*Instructions for Completing the Application for Program Accreditation Form ICPEForm16(a)v2022*

Section 1: Institutional Information.

Name of Institution. This is the legal known name for the institution. DBAs must be explained in detail.

Date of Application. Date application started. Not date of application submission.

Letter of Intent. Letter describes the context from which the institution is currently seeking accreditation.

Institutional Background. Must include:

***Required***

* Date that the institution was created or formed.
* All names used currently or previously.
* If physical location, list current address and previous addresses used for the last seven (7) years.
* Include demographics of surrounding location.
* If institution is virtually based, provide URL and direct statement as to why a physical location is not utilized.
* Institutional mission/vision statement.
* Name and qualifications of directors, owners, or managing board of directors. Time in position. If less than three (3) years in position, prior positions held.
* Institutional enrollment information for the prior eighteen (18) months. *Programmatic enrollments listed under separate section*. **Please note that programs newer than eighteen (18) months, will not be considered for accreditation.**
* Profit status. Institutions seeking not-for-profit reductions in costs must submit supporting documentation in addition to the contact information for verification.
* Statement of viability. Include financial documents for the last 18 (months).
* Quality Assurance. Describe the institution’s approach to quality assurance.
* Background must include an organizational chart listing all personnel positions.
* Social media presence if applicable.

***Optional***

* Awards, recognitions, or anything of that nature that may help ICPE establish commitment to quality. Not older than five (5) years.
* Most recent publications if relevant. Do not include internal or external newsletters or marketing material.

Section 2: Program Information

Name of Program. Self-explanatory.

Program Background. Must include:

***Required***

* Date that the program was created or formed. May be the same date as institution.
* Description of each course.
* Scanned copies of course content.
* Scanned copies of all reading materials. If textbook used, provide ISBN information.
* Prerequisites identified.
* Enrollment information for prior eighteen (18) months.
* Admission criterion. Include scanned copies of all admission criteria.
* Cost of program – this includes all administrative fees, tuition, exam fees and materials, etc.
* Credentials awarded upon successful completion. Include sample documents distributed to learners.
* Description of positions attainable with the credentials.
* Renewal information and any fees associated with renewal if applicable.
* Timeframe for completion.
* Pass/fail rates for the last eighteen (18) months.
* Discussion of credentialing exam development.
* Program organization chart that identifies all supporting roles for employees and volunteers (if applicable.)
* Social media presence if applicable to program. Separate from institutional social media presence.

Names and Qualifications of Faculty. This includes all faculty including subject matter experts, consultants, advisors, and instructors. Eighty (80) percent of all faculty must have degrees or credentials commensurate with their associated program(s). Identify faculty status (full-time, part-time, contract). Do not submit transcripts for faculty. *Exception:* Programs older than eighteen (18) months but newer than twenty-four (24) months must submit transcripts for program directors, full-time faculty or equivalent.

Contact Information for at least two (2) Faculty Members. Provide email addresses and telephone numbers. If program only has one faculty member, requirement for two (2) is waived.

Faculty Duties/Responsibilities. Include a time log of the faculty members typical work week. Include a description of roles based on faculty status (as identified above.)

Example for Full Time Faculty

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| **Preparation** | - | 4 hrs | 3 | 2 | 4 | 1 | - |
| **Teaching** | - | 2 hrs | 3 | 3 | 2 | 1 | - |
| **Advising** | - | .5 hrs | 1 | 3 | 1 | 4 | - |
| **Grading** |  | .5 hrs | 1 | - | - | 1 | - |
| **Other** |  | 1 hr | - | - | 1 | 1 | - |
| **Total** | **-** | **8 hours** | **8 hours** | **8 hours** | **8 hours** | **8 hours** | **-** |

Grading Policy. Describe as to whether there is a completion grade or letter grade assigned. Include a detailed description of the appeal process if applicable. Scan at least eighteen (18) months of student grades/completion rates. Black out student identifiers such as social security numbers, national insurance numbers, etc.

Section 3: Graduate Specific Information

Contact Information for Recent Program Graduates. Must be within the last month, term, or equivalent. Based on the following:

* 1-50 graduates per month/term – five (5%) percent of total graduates for last eighteen (18) months. Minimum of seven (7) graduates.
* 51-500 graduates per month/term – two (2%) percent of total graduates for last eighteen (18) months. Minimum of twenty (20) graduates.
* 501+ - one (1%) percent of total graduates for last eighteen (18) months. Minimum of thirty-five (35) graduates.

*Not all graduates will be contacted. Random sampling will be used by ICPE to generate contact list. ICPE will ask graduates directly if they have been coached/coerced or remunerated for responses. ICPE prohibits the pre-application contact of students and the direct or indirect payment of graduates. Coercion of graduates or violation of this policy will result in immediate dismissal of application. Institutions found guilty of violating this policy will be prohibited from reapplying for a period of sixty (60) months.*

Student Associations if Applicable. If applicable, list all student associations associated with the program. If not applicable, clearly indicate N/A

Career Placement Services. Programs that have more than one thousand (1,000) graduates in a month, term, or equivalent, must have a career placement service in place. If applicable, provide documents of career placement activities for the last eighteen (18) months.

Section 4: Retention of Records and Data Integrity

Records Retention. Provide a description of the institution’s record retention policy. Be sure to demonstrate that the institution adheres to the strictest standard if entity operates internationally.

Confidentiality Policy. Include a summary of the institution’s confidentiality policy. As with record retention above, be sure to address international standards if applicable.

Website Security. Provide a summary of the tools/software used to keep learner/graduate records secure.