

ACCREDITATION COMMISSION

GUIDE TO ENDORSEMENT

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Asia Pacific Theological Association

2011 Edition

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PURPOSES

The Accreditation Commission of the Asia Pacific Theological Association (APTA) exists for the purpose of assisting member institutions voluntarily assess their effectiveness in accomplishing their mission and ministry training goals. The process of accreditation requires a self study and on-site visit for validation purposes.

The Accreditation Commission has also established a procedure for schools to obtain endorsed status. Member schools may apply for endorsed status as a step between membership and accreditation. The qualifications for and terms of endorsed status are determined by the Accreditation Commission. Endorsed schools have not been accredited and may not represent themselves as accredited, but are making progress toward candidate status, including the initiation of a self-study.”

Through these processes of continuing institutional self renewal aided by self study and evaluation, the APTA Accreditation Commission seeks to accomplish two essential purposes:

- Purpose 1 - To assure an institution and its constituency that the school has established and is substantially accomplishing its mission, goals and objectives.
- Purpose 2 - To encourage a school to upgrade its instructional program and support services, and to continue to focus on Pentecostal distinctives and the importance of learning and training for effective ministry.

QUALIFICATIONS FOR ENDORSED STATUS

A. Basic qualifications for endorsement are the same as for candidate status for schools pursuing accreditation.

1. Membership in APTA.
2. Five years in operation or two graduating classes.
3. Appropriate authority to operate as a school.
4. Possession of a structured curriculum.
5. Having a governing body with legal responsibility for the school.
6. Possession of the basic resources necessary to implement the curriculum (i.e. administrators, faculty and physical facilities).

B. Additional requirements related to Standards

1. **Mission Statement:** There is a written constitution stating the mission/ purpose of the school and a statement of the goals and objectives of the school.
2. **Academic**
 - a. There is an appropriate sequence of courses leading to the certificates, diplomas or degrees awarded that follows the APTA standards for such awards in terms of credit hours.
 - b. The curriculum gives emphasis to Pentecostal/Charismatic distinctives.
 - c. Appropriate transcripts are maintained for students.
3. **Faculty:** Faculty have appropriate training for the courses they teach (most faculty hold a degree at least one level higher than they teach or hold appropriate professional certification).
4. **Student Services:** There is evidence of attention to student needs.
5. **Learning Resources:** There are resources (e.g. library, online sources, etc) to support the training offered.
6. **Governance**
 - a. The governing body meets at least annually.
 - b. There is a president/principal/director and an academic officer with appropriate responsibilities as detailed in their job descriptions.
7. **Physical Resources:** The facilities are adequate for the classes and programs offered.

8. **Financial Resources:** There is an annual financial plan and evidence of sufficient resources for the continued operation of the school.
9. **Student Outcomes:** Most graduates are engaged in ministry.
10. **Relationships with Churches:** The school has a church constituency that it serves.

PROCEDURE TO OBTAIN ENDORSED STATUS

- A. The school applies for endorsed status by submitting the required basic documentation (A), and indicating their compliance with items related to the APTA Standards (B).
- B. An Accreditation Commission representative visits the school to ascertain their qualifications and makes a recommendation to the Accreditation Commission regarding granting of Endorsed Status.
- C. The school agrees to initiate a self-study within five years (Asia Pacific Education Office [APEO]/APTA personnel may be available to provide consultation and give assistance).
- D. The Commission grants Endorsed Status for a period of three years or advises the school on the steps needed to achieve endorsement. Endorsed status may be renewed if the school is demonstrating progress toward initiating a self-study. Endorsed schools may apply to APTA for financial and administrative assistance to conduct a self-study.
- E. Endorsed schools submit annual reports indicating progress toward a self-study.
- F. Endorsed schools may apply to the APTA School Development Grant Program for a grant of up to \$2500 for expenses related to preparing for or conducting a self study.

MOVING FROM ENDORSEMENT TO ACCREDITATION

While Endorsed Status provides a valuable level of recognition for a school, it is not intended to be the terminal level of recognition. Thus, endorsed schools have committed themselves to undertake a full self-study and pursue accreditation within a five-year period. The APTA Guide to Accreditation provides information on APTA process of accreditation and how to conduct a self study.

Endorsed status is granted for an initial period of three years and may be renewed for an additional period of three years if progress is being made toward conducting the self-study. APTA and APEO personnel are available to consult with a school during this process.

APPLICATION FOR ENDORSEMENT

The next page is the application for endorsement. Send this along with the required documentation to the following address.

Dr. Alex Fuentes
Executive Director
P. O. Box 13844
Ortigas Center Post Office
1605 Pasig City,
PHILIPPINES

Asia Pacific Theological Association
Application for Endorsed Status

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

Name of School _____

Principal/President _____

Mailing Address _____

Telephone # _____ Fax # _____ E-mail _____

1. APTA Membership

Is your institution a member in good standing of APTA (fees have been paid)?

_____ yes _____ no

If no, are you applying for membership with APTA?

_____ yes _____ no

2. To be considered for endorsement, 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 as 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. An endorsed 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 and academic programs. Attach a sample of your transcript also.

Number of students: Full time _____ Part-time _____

5. An endorsed 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.

Attach a copy of your governing documents (normally your constitution and bylaws).

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

a. Complete the following for your school personnel:

	Number full time	Number part-time
Administrators	_____	_____
Teaching Faculty*	_____	_____
Support Staff	_____	_____
Total	_____	_____

* Non-Administrators

Attach a list of the administrators and faculty with their titles and academic degrees (including the school from which they were received).

b. Describe your approach to spiritual formation for your students (e.g. What is your chapel schedule? Do you require Christian service or ministry internships or small group meetings with students?)

Attach a copy of your student handbook.

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

d. How many different titles are in your library? _____

e. How is the school funded?

f. What ministries do most of your students do after graduation?

g. What is the church constituency that the school serves? (Denomination, district, church, etc..)

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

Date (DD/MM/YY)

Note: After reviewing your application, the APTA Executive Director will schedule a visit by an Accreditation Commission representative to review your application and consult with you on the process of moving toward accreditation. A report of this visit is made to the Accreditation Commission and contributes to the decision to grant endorsed status