness Review and with approval of the Accreditation Committee, the Self-Study Workbooks will be issued. The Self-Study is the process whereby the institution begins documenting its level of compliance with the Standards. Each Standard has between one and five Indicators. For each of the sixteen Standards, the school will provide documentation and narratives as evidence of their current level of compliance.

Schools have eighteen months to complete the Self-Study, and all fees received are non-refundable.

Part Two: Review of the Self-Study: The Evaluation Chair and Inspection Team will review the evidence and narratives contained in the Self-Study. Areas of clarification or additional documentation will be communicated with the school's administration before the Site Visit dates are confirmed, and the full Site Visit Team assigned.

### Site-Visit: Cost Varies

Every school is unique, so no two site visits will be the same. Therefore, the number of days scheduled, and the number of site visit team members will vary depending on the school type, programs offered, and size.

Site Visit Cost breakdown: Team Leader Day One: \$800; each additional team member \$400 per day.

### FCCPSA Accreditation Review:

The results of the Self-Study, External Review, and the institution's Continuous Improvement Plan will be presented to the FCCPSA Accreditation Committee for review. The committee will vote to recommend the school for accreditation or provide a list of areas of improvement that must be met before accreditation can be obtained. The final step is review by the full FCCPSA Board of Directors who makes the final decision to grant accreditation.

**Part D: Please enclose a copy of the following items:** (Or email a PDF version to the FCCPSA office.)

\_\_\_\_\_ School Brochure      \_\_\_\_\_ School Philosophy, including a Statement of Faith  
\_\_\_\_\_ Annual Database Survey submitted to FLDOE for the previous school term.

*Please return this completed form with your Phase I payment and the required items from section D.*

\_\_\_\_\_ **Total Amount Enclosed: \$ 350** (Site Readiness Fee) **(Make check payable to FCCPSA.)**

\_\_\_\_\_ **Total Amount Enclosed: \$ 529** (Site Readiness Fee plus Administrator's Manual)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this signed form with your payment to:

FCCPSA  
P.O. Box 5100  
Deltona, FL 32728-5100

If you have any questions, please call or email:  
Joe Gibilisco, President  
(386) 218-5310    joe.gibilisco@fccpsa.org