



# NAPS

## National Association of Private Schools

### CONFIRMATION OF CREDIBILITY FORM

The following items are to be submitted to confirm the credibility of the institution applying for accreditation:

- \_\_\_ Educational Philosophy and Mission Statement
- \_\_\_ Educational Certification Overview (A press release that can be sent to the community)  
(Business Status, Educational Offerings, Staff Qualifications, and Credible Information)
- \_\_\_ Institution letterhead and envelope
- \_\_\_ Copy of the institutional registration if required by the State
- \_\_\_ Copy of documentation of degrees, certificates, and training of staff
- \_\_\_ Institutional brochure and enrollment information
- \_\_\_ Institutional policies and procedures (Staff Handbook)
- \_\_\_ Institutional course and credit requirements for graduation (Student Handbook)
- \_\_\_ List of items required for student cumulative folders
- \_\_\_ Copy of a graduated student's transcript (withhold name, phone and address)
- \_\_\_ Copy of the high school diploma issued to students
- \_\_\_ Photographs of the building, educational classrooms and office facilities
- \_\_\_ Proof of financial viability (Profit/Loss Statement, Annual Budget, etc.)
- \_\_\_ Seven letters of recommendation for accreditation  
(2) Business, (2) Educator, and (3) Parent references
- \_\_\_ Copy of the Institution Accreditation Self Evaluation Checklist
- \_\_\_ List of all curriculums used by the educational institution

Catalogs with scope and sequence may be requested if curriculum is other than NAPS approved curriculums.

All documentation will be held in the strictest of confidence and returned or destroyed after the committee review is completed.