

**ACCREDITATION COMMISSION**  
*Preliminary Accreditation Questionnaire*

In order to determine if the school meets the basic requirements for accreditation, please respond to the following questions.

Name of School: \_\_\_\_\_

President/Principal: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

1. The APTA Accreditation Commission can only accredit institutions that are members in good standing of APTA.

Is your institution a member in good standing of APTA?     YES     NO

If NO, are you applying for membership with APTA?     YES     NO

2. To be considered for accreditation, a school must have been in operation for at least five years and/or have graduated two classes.

How long have you been in continuous operation? \_\_\_\_\_

How many classes have been graduated? \_\_\_\_\_

3. It is necessary for a school to possess appropriate authorization to operate a school. What is the church organization that sponsors or authorizes your operation?

\_\_\_\_\_

List any governmental agencies with which the school is registered or by which it is authorized.

\_\_\_\_\_

4. To be considered for accreditation, a school must possess a structured curriculum through which students progress, leading to certification or graduation. Attach your catalog, prospectus or other documents that describe your curriculum.

5. To be considered for accreditation, a school must have a governing body (normally a Board of Directors) which is entrusted with legal responsibility for the school. Briefly describe how your school is governed and attach a copy of your governing documents (normally your constitution and bylaws)

6. To be considered for accreditation, a school must possess the basic resources necessary to implement its curriculum.

a. Complete the following for your school personnel:

	#Full Time	#Part Time	FTE
Non-teaching Administrators*			
Faculty/Administrators			
Faculty (non-administrators)			
Support staff			
Total			

\*Administrators who teach no more than one course per academic year.

b. Briefly describe the physical facilities in which your school operates.

c. How many different titles are in your library? \_\_\_\_\_

d. Number of students: Full time \_\_\_\_\_ Part time \_\_\_\_\_

e. How is the school funded?

7. Briefly describe the history of the school (or reference the pages in the school documents provided on which this appears).

8. Add any other comments that you feel would help APTA to understand your school and its setting.

I certify that the above responses are correct to the best of my knowledge;

\_\_\_\_\_  
Principal/President

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date (DD/MM/YY)