



**Application Form for Initiating
the Accreditation Membership Process
to the Commission on Accreditation**

November, 2022

INSTITUTIONAL DATA

Institution Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Mailing Address (if different): _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Website: _____

Part 1: Name of Officers & Contact Information (a person may hold more than one position. The President must be employed by the institution and not a volunteer position)

POSITION	NAME	HIGHEST DEGREE	EMAIL
President			
Academic Officer			
Financial Officer			
Development Director			
Registrar			
Faculty			
Continue list of faculties (full-time and adjunct as needed)			

Part 2: Governing Board (append to the application a description of the governing board that satisfies ARTS-COA governance eligibility requirements, found in the ARTS Standards #7.)

- a. Provide a description of the institution’s governance model.
- b. Describe how the school ensures accountability, avoids conflicts of interest, and works to ensure adherence to the mission and goals of the institution and its Reformed faith.
- c. Provide documentation confirming that the governing body is authorized to carry out the mission, goals, and objectives of the institution.
- d. Attach to this application
 - 1) a copy of the institution’s constitution and/or bylaws
 - 2) a copy of your governance manual/handbook

NAME	POSITION ON THE BOARD
Add more board members to this list as needed	

Part 3: Eligibility Information

Each member institution must profess adherence to one or more of the historic creeds of the Reformed tradition.

Indicate those creeds and confessions the institution adheres to.

- | | |
|---|---|
| _____ Westminster Confession and Catechisms | _____ Canons of Dort |
| _____ Belgic Confession | _____ First and Second Helvetic Confessions |
| _____ Heidelberg Catechism | _____ Second London Confession of 1689 |

Attach at the end of this application, a letter on institution letterhead, a formal letter signed by the chief executive and chairperson of the institution’s board of governance, attesting to the institution’s adherence to one or more of the checked creeds and confessions.

Part 4: Authorization

Attach to this application the institution’s governmental authorization to operate and grant degrees.

Part 5: Mission and Goals

Describe the institution’s mission and goals. Explain how they are in accord with the objectives of the Association.

Part 6: Operational Experience

Year institution was founded _____

Year of your first graduation _____

Part 7: Chief Executive Officer

Provide the description of the responsibilities and authority of the institution’s chief executive. This must include job description and an indication of those sections of the constitution and bylaws that describe the chief executive’s role.

Part 8: Academic Programs

Provide a catalog with this application and describe the academic program offered by the institution. Indicate, where appropriate, that they comply and are in accordance with the academic intent of the Association. (Or you may give the URL where this can be found.)

Part 9: Enrollment Data

Degree Programs	# of Graduates two years ago	# of Graduates one year ago	# of Graduates current year
Undergraduate Programs			
Certificate			
Diploma			
BTh			
BDiv			
Master’s Degree Programs			
MA			
MDiv			
ThM			
Doctoral Degree Programs			
DMin			
PhD			
PLEASE ADJUST THE ABOVE LIST TO REFLECT YOUR ACTUAL PROGRAM OFFERINGS			

Part 10: Financial Viability

Attach to this application an audited or reviewed financial statement of the last three years that demonstrate the institution has control and can attest to its financial stability to continue to operate.

Part 11: Required Letter and Statements

Attached to this application an official letter from the chief executive officer reflecting a decision of its board of control to pursue accreditation.