NATIONAL CHRISTIAN ACCREDITATION COMMISSION

APPLICATION FOR INSTITUTIONAL ACCREDITATION

For Christian Schools and Educational Institutions

Applicant Institution

Application Type ■ Initial Accreditation ■ Renewal / Reaccreditation

Date Submitted _____

National Christian Accreditation Commission (NCAC)
ncacaccreditation.org

CONFIDENTIAL APPLICATION MATERIAL

APPLICATION INSTRUCTIONS

This application initiates the institutional accreditation review process of the National Christian Accreditation Commission (NCAC). The applicant should provide complete, accurate, and current information and attach supporting documentation where requested. Submission of an application does not constitute or guarantee accreditation.

Preparation and Submission

- Complete all sections that apply to the institution.
- Use additional pages where necessary and clearly identify the corresponding section.
- Attach the requested exhibits and supporting documentation.
- Retain a complete copy of the submitted application and all attachments for institutional records.
- An authorized institutional representative must sign the certification at the end of this application.

NCAC USE ONLY

Application received:	_____	File / Institution ID:	_____
Application status:	_____	Reviewer assigned:	_____
Fee received:	_____	Review initiated:	_____

SECTION I - INSTITUTIONAL PROFILE

Legal name of institution

Name used publicly (if different)

Year established

Federal EIN (if applicable)

Primary telephone

Institutional email

Website

Physical street address

City

State / Province

Postal code

Country

Mailing address (if different)

Institutional Classification

- ■ Early childhood / preschool
- ■ Elementary school
- ■ Middle school / junior high
- ■ Secondary / high school
- ■ K-12 / comprehensive school
- ■ Postsecondary / ministry training
- ■ Other: _____

Current total enrollment

Number of instructional staff

Lowest grade / level served

Highest grade / level served

SECTION II - GOVERNANCE, OWNERSHIP & LEADERSHIP

- ■ Nonprofit organization
- ■ For-profit organization
- ■ Church-operated / ministry-operated
- ■ Independent Christian school
- ■ Other governance structure: _____

Legal owner / sponsoring organization

Name and title of chief administrator / head of school

Administrator email

Administrator telephone

Name of governing board chair / governing authority

Briefly describe the institution's governance structure and lines of authority.

SECTION III - CHRISTIAN IDENTITY & MISSION

Institutional mission statement

Statement of Christian identity, faith tradition, or theological foundation

Describe how Christian faith and biblical principles are integrated into the educational program and institutional culture.

Describe the institution's expectations regarding spiritual formation, worship, service, or discipleship, as applicable.

SECTION IV - EDUCATIONAL PROGRAM

Describe the educational philosophy and instructional model.

List the principal curriculum programs, publishers, frameworks, or internally developed curricula used by the institution.

Describe how curriculum is reviewed, aligned, and evaluated for effectiveness.

Describe student assessment practices and how assessment results inform instruction.

Programs and Delivery

- ■ Primarily in-person instruction
- ■ Online / virtual instruction
- ■ Hybrid instruction
- ■ Homeschool partnership / umbrella program
- ■ Dual enrollment / concurrent enrollment
- ■ Career / technical education
- ■ Other: _____

SECTION V - FACULTY & STAFF

Describe minimum qualifications and hiring requirements for instructional personnel.

Describe the process used to verify employee qualifications, references, and required background or safety checks.

Describe faculty evaluation, supervision, professional development, and ongoing training.

Full-time instructional staff **Part-time instructional staff**

Administrative staff **Support staff**

SECTION VI - STUDENT SERVICES, SAFETY & WELL-BEING

Describe admissions and enrollment procedures, including student records maintained by the institution.

Describe student conduct expectations, discipline procedures, and due-process / grievance practices.

Describe safeguarding, emergency preparedness, health, security, and student protection practices.

Describe services or procedures for students with differing educational needs, where applicable.

SECTION VII - FACILITIES & LEARNING RESOURCES

- ■ Institution owns its primary facility
- ■ Institution leases its primary facility
- ■ Institution operates within a church / ministry facility
- ■ Institution is primarily virtual / distributed
- ■ Other: _____

Describe the instructional facilities, classrooms, technology, library / media resources, laboratories, activity areas, and other resources available to support the educational program.

Describe procedures for facility safety, maintenance, accessibility, and emergency response.

SECTION VIII - FINANCIAL & OPERATIONAL STABILITY

Briefly describe the institution's financial oversight, budgeting process, and fiscal controls.

Identify the individual(s) or governing body responsible for financial oversight.

- ■ The institution maintains financial records sufficient to demonstrate responsible fiscal administration.
- ■ The institution maintains appropriate insurance coverage for its operations.
- ■ The institution has procedures for tuition, fees, refunds, and financial obligations, as applicable.

SECTION IX - LEGAL & REGULATORY COMPLIANCE

The applicant should identify the governmental or regulatory framework under which it operates and disclose material matters relevant to institutional authorization or operation.

Identify applicable state, provincial, federal, or other governmental registrations, approvals, exemptions, licenses, or authorizations.

Describe any pending or unresolved governmental, regulatory, licensing, safety, or legal matter that could materially affect institutional operations. If none, state "None."

SECTION X - PRIOR ACCREDITATION / RECOGNITION

- ■ The institution has not previously held institutional accreditation.
- ■ The institution currently holds accreditation or recognition from another organization.

- ■ The institution previously held accreditation or recognition that has expired, been withdrawn, or otherwise ended.

Name(s) of accrediting / recognizing organization(s)

Provide relevant dates, current status, and any additional explanation.

SECTION XI - REQUIRED APPLICATION EXHIBITS

Attach the documents applicable to the institution. NCAC may request additional evidence during its review.

- ■ Current mission statement and statement of faith / Christian identity
- ■ Organizational chart and governing board / authority information
- ■ Current student / parent handbook
- ■ Current faculty / employee handbook or personnel policies
- ■ Admissions and enrollment policies
- ■ Current curriculum overview, course catalog, or scope and sequence
- ■ Faculty / staff roster with positions and qualifications
- ■ School calendar and typical daily / weekly schedule
- ■ Student assessment / academic progress documentation
- ■ Safety, emergency, safeguarding, and student protection policies
- ■ Nondiscrimination policy
- ■ Financial documentation requested for the applicable stage of review
- ■ Evidence of legal authorization, registration, exemption, or licensing, as applicable
- ■ Facility information and supporting documentation, as applicable
- ■ Other supporting materials identified by NCAC

SECTION XII - INSTITUTIONAL SELF-ASSESSMENT

Identify the institution's principal strengths and areas of distinction.

Identify the institution's principal priorities for improvement during the next 12-36 months.

Explain why the institution is seeking NCAC accreditation and what it expects to accomplish through the accreditation process.

SECTION XIII - CERTIFICATION & AUTHORIZATION

By signing below, the authorized representative certifies that, to the best of their knowledge, the information provided in this application and its attachments is accurate and complete. The institution authorizes NCAC to review submitted materials, request additional information reasonably necessary to evaluate the application, and conduct accreditation review activities consistent with NCAC procedures. The applicant understands that submission of this application does not itself confer accredited status.

Printed name of authorized representative

Title / position

Signature

Date **Telephone**

Email address

Institutional authorization

The undersigned affirms that they are authorized to submit this application on behalf of the applicant institution.

Governing board chair / owner / authorized governing representative (if applicable)

Signature

Date **Title**

APPLICATION CHECKLIST

- ■ All applicable sections are complete.
- ■ Required exhibits are attached or otherwise provided as directed.
- ■ Institutional contact information is current.
- ■ Certification has been signed by an authorized representative.
- ■ A complete copy has been retained for institutional records.

NCAC
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ncacaccreditation.org

NATIONAL CHRISTIAN ACCREDITATION COMMISSION

ACCREDITATION FEE SCHEDULE & PAYMENT INFORMATION

Effective Fee Schedule
The following fees apply to institutions seeking or maintaining accreditation with NCAC. Fees support application processing, document review, evaluator coordination, accreditation oversight, and ongoing institutional monitoring.

Initial Accreditation Fees

Fee	Amount	Purpose / Timing
Application Fee	**$500**	Nonrefundable; submitted with the initial accreditation application. Covers administrative processing and preliminary eligibility review.
Comprehensive Initial Accreditation Review	**$1,500**	Due after NCAC accepts the institution to proceed. Covers the formal self-study/evidence review and accreditation evaluation process, exclusive of site-visit travel expenses.
On-Site Evaluation Administration	**$750**	Assessed when an on-site evaluation is required. The applicant is also responsible for reasonable evaluator travel, lodging, meals, and related direct expenses.
Annual Candidacy Fee	**$350**	Assessed annually only while an institution remains in formal candidacy status, when applicable.

Annual Accreditation Fees

Annual fees are enrollment-based so that smaller Christian schools are not assessed at the same level as substantially larger institutions.

Total Student Enrollment	Annual Fee
1-49 students	**$750**
50-149 students	**$1,000**
150-299 students	**$1,250**
300+ students	**$1,500**

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ACCREDITATION FEE SCHEDULE & PAYMENT INFORMATION - CONTINUED

Additional & Continuing Accreditation Fees

Fee	Amount	Purpose / Timing
Reaccreditation / Comprehensive Renewal Review	**$1,250**	Assessed when a comprehensive renewal review is due under the applicable NCAC accreditation cycle. Site-visit costs, when required, are additional.
Additional Campus / Location Review	**$500**	Per additional campus or instructional location requiring separate NCAC review. A site evaluation fee and direct travel expenses may apply if a visit is required.
Substantive Change Review	**$250**	For material institutional changes requiring formal NCAC review under applicable policy.
Appeal Filing Fee	**$500**	Due when an institution formally initiates an appeal under NCAC procedures.
Late Payment Fee	**$75**	May be assessed on accreditation-related invoices not paid by the stated due date.

Payment & Fee Policies

• **Application fee.** The $500 application fee is nonrefundable and must accompany the application before preliminary review begins.

• **No guarantee of accreditation.** Payment of any fee does not guarantee candidacy, accreditation, renewal, or any particular accreditation decision.

• **Site-visit expenses.** When an on-site evaluation is required, reasonable direct evaluator travel, lodging, meals, and related expenses are the responsibility of the applicant institution and are separate from the administrative fee.

• **Withdrawal.** Fees already earned for administrative processing or review work completed are nonrefundable. Any treatment of prepaid, unearned fees will be governed by the applicable NCAC invoice or written policy.

• **Good standing.** Accreditation-related fees must remain current for an institution to remain in good financial standing with NCAC.

• **Fee revisions.** NCAC may revise its fee schedule prospectively. Institutions will be charged according to the fee schedule in effect when the applicable fee becomes due unless NCAC provides otherwise in writing.

INITIAL APPLICATION PAYMENT

Application Fee Due: **$500.00**
Payment Reference / Transaction No.: _____
Date Paid: _____ Amount Paid: _____

Questions regarding invoicing or fee applicability should be directed to NCAC through the contact information published at ncacaccreditation.org.