



2640 Third Avenue
Sacramento, CA 95818

Accreditation Application and Fee Schedule

INSTITUTIONAL AGREEMENT

A school seeking accreditation or re-accreditation with NAPCIS is required to sign this form, which attests in writing to the school's intent to comply with the Standards of Excellence and the Standards and Criteria for Accreditation. It also attests to the school's agreement to disclose any and all information which NAPCIS may request to administer its evaluating and accrediting functions.

In partial fulfillment of the requirements for initial or continuing recognition by

NAPCIS, _____
(Name of School)

does hereby agree to abide by the following conditions:

1. The school is committed to and intends to comply with the standards and criteria of NAPCIS, either current or as these may be modified hereafter.
2. The school understands and agrees that NAPCIS may, at its discretion, make known to any agency or member of the public that may request such information, the nature of any action, positive or negative, regarding status with NAPCIS.
3. The school agrees to disclose to NAPCIS any and all such information as NAPCIS may require to carry out its evaluation and accreditation functions.
4. The school agrees to refrain from making any promotional use of its application for accreditation prior to accreditation, except where, and by the means approved of by NAPCIS, prior to actual accreditation.

Administrative Officer

Signature

Board of Trustees Chairman

Signature

Date

APPLICATION FOR ACCREDITATION

1. NAME OF SCHOOL: _____

ADDRESS: _____
(Street) (City & State) (Zip Code)

Mailing Address: _____

2. PHONE: _____ FAX: _____

E-Mail _____

Web _____

3. ADMINISTRATIVE OFFICER: _____

4. CHAIRMAN OF THE BOARD: _____

5. DATE SCHOOL WAS OPENED: _____

6. DATE SCHOOL GRADUATED ITS FIRST CLASS: _____ GRADE LEVEL: _____

7. TYPE OF SCHOOL: Grade Levels: _____
Coed _____
Boy _____ Girl _____
Day _____ Boarding _____
Home Study Program _____

8. CURRENT ENROLLMENT: DAY, BOARDING, HOMESCHOOL

Preschool _____
Kindergarten _____
Grades 1-8 _____
Grades 9-12 _____

HOME STUDY PROGRAM _____

Please submit the names and addresses of three individuals to whom we may write or call for references. Individuals named should have knowledge of the background and operation of your school. It is preferred, but not required, that at least one of the references has visited the school within the last or current school year. (References listed for NAPCIS Membership Application may be used.)

1. Name: _____
Address: _____
Phone: _____
email: _____

2. Name: _____
Address: _____
Phone: _____
email: _____

3. Name: _____
Address: _____
Phone: _____
email: _____

LIST OF ACCREDITATION DOCUMENTS

The following documents must be submitted in triplicate (unless otherwise noted).

1. A copy of the Oath of Fidelity to the Magisterium and the Profession of Faith to the Holy Roman Catholic Church administered to the Board of Trustees, administrator, faculty, and staff.
2. A set of photographs* showing:
 - the exterior of the facility; the play area; grounds;
 - all interior uses of the facility, including:
 - classrooms
 - library
 - auditorium/gym
 - chapel
 - administrative offices
 - faculty room
 - restrooms
 - computer room, etc.
3. Course Syllabi for all grade levels in at least one core subject area (Religion must be the one, if submitting only one.), with a plan of action for the development of course syllabi for the additional core subject areas.

*Please note: It is not required for accreditation to have all facilities listed.

ACCREDITATION FEE SCHEDULE

Accreditation/ Re-Accreditation Application Fee:

The accreditation application fee is based on the enrollment of the school for the current school year.

Base Rate: \$10.00/student

Minimum Fee: \$300 for a school with fewer than 30 students

Maximum Fee: \$1,000 for a school with more than 100 students

The Accreditation Fee must be submitted with the completed Application for Accreditation/Re-Accreditation.

The initial review by the NAPCIS Accreditation Department of a school's Application for Accreditation/Re-Accreditation will not begin until all fees are paid.

Visiting Team Fees:

The school is responsible to provide all travel (gas mileage, airfare, etc.) and accommodation (hotel, meals, etc. for visitors. Arrangements will be made by the school with each visitor.

In addition, a fee payable to the Visiting Team on the day of the visit: \$75.00/visitor.

Accreditation Renewal Fee:*

An accreditation fee is paid on an annual basis.

The annual renewal fees are based on the enrollment of the school for the current school year.

Base Rate: \$5.00/student

Minimum Fee: \$150 for a school with fewer than 30 students

Maximum Fee: \$500 for a school with more than 100 students

*It is recommended that the accreditation renewal fee be included in the school's annual budget and the costs applied to the registration fee paid by families each school year. Parents will appreciate knowing that a portion of their registration fee is designated for the annual per student assessment for NAPCIS accreditation.