

National Association of Private Schools
Educational Institution Accreditation Application

Accreditation is approved upon submission and verification of the following criteria.
 The following must comply with the National Association of Private Schools Manual.

Name of Organization Applying	EIN or Social Security Number
Area Code and Phone Number	Fax Number
Web Site	Email Address
Mailing Address of Organization	
Physical Address of Organization	
Chief Administrator	Corporate Name or Owner

Submit the following required items for evaluation in a three ring binder.
(check off each item as completed)

CONFIRMATION OF CREDIBILITY

- Educational Philosophy and Mission Statement
- Educational Certification Statement
(Business Status, Educational Offerings, Staff Qualifications, and other Credible Information)
- Institution letterhead and envelope
- Copy of the institutional registration if registered
- Copy of diplomas or certificates of training of the staff
- Institutional brochure and enrollment information
- Information on the institutional educational program
- Institutional policies and procedures
- Institutional course requirements for graduation
- List of items required for student cumulative folders
- Copy of a student's transcript
- Copy of the high school diploma issued to students
- Photographs of the building, educational and office facilities
- Seven letters of recommendation for accreditation
(2) Business, (2) Educator, and (3) Parent references
- Copy of the Institution Accreditation Internal Evaluation
- List of all curriculums used by the educational institution
(Catalogs with scope and sequence may be requested if curriculum is other than N.A.P.S. approved curriculums)

Date	Signature of Chief Executive Officer								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">\$ 145.00 APPLICATION FEE</td> <td style="width: 40%;">DUE WITH APPLICATION</td> </tr> <tr> <td>\$ 395.00 ACCREDITATION FEE</td> <td>DUE UPON ACCREDITATION</td> </tr> <tr> <td>\$ 30.00 CERTIFICATE FEE.....</td> <td>DUE UPON ACCREDITATION</td> </tr> <tr> <td colspan="2" style="text-align: center;">(\$195.00 ANNUAL RENEWAL FEE)</td> </tr> </table>		\$ 145.00 APPLICATION FEE	DUE WITH APPLICATION	\$ 395.00 ACCREDITATION FEE	DUE UPON ACCREDITATION	\$ 30.00 CERTIFICATE FEE.....	DUE UPON ACCREDITATION	(\$195.00 ANNUAL RENEWAL FEE)	
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Send to: N.A.P.S., Suite 301, 5350 S. Western Ave., Oklahoma City, Oklahoma 73109
National Association of Private Schools

Institution Accreditation Internal Evaluation

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SUBMIT A COPY OF THIS INTERNAL EVALUATION WITH THE SCHOOL APPLICATION

NAME OF ORGANIZATION

SCHOOL SITE SELF EVALUATION COMPONENTS

FACILITIES

- Professional Appearance
- Cleanliness
- Organization
- Atmosphere

STAFF

- Appearance
- Professionalism
- Discipline
- Attitude

SPRITUAL EMPHASIS

- Leadership
- Emphasis on Biblical Principles and Values
- Devotional Program

STUDENTS

- Appearance and Dress Code
- Attitude and Character
- Orderliness and Commitment
- Achievement

ACADEMIC PROGRAM

- Curriculum
- Instructional Method
- Educational Outcomes
- Academic Competency

BUSINESS PRACTICE

- Professional Ethics
- Financial Policies
- Customer Relations

EVALUATION S = Satisfactory I = Needs Improvement U = Unsatisfactory

ACCREDITATION AGREEMENT: *The Board of Directors or Educational Institution Owner has thoroughly read the National Association of Private Schools Policies and Procedures along with accompanying Documents and agrees to abide by said Policies, Procedures and Documents as presented by the National Association of Private Schools.*

Signature of Chief Officer _____ **Date** _____