



## Private School Accreditation Application 2016-2017 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:

### Steps to Full Accreditation

Check the "Private School Administrator's Manual" if the school does not own a copy

✓ **Step 1: \$300 Site Readiness Visit:** An accreditation team leader will visit the school campus, for a half day readiness review. The five accreditation standards and the thirty-five indicators will be covered including how to complete the documentation and site-visit portions of the accreditation process.

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

\_\_\_\_\_ **Step 2: \$250 Self-Study Accreditation Manual** As soon as payment is received, the Self-Study Accreditation Manual will be issued for the school 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.

***Schools have six (6) months to complete this Self-Study Accreditation Manual and all fees received are non-refundable.***

\_\_\_\_\_ **Private School Administrator's Manual: \$199** (Required if the school does not have a current edition of the manual which is the 5.0 edition.)

\_\_\_\_\_ **Step 3 \$500 Committee Review :** The completed manual and support documentation is returned to the FCCPSA's administrative office. The accreditation team leader will review the school's self-study and contact the school with additional questions as needed. Once the review is complete, the inspection team will be assembled, and the school will be scheduled for the site visit.

\_\_\_\_\_ **Step 4 (Fees listed below) Site Visit:** Site visit fees are based on the number of days and inspectors that will be required to complete the inspection. While very small schools with limited classes may only require one inspector for one day, most schools will require two days and multiple inspectors to complete the inspection. Once on site, the team will be reviewing all on site activities, so we ask that the school provide lunch on the campus. In addition, the school is to provide adequate hotel accommodations for the inspectors.

Team Leader First Day: **\$800**

Each Additional Inspector or day on site: **\$400**

\_\_\_\_\_ **Step 5 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 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

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

**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