

APPLICATION FOR CANDIDACY
All Programs (Academic and/or Certification Programs and Emotional Growth Programs)

This is our request for Candidacy Status in the National Independent Private Schools Association Accreditation and Certification Program.

Date: _____

Name of Organization: _____

Name of Program if different from above: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: _____

Email: _____ Web Site: _____

We are applying for:

- Academic Accreditation Therapeutic Certification Both Emotional Growth or Adult Program

If the program/school is academically accredited by one of the following accrediting association or agencies please indicate:

- An agency or association that is a member of the NCPSA (See list on page 4)
 The Middle States Association of Commission on Elementary and Secondary Schools
 For therapeutic schools and programs - CARF, COA or The Joint Commission (Formerly JAHCO)
 Other (Please give name) _____

If the school is accredited by an association or agency approved by NIPSA are you applying for dual or reciprocal accreditation? Yes No If yes, please give the date of the school's initial accreditation and the expiration date.

Initial Accreditation: ____ / ____ 20 ____ Expiration date: ____ / ____ / 20 ____

If your school is not accredited or certified at this time, but you are seeking accreditation or certification with another agency, please indicate in what year you anticipate accreditation or certification and the name of the agency: Agency _____ Date: ____ / ____ / 20 ____

Choose YES or NO for each item:

- | YES | NO | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. The school/organization has legal authority to operate in its state. (All documents relating to local, state and federal regulations governing the operation of the school/program must be attached - such as Business License Cert of Occ., Cert of Use, Inspections, etc) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. The owner or representative is the chief administrative officer of the school/organization and is properly prepared to direct and manage the school/organization. (Attach qualifications.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. The school/organization has been in operation for two (2) years with enrolled students or clients. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. The school/organization has a written statement of its mission and goals, and a statement of non-discrimination. (Attach documentation.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. The school/organization can demonstrate its ability to provide appropriate resources for fulfilling its purposes. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. The professional expertise of each staff member is demonstrated through one or |

more of the following criteria:

- a. Holds appropriate qualifying certificates.
 - b. Has a baccalaureate or higher degree from an accredited or recognized college.
 - c. If not meeting one or both of the above, must have a letter in his or her permanent record with documentation why he or she is especially or uniquely qualified in the assignment.
 - d. The therapeutic staff is fully qualified for the roles they have been assigned.
7. The school or organization has adequate materials and facilities to fulfill its mission.
8. The owner or designated representative has expressed in writing his or her organization's (or school's) intent to be accredited and/or certified by NIPSA.
9. The school or organization, by completing this Candidacy Form, is willing to comply with all accreditation fees and expenses; provide necessary information to NIPSA and official representatives as they fulfill the accreditation process; and shall allow its accreditation status to be published or otherwise known to other agencies, institutions or individuals.
10. The applicant acknowledges that membership or accreditation can be cancelled if in the opinion of the NIPSA board of directors the school or organization has violated a law or has not met their State's standards of educational ethical conduct or is not meeting the Membership Requirements set out in Article 3 of the NIPSA Bylaws - attached.

NOTE: If you marked "N" (No) for any item on any item on page 1 and 2, please call the NIPSA National Office at 305-630-2557 for clarification or provide an explanation on a separate sheet of paper.

If you need extra room to complete any of the following items, please do answer on a separate sheet of paper and specific the Item number.

11. Please describe your program. If you have an academic component, please mark (x) in the appropriate boxes below for grade levels offered at your school:

<input type="checkbox"/>	Preschool	<input type="checkbox"/>	Elementary Through Grade 8
<input type="checkbox"/>	4 Year Old Kindergarten	<input type="checkbox"/>	Middle School/ Jr. High School 6-8
<input type="checkbox"/>	5 Year Old Kindergarten	<input type="checkbox"/>	Secondary School 9-12
<input type="checkbox"/>	Elementary Through Grade 6	<input type="checkbox"/>	Other (Please Describe)

12. Total School/Program Enrollment _____ Date School/Program Established: Date: ____/____/____

13. If you are applying for therapeutic certification please indicate the level for which you are applying:
 Level I Level II Level III Level IV (See page 4 for description of levels)

14. If your school is an emotional growth or adult program please describe the activities or educational component of your school and how they are implemented. (Please do this on a separate sheet or attach your program description materials, i.e. brochure, promotion book, etc.)

15. Is the school or organization established as a for profit entity (Answer must be yes)? Yes No

Describe the school or program's organization (For-Profit Corporation, For-Profit LLC, sole proprietorship, etc.):

16. Do you use a specific curriculum or system in your academic or therapeutic program? (ie. Montessori, etc.)

Yes No N/A If yes, please specify _____

17. Do you anticipate a curriculum or program change in the future? Yes No N/A
If yes, please describe the changes you will be making:

18. Is your school approved, accredited or certified by the state? Yes No

19. Professional References (provide 2)
Name Address City State and Zip Telephone

20. I have read the membership and fee requirements of the National Independent Private Schools Association (NIPSA) and I agree to maintain my membership and/or candidacy in good standing. I certify that this school or program is a privately owned, for-profit, tax-paying entity. I also acknowledge that I must apply for accreditation and certification, conduct a self-study and undergo a site visitation by a team of my peers within three (3) years of becoming accepted for candidacy. This Application for Candidacy submitted to the National Independent Private Schools Association is a true representation of our proprietary school or organization. I have read all of the eligibility requirements and the fee schedule. I understand that this letter and application are only the beginning of the process. **Application fee of \$350.00 must accompany this application.**

Name of Owner (Please Print) _____

Signature of Owner Date: ____ / ____ / 20 ____

If not School Owner Designated Representative (Please print):

Name _____ Title _____

Authorized Signature: Date: ____ / ____ / 20 ____

Please initial each page.

Please include copies of your brochures and other information provided to prospective patrons.

THERAPEUTIC PROGRAM LEVELS

Level I: Counseling and guidance are provided as part of the program on an as needed basis and may be provided on-site or by outside referrals.

Level II: Clinicians are provided for students identified as in need of counseling or therapy. Sessions are conducted at least weekly on site and may be group or individual.

Level III: Regular therapy is part of the ongoing program and is a requirement for ALL of the students in the school. Sessions are conducted at least weekly and as needed, may be group or individual, and are conducted on site.

Level IV: Regular ongoing intensive treatment is provided at least daily and as needed. Psychiatric care, including evaluation and medication management is provided at least monthly by the staff psychiatrist.

MEMBER ORGANIZATIONS – NATIONAL COUNCIL FOR PRIVATE SCHOOL ACCREDITATION

- Accrediting Association of Seventh-Day Adventist Schools, Colleges & Universities
- Alabama Independent School Association
- American Montessori Society
- Association of Christian Schools International
- Association of Christian Teachers and Schools – Assembly of God
- Association of Independent Schools of Florida
- Association of Waldorf Schools of North America
- Christian School International
- Christian Schools of Florida
- Florida Association of Christian Colleges and Schools
- Florida Catholic Conference
- Kentucky Nonpublic School Commission
- National Association Board of Merkos L'Inyonei Chinuch
- National Christian Schools Association
- National Independent Private Schools Association
- North American Christian School Accrediting Association
- Wisconsin Evangelical Lutheran Synod School Accreditation

NIPSA HAS A CO-ACCREDITATION AGREEMENTS WITH THE MIDDLE STATES ASSOCIATION OF COLLEGES AND SCHOOLS (MSACS) AND WITH COGNIA.



National Independent Private Schools Association

SCHEDULE OF FEES 2022-23

CANDIDACY

Application Fee for Regular or Distance Academic Schools - \$350
Application Fee for Therapeutic Schools/ Programs - \$650.00
Application Fee for International Schools - \$500.00
Application Fee for Both Academic Accreditation and Therapeutic Certification - \$650.00

ANNUAL DUES AND ASSESSMENT (ACADEMIC, INTERNATIONAL SCHOOLS)

CANDIDATE AND ACCREDITED SCHOOLS

REGULAR ACADEMIC

SCHOOLS

Dues	\$750.00
Dues for Additional Sites	\$200.00 per site
Student Assessment	\$2.00 Per Student for first 1000, \$1.00 thereafter to 3500 students maximum

ANNUAL DUES (TRANSITIONAL YOUTH PROGRAMS)

CANDIDATE AND ACADEMIC/CERTIFIED SCHOOLS/PROGRAMS

Dues	\$1000
Dues for Additional Sites	\$200 per additional site
Student Assessment	\$2 per student for first 1,000, \$1 per student thereafter

ANNUAL DUES (THERAPEUTIC)

Dues	\$1750
Dues for Additional Sites	\$200 per additional site
Student Assessment	\$2 per student for first 1,000 students, \$1 per student thereafter

Dues for ALL Programs/Schools must be paid by October 1st of each year. Failure to do so will result in an additional late fee of \$300 to any of the fees due listed above.

CHARGES FOR THE ACCREDITATION AND CERTIFICATION PROCESSES

Regular academic and distance education schools are accredited for a period of seven (7) years. Therapeutic schools and programs are accredited and certified for a period of five (5) years.

The certification fees are: Level I - \$975.00 • Level II – \$1250.00 • Level III - \$1500.00 • Level IV - \$1750.00.

All NIPSA schools and programs (if an academic program is offered) are required to undergo the academic accreditation process within three (3) years of becoming a candidate. Schools and programs that describe themselves as therapeutic are also required to undergo the therapeutic certification process within three (3) years of becoming a candidate school.

Schools or programs that have both academic and therapeutic programs must undergo both academic accreditation and therapeutic certification. Separate accreditation or certification is not allowed. Therapeutic certification or accreditation by THE Joint Commission (formerly JCAHO), the Council on Accreditation (COA) or the Council for the Accreditation of Rehabilitation Facilities (CARF) may be recognized by NIPSA. In such cases there will be no certification charges, but dues will be the same as given above.

While there are no academic accreditation fees, there are certification fees.

Schools and programs are responsible for the costs incurred by the visiting committee for each site including all meals, travel, lodging and miscellaneous charges.

Schools and programs are responsible for costs incurred by individuals or teams for Candidacy, Gold Seal, Change of Owner, Change of/Additional Program, or Additional Site visits.

ADDITIONAL CHARGES FOR INTERNATIONAL SCHOOLS

In addition to application fee and annual dues, there is a \$3500 accreditation fee (due in the year of the accreditation visit). International schools outside North America are also responsible to arrange business class air fare to and from the school, as well as hotel accommodations, meals, and any miscellaneous charges during and one day before and after the official visit to the school.

ARTICLE III
Membership and Candidacy

Section A: Qualifications

The NATIONAL INDEPENDENT PRIVATE SCHOOLS ASSOCIATION is comprised of private, tax-paying schools or programs wherever located that are willing to support the purposes, standards, procedures, and other requirements of NIPSA. Any owner of a tax-paying school or program seeking recognition by NIPSA must make application and provide supportive materials as requested by NIPSA. All prospective schools or programs are required to meet specific criteria and procedural requirements in order to be considered for candidacy and accreditation. The Board of Directors based on the following guidelines will establish these requirements:

- 1) Shall be any individual or entity operating a tax-paying school or program that meets the educational, emotional, social, psychological or physiological needs of children and young adults;
- 2) Has legal authority and appropriate approval to operate;
- 3) Shall operate:
 - a. an academic school consisting of any Early Childhood through Grade 12 whose educational program is consistent with the criteria set forth for accreditation;
 - b. a school or program that focuses upon the educational, emotional, social, psychological or physiological needs of children and young adults;
- 4) Is willing to comply with all NIPSA academic criteria or therapeutic standards, pay all required fees and expenses, and provide necessary information to the Board of Directors including offering a qualified individual from their school who can serve on visiting teams, and official representatives to fulfill the recognition process;
- 5) Shall agree to abide by and, if admitted, at all times adhere to the goals, articles, rules and regulations of this Corporation;
- 6) Shall be of good character, dedicated to excellence and the purposes of the Corporation, and meet the qualification and requirements as set forth herein; and
- 7) Shall comply with all laws applicable to the school's operation.

Section B: Process for Membership

A school or program owner desiring to make application to NIPSA must send an official application (signed by the chief administrative officer) and any other requested forms, materials, and exhibits to NIPSA.

The Executive Director will notify the Board that a school or program has applied for candidacy; such notification may be by email, surface mail or electronic means. Board members having objections to the candidacy will notify the Executive Director by the date specified in the notification. A simple majority vote of the Executive Committee will be required for candidacy. The Executive Committee will award the school Candidate status.

Section C: Candidacy Requirements

Candidate Schools must:

- 1) Pay annual dues no later than October 15th or upon acceptance. Candidates granted membership after March 1st must pay one-

half of current membership fee;
- 2) Pay annual assessments as fixed from time to time by the Board of Directors based on the number of sites and number of students;
- 3) Submit a yearly report to the Executive Committee together with the submission of yearly dues;
- 4) Obtain accreditation by NIPSA for all of its schools or programs that bear the same name within three years of becoming a candidate;
- 5) Multi-sited candidate schools must submit a schedule for the ultimate accreditation of all its sites that bear the same name.

Section D: Candidate School and Accredited Member Restrictions

Candidate status alone confers no voting rights in this Corporation.

A Candidate School can only publicize its specific status orally until such time as all of its sites have been accredited. An accredited member that owns and operates multiple schools, programs or sites may not publicize itself as a member of NIPSA in regard to any school, program or site that is not accredited or certified by NIPSA. An accredited or certified member that opens a new site may continue to publicize its accreditation as long as the new site is accredited or certified within one year.

A candidate or accredited member may not publicize, state or imply that any school, program or site is accredited by NIPSA unless the school, program or site is in fact accredited by NIPSA.

Section E: Candidacy and Membership Requirements

Candidates and members must:

- 1) Pay annual dues no later than October 15th;
- 2) Pay assessments as fixed from time to time by the Board of Directors based on the number of sites and number of students;
- 3) Submit a yearly report to the Executive Committee prior to the fall Board of Directors meeting;
- 4) Maintain accredited status for all of its schools or programs that bear the same name at all times after obtaining initial accreditation or certification;
- 5) Adhere to the goals, rules and regulations of the Corporation.

Section F: Privileges of Members with Accredited Schools

Only members in good standing who own one or more schools or programs accredited or certified by NIPSA are entitled to vote upon a matter coming before the membership. Each member has one (1) vote.

Only members in good standing who own one or more schools or programs accredited or certified by NIPSA may serve on the Board of Directors or have a staff member serve on the Board of Directors.

A qualified staff member or other representative may represent a member at all meetings.

Section G: Loss of Candidacy or Membership

Failure to comply with candidacy or membership requirements may result in the loss of candidacy or membership. NIPSA will not revoke accreditation from a school without giving the school an opportunity to address the concerns and/or complaints.