



Private School Accreditation Application 2016-2017 School Year

This is an Accreditation Renewal Application

Private Schools that are currently accredited with the FCCPSA, and require a site visit during the 2016-2017 academic school year.

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:

Completion of the Accreditation Self-Study Manual, Site-Visit and Committee Review has been an ongoing requirement every four years. Once a school has completed the updated self-study manual, (which has been newly updated and aligned in the AdvancED format), including the site visit and committee review portions of the process, the school will then convert to the new five-year accreditation cycle.

Accreditation Renewal Process

Step 1: \$250 Self-Study Accreditation Manual As soon as payment is received, the Self-Study Accreditation Manual and handbook, will be issued for the school's administrative staff to complete. This is the process that is commonly referred to as the "self-study phase." Through the self-study procedure, a program conducts a systematic and thorough examination of all its components in light of its stated mission. The manual will "prompt" you through this examination, including details about what documentation is required.

Step 2: \$500 Team Leader Review: The completed Self-Study Manual and support documentation is uploaded to the accreditation team leader. The team leader will review the school's self-study and contact the school with additional questions as needed. Once this initial review is complete, the inspection team will be assembled, and the school will be scheduled for the site visit.

Step 3: Site Visit: (Fees listed below) Site visit fees are based on the number of days and inspectors that will be required to complete the inspection. While small schools with limited classes may only require one inspector for one day, most schools will require two days on site, and multiple inspectors to complete the inspection. Once on site, the team will be reviewing all documentation submitted, inspecting the physical campus, and conducting classroom observations. To save time it is requested that the school provide lunch on the campus for the visiting team members. In addition, the school will be invoiced for appropriate hotel accommodations for the inspectors.

Team Leader First Day: **\$800** Each Additional Inspector or day on site: **\$400**

Step 4: Final Review: The school will be provided with a Site Visit Review. The review will address any remaining questions the school or inspector may have. When any remaining documentation or corrections have been completed, the updated review will be presented to the Accreditation Committee for final approval.

Part E: 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

Please return this completed form with your Step 1, payment and the required items from section E.

Total Amount Enclosed: \$ _____ (Make check payable to FCCPSA.)

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