

 Initial Application for Accreditation

Name of Organization:

Administrative Address: (for correspondence)

List all Physical Location(s) Where Instruction Takes Place:

Main Administrative Phone:

Public Email address:

Public Website:

Organization Legal Type:

Indicate: Date Chartered; Date Legal Authorization to Offer Educational Program was Obtained:

Name of Authorizing Body:

Head of Governance Body or Owner:

Chief Executive Officer:

Head of Faculty:

Name and title of members of the School Accreditation Team:

Person to Whom ACHENA Correspondence Should Be Directed: (include phone and email)

Courses of Study: Please provide a description of your courses of study, including duration of program and ending designation (diploma or certificate offered). Add additional pages if needed.

Does the organization employ distance education as part of any of its program? If yes, please briefly describe:

Is the organization a party to or subject of any formal complaint, lawsuit, bankruptcy, IRS action, or any other formal matter that may impact its operations?

**Please attach a signed Letter of Intention explaining why you wish to pursue accreditation of your school or program through ACHENA.**

**Attestation:**

I hereby attest to the accuracy and completeness of the information provided in this application and all attached materials.

I certify that I have reviewed the current ***ACHENA Eligibility and Accreditation Manual*** and the ***ACHENA Policies and Procedures Manual*** available on the ACHENA website and agree to act in accordance with established policies and procedures outlined therein.

I commit that the institution/program(s) will act with honesty, integrity and transparency throughout every phase of the application, eligibility and accreditation process. I understand that failure to do so may result in disqualification from accreditation and loss of any fees submitted.

By signing below, I also indicate that, consistent with federal regulations 34 CFR part 600.4-6 pertaining to school accreditation, my organization agrees to submit any dispute involving any adverse accreditation decision by ACHENA, such as need for corrective action, monitoring actions, denial, withdrawal, or termination of candidacy status or accreditation, to arbitration before initiating any other legal action.

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Signature of Chief Executive Officer Date